

2020 Adirondack Park Local Government Day Conference
Wednesday April 29 & Thursday April 30

EXHIBITORS INFO SHEET

Date and Location:

The Adirondack Park Local Government Day Conference begins Wednesday Afternoon April 29, and continues through Thursday, April 30 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 subject to change*):

- **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
 - 8:00-9:00am -- Refreshment Break in the Sky Room
 - 9:00-9:30am -- Welcome in Olympic 1/2
 - 9:30am-4:30pm -- Three concurrent Conference sessions in Olympic Rooms running throughout the day
 - 12:00-1:30pm -- 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 30th.

Map of the Crowne Plaza Lake Placid:

