



Commercial Exhibits and
Advertising Opportunities
The 83rd Technology Fall Conference
October 27 & 28, 2022

Department of Technology
State University of New York at Oswego
Oswego, NY

Commercial Exhibits

Commercial exhibit spaces will be available in the corridor and lobby areas of Park, Wilber, and Shineman Halls for the two days of the Fall Technology Conference. There will be 26 booth spaces available that are approximately 6 x 13 feet. Please see the Exhibitor's Contract for additional details.

Conference Program Advertising

The SUNY Oswego Department of Technology is offering advertising space in the online conference program which is included with the booth cost.

Conference Event Sponsorships

Event Sponsorships are available for each of our two morning breaks and for our conference reception dinner on Thursday evening. Sponsorships include advertising in the conference program and highlighting your company at the event.

Questions and mailings should be directed to:

Mark W. Hardy, Ph.D. – Commercial Exhibits Coordinator
Department of Technology
103 Park Hall
State University of New York at Oswego
Oswego, NY 13126
Phone: 315-312-5760 Fax: 315-312-3363
Mark.Hardy@oswego.edu

Commercial Exhibits Contract

Thank you for considering exhibiting at our Fall Technology Conference. As a commercial exhibitor, please review the following exhibit specifications and conference requirements. All exhibit booth contracts should be received by October 10.

1. All booth spaces will be approximately 6 feet deep by 13 feet wide. In order to maintain traffic flow and as a courtesy to our guests and other vendors, we request that you restrict booth materials to the designated spaces.
2. Booths cost \$400.00 each. Multiple adjoining booths can be requested. Booths will include the following:
 - One or two 6 foot tables will be provided with table cloths and two chairs.
 - A 120V grounded electrical outlet will be provided upon request.
 - Complimentary WiFi will be provided in the conference buildings.
 - A listing and advertising in our conference program.
3. The exhibit area will be available Wednesday, October 26 from 3:00 p.m. to 7:00 p.m. so that you may have adequate time to unload and get set up. Student helpers will be available to assist with unloading vehicles.
4. Shipping reception and return service is available for your materials. All items should be shipped to arrive at Department of Technology before October 26. Please ship materials that will be returned in strong reusable containers. All shipping arrangements need to be prepaid and completed by your company. Prior arrangements for large items may need to be made. Shipments by common freight carrier may not be able to be accepted – please contact us for details. Shipping will be accepted at:

Commercial Exhibits: Attn: Your Company Name
Department of Technology
103 Park Hall
State University of New York at Oswego
Oswego, NY 13126
5. You should plan to have your exhibit staffed as follows:

Thursday, October 27	8:30 AM - 4:30 PM
Friday, October 28	8:30 AM - 2:00 PM

We would appreciate the adherence to exhibition time schedules, particularly on closing at 1:00 p.m. on Friday. We have received some concern by exhibitors over the confusion as a result of early “take-off.” Therefore, all exhibitors should maintain exhibits until 1:00 p.m. as scheduled.

6. Help with carry out and loading will be available from 1:00 PM to 4:00 PM on Friday. Please plan to crate and/or box your materials after 1:00 p.m.
7. Security will be provided in the exhibit areas on both Wednesday and Thursday nights during non-conference hours from 5:00 PM until 8:30 AM by department personnel.
8. Ship’s prizes will be distributed in the exhibit hall according to the schedule announced in the conference program on both days. For new exhibitors, the Ship’s Drawing is a tradition established by the vendors as a way to increase foot traffic through the conference areas, by raffling off “door prizes”. Participation is optional. Ship’s Drawing prizes will be collected on Thursday morning.

9. Parking on campus is by permit only. Visitor parking passes for the E23 Employee lot will be provided to you when you check in on Wednesday. Parking information and a campus parking map can be found at <https://www.oswego.edu/parking/>
10. Hotel accommodations information can be found at <https://www.oswego.edu/about/visit/around-oswego/accommodations>.
11. Please join us for our conference reception Thursday at the Lake Ontario Conference Center located within the Best Western Plus Captain's Quarters Hotel, 26 East First Street, Oswego, NY. A cash bar will open at 5:00 followed by dinner and a short reception program and dinner from 6:00 to 9:00. This is an excellent opportunity to spend additional time with conference attendees.
12. Booth spaces and materials may not be altered by vendors. Exhibitors will be held responsible for damage to any booth materials.
13. Character of the exhibits is subject to the approval of SUNY Oswego and the Department of Technology. We reserve the right to refuse applications or exhibits that do not meet the professional standards and expectations for the conference, and we reserve the right to curtail exhibits that may reflect unfavorably on the college and department. This applies to displays, literature, advertising, and other distributed materials.
14. Exhibits may not be obtrusive or interfere with adjoining exhibit spaces. This includes line of sight, sound, displays, or other interferences.
15. Vendors may not intrude on or append adjoining open spaces beyond their booth limits for display purposes.
16. Exhibits must adhere to OSHA safety rules and fire safety rules for our institution.
17. By completing and submitting the application for an exhibitor's space you agree to adhere to the above provisions and rules.

Conference Program Advertising

Due to campus and SUNY initiatives to reduce printing and paper use, advertising is now on our website.

- The web ad will be equivalent to a full page in our previously printed program and are 4.5" wide by 7.5" tall, or similar scaling.
- We also request that you provide us with a clean company or organization logo for the web page as a separate file from your ad.
- Artwork needs to be received by October 15 in order to be included in the program.
- Artwork in the form of a PDF or JPG file can be mailed or emailed to Mark.Hardy@Oswego.edu.

Conference Event Sponsorships

Event sponsorships are available for our two morning continental breakfasts and for our conference reception at the Lake Ontario Conference Center on Thursday evening.

Morning Break Sponsorships (4 available – 2 Thursday, 2 Friday) - \$300.00 each

- Advertising for the breakfast will be prominently displayed in the reception areas inviting guests to enjoy baked goods and beverages with compliments from your company.
- A sponsorship ad will accompany the breakfast information in the conference program.

Conference Reception Sponsorship (2 available) - \$500.00 each

- Advertising for your company will be prominently displayed during the Thursday night reception program.
- A sponsorship ad will accompany the reception information in the conference program.



Commercial Exhibits and
Advertising Opportunities
The 83rd Fall Technology Conference
October 27 & 28, 2022

Commercial Exhibits and Advertising Application

Company: _____
Address: _____

Contact Person: _____
Contact email: _____
Contact phone: _____

Number of Booths: _____ x \$400.00 _____

Tables Requested: _____ (maximum 2 per booth space)

Electricity Needed? YES _____ NO _____

Other special Needs: _____

Meal Sponsorship
Morning Break _____ \$300.00 _____
Reception _____ \$500.00 _____
Total Due _____

Acknowledgement: I have read and agree to the terms for advertising and/or exhibiting at the Technology Fall Conference.

Signature Date Name / Title (Please Print)