

Hello exhibitor! No doubt you have a few questions about exhibiting in the “Big Apple”! Here are the answers to some questions you may have. If you have a question that isn’t answered here, just email the Exhibits Committee, Kimberly Graff (ksz1@cornell.edu) or Kimberly Williams (coastalsolutions@hotmail.com).

1) How much does a table cost? What discounts and payment plans are there?

Please see the exhibitor registration form for the most up to date prices and payment information.

2) Where can I stay while I am at the conference?

If you plan to attend the conference, there is a whale of a housing deal available through LIU (\$150.00 for the week of the conference). There is also a Marriott Hotel near LIU (easy access to LIU) that you may wish to consider. See the conference website for details.

3) How do I go about getting my exhibit and supplies to the conference center?

No problem-Long Island University has a shipping/receiving department. Exhibitors will be able to ship to LIU to attention of “Harriet Goldsmith - for Marine Ed Conference”, and then the receptionist will call Ms. Goldsmith when the package arrives. Ms. Goldsmith will sign for the package and ensure that it gets brought to the 1st floor Humanities Conference Storage Room. Security has a key to this storage room and will be able to unlock it any time of the day or night when exhibitors arrive.

4) Typically, exhibitors and sometimes conference attendees set up their own paperwork before the conference to arrange to have a shipping company such as UPS, FedEx, etc. ship their materials at the end of the conference for shipment back home to their offices. How is this done?

Exhibitors who ship materials to LIU from their offices can ask their shipping company for blank air bill paperwork that can be filled out at the conference and attached to the items that need to be shipped to the exhibitor’s home offices. Then the shipping company should be called to arrange a pick up time and location that is convenient for the exhibitor. Exhibitors or conference attendees who wish to use this service and do not have an air bill can ask the shipping company to send a blank air bill with the driver. Please Note: Exhibitors must pay for and take care of all paperwork themselves.

5) How big is an exhibit table?

Exhibitor tables are six feet long and rectangular in shape.

6) Will I be able to sit down at my table?

Yes, we will provide each table with two chairs. Please let us know if you will need more than two chairs.

7) When can I set up my exhibit?

Exhibitor set up begins at 8AM on Sunday, July 16th.

8) Will I be able to leave my exhibit materials at the table after I set up?

Yes, but common sense must prevail! Please don’t plan to leave valuables unattended!

9) When should I arrange to have a person at the table to interact with conference attendees?

At the very least, during the times that are set aside for conference attendees to visit exhibits, such as the exhibitor's reception (see the exhibitor's registration form). Aside from that, any time you feel that it is appropriate.

10. Can I participate in the conference?

Yes, but you will need to register and pay the registration and any other fees for the days you wish to participate.

11) When will I need to break down my display?

In order to make room for the auction, we are asking that all exhibitors please vacate their tables on Tuesday by 12:30 PM.