



NORTHEAST ACQUIRERS  
A.S.S.O.C.I.A.T.I.O.N

Thank you for Registering as an Exhibitor for the 2024 NEAA Conference at the Albany Capital Center in Albany, NY April 3-4, 2024

**SHIPPING INSTRUCTIONS:** Ship your boxes directly to the Albany Capital Center to arrive no sooner than Monday March 25, 2024 .The boxes need to be addressed as follows:

Northeast Acquirers Association Annual Conference

55 Eagle Street

Albany NY 12207

Company/ Guest Name

Guest cell number

Box # of #

**EXHIBITOR SETUP:** Wednesday, April 3<sup>rd</sup> between 11:00 AM and 4:00 PM. Tables should be ready for the opening cocktail reception that takes place on Wednesday evening at 5:30 PM to 7:30 PM in the Exhibit Hall.

**PACKAGE HANDLING:**

Please follow the shipping instructions so that there is no delay in getting you your boxes to your table. We will have the NEAA team place your boxes at your booths.

**EXHIBITOR BREAKDOWN:** **Breakdown will start at 8pm and early breakdown of the booth will result in your company being banned from future NEAA show(s).** After the closing reception in the Exhibit Hall, all Exhibitors should box up their displays and goods and put their return shipping labels on the boxes. Leave the boxes in the Vendor Hall. You will need to notify your carrier of a pick-up request for Friday.

**GIVEAWAYS:** Attendees are always appreciative of receiving items during the classroom/speaker sessions. If you would like to contribute (equipment, gift cards, e.g.) please feel free to bring to the Show and, if possible, be in attendance to present to the attendee when their name is drawn.

**TABLES:** Each Exhibitor will be provided one six (6) foot table. We ask that due to space and height, all displays must be on the table and not exceed a total height of 9 feet on top of the table. No chairs will be provided. **NO DISPLAYS ON THE FLOOR IN FRONT OF YOUR TABLE.** Standing will be in front of table. Location of tables will be displayed on poster outside of vendor hall. We do not accept requests for specific table placement but are thoughtful of competitive vendors when arranging.

**ELECTRICAL and INTERNET:** Each Exhibitor's table will have access to Electricity and Wi-Fi connections at no extra charge. If additional Electrical or AV needs such as monitors are needed, please contact Bill Reinhardt-[bill@acesny.com](mailto:bill@acesny.com) or (518) 588-0797.

**HOTEL RESERVATIONS:** Please use the reservation link on our website [www.northeastacquirers.com](http://www.northeastacquirers.com) under the tab: NEAA 2024 then choose HOTEL RESERVATION.

**PARKING:** The parking fee will be \$10.00 per car (credit or cash are acceptable), no re-entry. If an attendee leaves and comes back it would be another \$10.00 charge. No overnight parking and lot will be open and closed based upon NEAA's event hours. There is a great parking map and directions located on our website at this link: <https://www.albanycapitalcenter.com/attend/parking-directions>

**Any additional questions, please feel free to call Ruth Gorski, NEAA Board Member (516) 941-8643.**