



2019 Adirondack Park Local Government Day Conference
Wednesday April 3 & Thursday April 4



EXHIBITORS INFO SHEET

Date and Location:

The Adirondack Park Local Government Day Conference begins Wednesday Afternoon April 3, and continues through Thursday, April 4 at the Crowne Plaza Lake Placid, 101 Olympic Drive, Lake Placid, NY (see: <http://www.lakeplacidcp.com>).

If you require lodging, please contact the Crowne Plaza directly @ (800) 874-1980.

Please make sure to check-in with conference registration staff.

Registration:

You must submit a completed Exhibitor Registration Form and your payment to reserve your exhibit space.

All checks must be payable to the Crowne Plaza.

Set-Up:

Exhibitors will be in the Sky Room (see map below)

- Exhibitors may setup any time after noon on Wednesday or Thursday morning.
- Spaces for Exhibitors are first come first served (there will be a 6-foot table for every registered exhibitor).
- There is a side door in the corner of the Sky Room is available to facilitate your set-up and take-down.
 - **This door locks when it shuts** so make sure you have someone stationed on the inside to open it for you.

Key Times (*tentative schedule*):

- **Wednesday**
 - 12:00-7:00pm -- Exhibitor setup in the Sky Room
 - 1:00-5:00pm -- Two concurrent Sessions in Olympic Rooms
 - 2:30-3:00pm -- Refreshment Break
 - 5:00pm -- Social in the Great Room Lobby (All are invited)
- **Thursday**
 - 7:00am -- Exhibitor setup available (if not setting up on Wednesday)
 - 7:45am -- Formal Registration for the Conference outside Olympic Rooms
 - 7:30-8:30am -- Refreshment Break in the Sky Room
 - 8:30-9:15am -- Welcome & Keynote in Olympic 1/2
 - 9:15-9:45am -- Refreshment Break in the Sky Room
 - 10:00am-4:15pm -- Three concurrent Conference sessions in Olympic Rooms running throughout the day
 - 12:15-1:30pm -- Lunch in the Grandview Room (lunch tickets are required)
 - 2:45-3:00pm -- Refreshment Break in the Sky Room
 - **3:00-3:30pm -- Exhibitor booth take-down**

See www.apa.ny.gov/Local_Government/index.html for more details and agenda.

Take-Down:

Exhibitors are asked to remove their exhibits by 3:30pm on Thursday April 4th.

Map of the Crowne Plaza Lake Placid:



