



# New York State Histotechnological Society

Incorporated in 1972

Dear Company Representative:

The New York State Histotechnological Society will be hosting the 2012 Region I meeting and seminars on April 26th through April 28th at the Islandia Marriott Long Island, NY. On behalf of our organization, I would like to invite you to exhibit at our meeting. We realize the importance of companies like yours to the success of our conference and want to do all we can to make this a worthwhile function for you as well as the attendees. As in the past, we will be holding a continental breakfast and several breaks in the exhibit area to encourage exhibit attendance. The wine and cheese reception on Friday will take place inside the Exhibit Hall. All meeting functions and meals will be on site.

## **Key Points and Exhibit Information:**

- Exhibit Set-Up: Friday, April 27<sup>th</sup> 8:30am-12pm
- Exhibit Hours Friday, April 27th 12:00pm - 5:30pm  
6:00pm – 8:00pm **Wine & Cheese Reception**  
Saturday, April 28th 8:00am - 1:00pm
- Exhibit Tear Down: Saturday, April 28<sup>th</sup> after Luncheon
- Exhibit Space Cost: \$750.00 per booth
- Booth Size: 6' x 30"
- Security: The exhibit hall will be locked during off hours.
- Special  
Electrical/Internet: Contact the Islandia Marriott directly, Dominique Mazza at 631-232-3000 ext. 7118 for special electrical/internet requirements.
- Space Assignments: Booths will be assigned upon receipt of the enclosed reservation form and payment as well as competitor location.

*Cancellation must be made in writing to Sarah Mack at the address listed below at least thirty days before the meeting date.*



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Also, in order to keep this conference affordable for all attendees, we are offering the opportunity to sponsor educational sessions and/or coffee breaks. You will receive additional recognition for your company. Please contact Sarah Mack.

To register your company to participate in this year's meeting, please complete the enclosed form and return it with the booth fee of **\$750.00 by March 1, 2012 to:**

Sarah Mack  
8162 Quanz Road  
Wayland, NY 14572  
[Sarah\\_Mack@urmc.rochester.edu](mailto:Sarah_Mack@urmc.rochester.edu)

You can make arrangements for your stay by calling the *Islandia Marriott* directly 1-800-228-9290. The convention rate for this meeting is \$ 119.00 for single or double room accommodations; mention group name and "*NYSHSregionI*" book your reservation *before March, 28, 2012* in order to ensure these rates. If you plan to ship equipment, displays, and/or large packages, please call the Islandia Marriott directly. For more information on the hotel, the web address is:

<http://www.marriott.com/hotels/travel/ispis-islandia-marriott-long-island/>

If you have any questions please direct them to me. I look forward to seeing you there. As always, your continued support is greatly appreciated. Visit NYSHS website for regular updates regarding the 2012 Region I meeting!

Sincerely,  
Sarah Mack  
NYSHS Exhibitor Coordinator



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## EXHIBITOR'S REGISTRATION

2012 Region I Meeting  
April 26<sup>th</sup>-28<sup>th</sup> 2012  
Islandia, Long Island NY

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

Company Representative attending: \_\_\_\_\_

E Mail Contact: \_\_\_\_\_

The above named company requests that the New York State Histotechnological Society reserve exhibit space for their company at the annual meeting and seminar on April 27<sup>th</sup>-April 28<sup>th</sup> 2012 at the Islandia Marriott, Long Island. This reservation form is accepted as commitment on the part of the company unless canceled in writing 30 days prior to the meeting. The exhibitor's fee of \$750.00 per table is enclosed. To ensure being included in the exhibitor's list on our website (and program depending on publication date) please return this registration form and payment by March 1, 2012. Checks should be made payable to the NYSHS.

If you are shipping equipment and/or materials to the venue, please note the following: Packages arriving before 4/26 (Thursday) will not be accepted by NYSHS and are subjected to the following "handling" charges which exhibitors are solely responsible for:

Package Handling Fees for The Islandia Marriott Long Island 1-800-228-9290:

Package Size	Envelope	1-25 boxes	26-50 boxes	Display Case	½ Pallets
Delivery	\$3.00	\$7.00	\$35.00	\$100.00	\$100.00
Ship	\$2.00	\$5.00	\$20.00	\$75.00	\$75.00
Storage	\$2.00	\$5.00	\$20.00	\$75.00	\$75.00

NYSHS and Hotel representatives will not be responsible for loss or damage to above mentioned materials prior, during or after the meeting. Company representatives are also solely responsible for unpacking and moving all equipment and supplies, and shipping arrangements for materials after the meeting has concluded. Any material left in the room after the meeting will be promptly discarded.

NYSHS does not provide internet resources to vendors in the exhibit hall. If you require Internet, please contact the Islandia Marriott's, Dominique Mazza, at 631-232-3000 ext. 7118.

If your company is unable to attend, we offer the option of exhibiting your material, handouts, business cards, etc. on an unmanned table in the exhibit hall. Your material will be displayed on a table for registrants to help themselves. Please send 100 copies of your material. Any leftover material will be discarded.



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## EXHIBITOR'S REGISTRATION

2012 Region I Meeting

April 26<sup>th</sup>-28th 2012

Islandia, Long Island NY

We would like \_\_\_\_\_ six-foot tables at \$750.00 each.

We would like to exhibit an unmanned table at \$375.00 each. \_\_\_\_\_

The above company will not be able to attend \_\_\_\_\_

We will need access to electrical outlets: Yes \_\_\_\_\_ No \_\_\_\_\_

We will also need: \_\_\_\_\_

What would you like to donate to the exhibit hall raffle? Yes \_\_\_\_\_ No \_\_\_\_\_

*The following events are available for sponsorship on a first come first serve basis.*

We would like to sponsor educational sessions (\$500.00) Yes \_\_\_\_\_ No \_\_\_\_\_

We would like to sponsor a coffee break (\$350.00) Yes \_\_\_\_\_ No \_\_\_\_\_

We would like to sponsor wine and cheese: Yes \_\_\_\_\_ No \_\_\_\_\_

(Please contact us for more information)

Company Agent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return the completed form and check to:

Sarah Mack  
NYSHS Vendor Contact  
8162 Quanz Road  
Wayland NY 14572

Visit NYSHS website for regular updates regarding the 2012 Region I meeting!