

**NY21 Exhibitor Asset Instructions – Standard Exhibitor Booths**

**Information may be submitted via form or emailed to** **dani@nyspma.org** **no later**

**than January 13, 2021**

Company Name:

Company Logo: mail to dani@nyspma.org (.ai, eps, .png, .jpg, .pdf)

50 Word Text: can be company description, marketing message, thank you, or special offer, etc.

**Contact Information**

Website:

Email:

Phone:

**Links to up to 3 assets:** Files accepted: PDFs, websites, additional videos, social media, etc. Alternatively, you can email adobe illustrator and acrobat files, .eps, .png, .jpg, word docs, and pdfs. Videos can be .mp4s or dropbox link.

Title/Name

URL:

Title/Name

URL:

Title/Name

URL:

Will you be hosting an in-booth raffle? Yes No Not Sure

\*Please see next page\*

**Breakout Room/Live Video**

The NY21 Virtual Platform allows our exhibitors to host their own meetings and breakout rooms with attendees. These must be pre-scheduled and availability posted on the exhibit booth. We encourage our exhibitors to have live coverage during breaktimes.


Example:

Are you hosting a WebEx/Meets/Zoom presentation during breaks? Yes No Not Sure

Platform (Zoom, Teams, Meet, Go2Meeting, etc.):

Thursday, January 28 Times:

Saturday, January 30 Times

Sunday, January 31 Times:

**Exhibit Hall Hours:**

**Thursday, January 28 7:00 pm – 8:30 pm** NY21 Kickoff in the Exhibit Hall (**Dedicated Hours**)

**Saturday, January 30 9:30 am – 5:30 pm**

 **Dedicated Exhibit Hall Breaks**

10:00 am – 10:30 am

 12:00 pm – 1:00 pm

 3:00 pm – 3:30 pm

**Sunday, January 31 9:30 am – 3:30 pm**

**Dedicated Exhibit Hall Breaks**

10:00 am – 10:30 am

 12:00 pm – 1:00 pm

 3:00 pm – 3:30 pm