



NYWEA 2025 SPRING MEETING EXHIBITOR INFORMATION

Exhibit Open June 2 & 3

Saratoga Springs City Center

522 Broadway | Saratoga, NY 12866 | (518) 584-0027

LOCATION OF EXHIBITS:

The exhibition will be held in the Saratoga Springs City Center that connects with the Saratoga Hilton.

EXHIBITOR REPRESENTATIVE ADMISSIONS:

Registration permits one (1) person for each booth unit rented. Breakfast, lunch, breaks and the Tuesday reception are included with each booth registration. An exhibitor can bring an additional person to the booth for the price of \$55.

BOOTH EQUIPMENT AND SERVICE INFORMATION:

A (6) foot draped table, two chairs, and shared wastebasket are included. Electrical will be extra. Please bring an extension cord. The exhibitor shall make payment for electrical service and any additional special electrical equipment with Clifton Park Convention Services.

SHIPPING AND RECEIVING:

When sending packages, the following information must be on the package:

1. Name of Sender, Company of Sender, Address and Phone Number of Sender
2. Group Arrival Date, Group Contact, Group Name
3. Total Number of Boxes (1 of 2, and so forth)

Saratoga Springs City Center

522 Broadway | Saratoga Springs, New York 12866

[Saratoga Springs Exhibitor Guidelines](#)

[Saratoga Springs Load-in and Load-out Map](#)

Call: 518-584-0027

INSTALLATION AND REMOVAL TIME:

This is a 1 ½ day Exhibition to be held Monday & Tuesday June 2 & 3, 2025. Exhibitors may set-up on Monday morning, June 2 after 8:00 am. Exhibit displays must be in place by 12:00 pm on Monday, June 2. Dismantling may not begin before 6:00 pm on Tuesday. All exhibits must be removed from the exhibit area by 10:00 pm. Materials not removed by this time will be removed and put into storage at the Exhibitor's expense. There is no space available for storage of empty cartons, crates, etc.

EXHIBIT HOURS: The exposition will be held in the Saratoga City Center with the following tentative schedule:

MONDAY 6/2 - Opening Session 9:00 AM

Exhibition Opens 12:00 PM

Official Ribbon Cutting 11:45 AM

Technical Sessions Begin 1:30 PM

Coffee Break 2:30 - 3:30 PM

Technical Sessions End 4:30 PM

TUESDAY 6/3 - Exhibition Opens 8:30 AM

Technical Sessions Begin 9:00 AM

Coffee Break 10:00 to 11:00 AM

Lunch (Included in Fee) 12:00 to 1:00 PM

Technical Sessions Begin 1:00 PM

Coffee Break 2:00 - 3:00 PM

Technical Sessions End 4:00 PM

Reception in Exhibit Hall 4:00 - 6:00 PM

BOOTH ASSIGNMENT, COST AND CONFIRMATION:

Exhibit spaces may be selected onsite on a first come, first served basis. The cost for one booth is \$1,000.

EXHIBIT HALL EVENTS:

- Breakfast will be served from 7:30 to 9:00 AM.
- A Coffee break will be held on Monday, from 2:30-3:30 PM; Tuesday from 10:00 – 11:00 AM and 2:00 – 3:00 PM.
- Lunch—a buffet lunch will be served in the exhibit hall on Tuesday from 12:00 – 1:00 PM.
- A reception will be held Tuesday evening from 4:00 – 6:00 PM, where the Operations Challenge and 5S awards will be giving out in the exhibit hall. This event provides exhibitors with another great opportunity to network with meeting attendees. We request that all exhibitors keep their booths in place until 6:00 PM that night.

EXHIBIT FACILITY:

The exhibitor assumes responsibility and liability for losses, damages and claims arising out of injury or damage to the Exhibitors' displays, equipment and other property brought upon the premises of the Saratoga Hilton and City Center hold harmless the Hotel, the City Center, NYWEA and their agents, servants and employees from any and all such losses, damages and claims.

There are no other agreements or warranty between the Exhibitor and NYWEA except as set forth in this document. The rights of NYWEA under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of both organizations.

SECURITY AND INSURANCE:

NYWEA will NOT provide security service for this meeting. Exhibitors are solely and fully responsible for their own exhibit material and should insure their exhibit against loss or damage from any causes whatsoever. Valuables should not be left in the exhibit area. All property of the Exhibitor is understood to remain in its care, custody and control in transit to or from or within the confines of the Saratoga Hilton Hotel and the connecting City Center.

CARE OF BUILDING AND EQUIPMENT:

Exhibitors, or Agents, must not damage or deface the walls or floors of the building, the tabletops, or the equipment of the displays. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. All materials used in decorations must be flame-proof. Electric wiring must conform to Electric Code Safety Rules, all applicable fire laws, electrical codes and other laws, which affect the installation, conduct and disassembly of the exhibits. Combustible material or explosives are not permitted in the exhibit hall. The Exhibitor shall also comply with all reasonable requests of officials of the hotel with respect to installation, conduct and disassembly of its exhibit.

SUSTAINABILITY: NYWEA's Sustainability Committee would like to see NYWEA conferences be more sustainable. To that end, exhibitors are strongly encouraged to give away non-plastic and sustainable tchotchkes.

CANCELLATION OF EVENT:

In the event that it is necessary to cancel a portion of or all of the NYWEA 2025 Spring Technical Conference and/or the exhibits, due to any cause beyond the direct control of NYWEA including, but not limited to damage to or destruction of the convention and exhibit building, labor strikes, adverse weather conditions, the Exhibitor shall be reimbursed only for actual costs incurred by NYWEA.

CANCELLATION OF REGISTRATION:

In the event that an Exhibitor desires to cancel a reservation, NYWEA must receive a request for cancellation in writing and a refund will only be granted if NYWEA is able to fill the reserved booth with a replacement Exhibitor.

NYWEA CONTACTS

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