



August 1, 2011

Dear Vendor,

Thank you for your interest and support for the 43<sup>rd</sup> NYSFAAA Conference being held this year at the Turning Stone Resort.

This letter will be a reference point for you to prepare to Exhibit at our Conference:

- Vendor Registration is on-line and can be paid by either credit card or check. The cost to exhibit will be \$300.00. This fee includes a 6 foot skirted table, 2 chairs and a waste basket. Exhibitors will also receive a listing of attendees 2 weeks prior to the conference. Your support will also help support NYSFAAA Statewide Training initiatives throughout the year.
  - Table assignment will be based on when your on-line registration is completed and confirmation of your payment being received
  - When going on-line for Vendor Registration, please note you must be a NYSFAAA member to complete this form. It is recommended that you complete your conference registration and yearly membership prior to doing Vendor Registration.
  - Once on the Vendor Registration site, it will require the person filling out the form be a member of NYSFAAA. Once the NYSFAAA member does sign on Section 2 does allow for you to put a primary contact if it is someone other than yourself.
- Northeast Decorating will be assisting NYSFAAA with our vendor needs during the conference. Please refer to the NYSFAAA Conference Exhibitor Mailer PDF. There are additional costs for these services and payment arrangements must be made directly with Northeast Decorating.
  - **The Equipment Order Form-** This only needs filled out if you require additional chairs for your space.
  - **The Drayage/Freight Service Forms-** If you require your supplies to be delivered to the conference PACKAGES CANNOT BE SENT DIRECTLY TO TURNING STONE. All deliveries must be sent to Northeast Decorating. Please follow the instructions on this form, and complete pages 1 and 2, mailing labels have also been provided to you.
    - **Please note you are not required to use Drayage/Freight Services.** If you will be bringing your supplies with you to the conference, you will be responsible for taking your packages to the vendor area. Turning Stone will not supply the use of their bellman to assist you.
- Northeast Decorating will also be able to assist you in mailing out your supplies at teardown. TURNING STONE DOES NOT PROVIDE ANY SHIPPING SERVICES FOR OUTBOUND SHIPMENTS. You are responsible to have your items cleared out of the vendor area by 5:00 p.m. on Wednesday October 19.

Northeast Decorating will be able to assist you in any question you may have in regards to their forms. Listed below is their contact information or you can always be free to contact Laura Helmich, Vendor Chair, at 724-344-7573 or [laura.helmich@pnc.com](mailto:laura.helmich@pnc.com).

Northeast Decorating and Exhibit Services, Inc.  
225 Wilkinson Street  
Syracuse, NY 13204

Contact Person: Susan Brewer  
Phone: 315 471 0237  
Email: [suzi@nede.net](mailto:suzi@nede.net)

VENDOR HOURS:

Vendor Set up: Monday October 17: 2 pm- 7pm  
Tuesday October 18: 8 am- 10 am  
Vendor Area Open:  
Tuesday October 18: 10am- 5 pm  
Wednesday October 19: 8 am- 3:45 pm

If you do have any questions or concerns, please feel free to contact me directly. Once again, thank you for your support of NYSFAAA and I look forward to seeing you at the conference.

Best Regards,

Laura Helmich  
Vendor Chair, NYFSAAA Conference 2011

Jan Scheutzow  
Mark Schwartz  
Conference Co-Chairs