



EXHIBITORS GUIDE

NEW YORK STATE ASSOCIATION OF AMBULATORY SURGERY CENTERS [NYSAASC]

Annual Conference
October 4-6, 2023

Crowne Plaza Albany
Desmond Hotel
660 Albany Shaker Road
Albany, New York

<https://www.desmondhotelsalbany.com>

Conference Dates

Wednesday, October 4, 2023 – Friday October 6, 2023

Exhibitors Hall in *Fort Orange Square* opens on Thursday, October 5, 2023, @ 8:00 AM

Cocktail Reception in *Fort Orange Square* on Thursday, October 5, 2023, from 5:30 - 7 PM

Networking Dinner in *King Street Ballroom* on Thursday October 5, 2023, from 7 - 9 PM

Exhibitor Set Up

Wednesday October 4, 2023, 6:00 PM to 8:00 PM in Fort Orange Square

Exhibitor Breakdown

Friday October 6, 2023, beginning @ 2:00 PM

Each exhibitor will be provided.

Table - 1 6' x 30" table with gray floor length table cover

Chairs - 2 Chairs

Power - Standard electrical service (a 110-volt outlet) is included. Bring a power strip.

Contact Phil Genovese, the Event Manager, if you require additional power.

Delivery of Equipment/Promotional Materials

Crowne Plaza Albany – The Desmond Hotel will accept deliveries starting on

Friday, September 29, 2023.

Label each box as follows and include your company name.

ATT: Crowne Plaza Albany – The Desmond Hotel

C/O: NEW YORK STATE ASSOCIATION OF AMBULATORY SURGERY CENTERS

DATE OF EVENT: OCTOBER 4, 2023

ON SITE CONTACT: ATTN: Phil Genovese, Event Manager
660 Albany Shaker Road
Albany, New York 12211

“ABC Company”

The Event Manager at the *Crowne Plaza Albany The Desmond Hotel* must be notified of any shipment needing the use of the Loading Dock or of any shipment exceeding 100 lbs. and is subject to a receiving charge fee of \$50.00 per 100 lbs.

Phil Genovese, Event Manager

Direct line: 518.640.6080

Email: pgenovese@desmondhotels.com

Materials being shipped upon the conclusion of the event must be pre-paid and labeled for shipment and must be given to a member of the hotel staff at the time of departure.

Materials will be held for up to five (5) days after your function; if at that time you have not claimed your goods or materials, they will be discarded.

The hotel is not responsible for damaged packages or the safety or security of items once they have been distributed to the on-site contact.

Member List

If the exhibitor is entitled to the membership list it will be circulated by November 15, 2023.

Attendee List

The final attendee list will be available after the conference as attendees may register on the day of the conference.

Attendance

Expected attendance is 150.

Hotel Reservations

Desmond Hotel Albany

<https://www.desmondhotelsalbany.com>

Address: 660 Albany Shaker Rd, Albany, NY 12211

Phone: 518-869-8100

Code: AAS

Early booking is recommended to secure your room.

Please note the cut-off date for event group block reservations is September 13, 2023.

Complimentary parking on site

Program Ads

Exhibitors entitled to an ad in the program need to have their final copy emailed to Giovanna Guerci at gguerci@friedlanderassociates.com NO later than **Wednesday, September 6, 2023.**

Ad Copy Sizes

	AD SIZE
Full Page	Full Bleed: 8.75" x 11.25" Trimmed Size: 8.25" x 10.75"
1/2 Page	Full Bleed: 8.75" x 5.625" Trimmed Size: 8.25" x 5.375"
1/4 Page	Full Bleed: 4.375" x 5.625" Trimmed Size: 4.125" x 5.375"

Name Tags

Please provide the Names for each attendee for their name tags.

Floor Plan

Fort Orange Square

Booth numbers will emailed.

Fort Orange Square Courtyard

