

## 2017 EXHIBITOR MOVE IN INFO - PLEASE READ!

Welcome to the 2017 NY Women's Expo being held February 25th and 26th at Siena College!  
To alleviate any problems during move in, set up, move out, or the Expo itself, please read this information.  
Call Suzette Anthony cell 518-229-0099 or email [nywomensexpo@gmail.com](mailto:nywomensexpo@gmail.com) with any questions.

## SET UP DATE - FRIDAY February 24th from 10 AM TO 6 PM

Please park in the parking lot and register immediately upon arrival at the EXPO INFORMATION TABLE located in the lobby of the Siena College Marcelle Athletic Complex - SEE MAP BELOW. Exhibitors will be given all pertinent information, 2 exhibitor badges and will be directed to their booth site. Please be respectful to your fellow exhibitors during move in and out. (Call if you need more badges).

## EXHIBITOR BOOTH IMPORTANT INFORMATION

- YOU WILL GET BOOTH LOCATION & EXHIBITOR BADGES WHEN YOU CHECK IN ON FRIDAY.
- IF YOU ORDERED ELECTRICAL IN YOUR BOOTH - YOU WILL NEED A 25' EXTENSION CORD.
- NO BALLOONS ARE PERMITTED INSIDE THE BUILDING.
- FREE WIRELESS INTERNET IS AVAILABLE IN ALL BOOTH LOCATIONS.
- EACH BOOTH MUST HAVE AT LEAST ONE PERSON MANNING IT DURING ALL EXPO HOURS!
- ANY TRASH DURING SET UP SHOULD BE TAKEN TO THE OVERHEAD MOVE IN DOOR AREA.
- IF NOT MOVED IN BY 5 PM FRIDAY FEB 24th (WITHOUT APPROVAL) YOU MAY LOSE YOUR SPACE
- MOVE OUT TIME IS 4 PM SUNDAY FEB 26th - ALL MUST BE OUT BY 7PM (NO EXCEPTIONS).

