

27th ANNUAL CONFERENCE ON AGING & VENDOR EXPO

November 3, 2016

8:00 am - 4:00 pm

NEW YORK MARRIOTT MARQUIS

1535 BROADWAY, NEW YORK CITY

Exhibitor Information Sheet

LIVEON NY VENDOR CONTACT

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MARRIOTT MARQUIS

1535 Broadway, 6th Floor
New York, NY 10036
Visit the website to find out more information on parking and room reservations
<http://www.marriott.com/hotels/travel/nycmq-new-york-marriott-marquis>
Conference and Vendor Expo is located on the 6th floor of the hotel

CHECKING IN- next to the Registration desk.

Please check in with a LiveOn NY Rep at the Exhibitor area- We recommend arriving at 6:30 am (no later than 7:00 am). All Principal & Premier exhibitor tables should be set up by 7:30 am. Exhibits are open 8:00 am – 3:00 pm.

Featured and Basic exhibitor tables inside the Ballroom must be set up by 8:00 am, please note exhibitor tables located in the Ballroom (Featured & Basic Exhibitors) will be closed during the Morning session (8:30-10:00am) and during the Lunch session (12:45-2:00pm). Exhibitors are encouraged to attend the morning and lunch session. Breakdown will start at 3:15 pm. Locations must be vacated by 4:00 pm.

EXHIBITOR INFORMATION:

Each table is 30"x 60", undraped and has two chairs. Lunch: All vendors are included in the plated lunch. If Featured or Basic vendors have additional representatives at the conference and those representatives plan to attend lunch, these vendors will incur an additional charge of \$100.00 per person. This year there will be no box lunches provided for representatives.

1. ELECTRICITY

There will be double outlets at each table. Exhibitors must bring their own power cords, strips, special plugs, and/or surge protectors.

2.WIRELESS ACCESS

We have been advised that FREE Wireless Access is available. You will sign in as "CGGuest."

3. A/V-INTERNET -COMPUTER-PHONE NEEDS

Neither LiveOn NY nor the venue provides A/V or digital equipment. No data connections at the venue.

4. PHOTOCOPIES/BUSINESS SERVICES

There is a business center on site that is managed by FedEx.

5. STRIKING EXHIBIT AND SHIPPING BACK MATERIALS

Breakdown may start at 3:15 pm; room must be vacated by 4:00 pm. Exhibitors must make their own arrangements to dismantle their exhibit and ship their materials back at the end of conference. We have been advised that you can leave packages (properly taped w/waybill) for FedEx or UPS to pick up the next day. **However, you must arrange ahead of time with the Marriott Business Center. All other shipping must be arranged between you, the shipper and Marriott.**

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Conference Program

6:30- 7:45am – Vendor set up

8:00 – 8:30am – Registration Check-in, Continental Breakfast in Foyer

Principal & Premier Vendors open in the foyer

8:30 – 10:00am – Morning Session

Featured & Basic Vendor tables located in Ballroom Vendor are invited to attend morning session- all vendor tables are closed

10:00 – 10:45am – Vendor Exhibition

All vendors open

11:00am – 12:45pm – Morning Workshops

12:45 – 2:00pm – Presentations & Networking Lunch

All vendors join the lunch -Principal & Premier vendors have designated table and can include promotional materials on tables

2:15 – 4:00pm – Afternoon Workshops

Vendor breakdown