



**The 2019 New York Sustainable Energy
Conference and Trade Show
April 24, 2019
DoubleTree by Hilton | Tarrytown, NY**

Exhibitor FAQs

Where is the trade show?

Tarrytown Doubletree Hotel
455 S Broadway, Tarrytown, NY 10591

Where can I park?

The hotel has 450 parking spaces on site. Parking is free.

How do I access the ballroom? How does loading/unloading work?

Access to the Grand Ballroom is through the main lobby of the hotel. Bellmen and carts are available for transporting boxes and equipment to your booth or table.

What is the timeline for the trade show?

Setup: At this time, we can only guarantee access to the ballroom at 6am on the day of the show. We are hoping to be able to access the ballroom on the afternoon of the 23rd, and we will be able to confirm this by April 1st.

Trade Show: Wednesday, April 24th 8:30 am to 4:30 pm.

Breakdown: Wednesday, 4:30 to 8:00 pm

Where can I stay?

The Doubletree hotel tends to fill quickly at this time of year, so please make your reservations early. There are also additional hotels nearby.

Tarrytown Doubletree Hotel (show hotel) (914) 631-5700

Courtyard by Marriott Tarrytown (914) 631-1122

Westchester Marriott (914) 631-2200

Sheraton Tarrytown Hotel (914) 332-7900

How do I ship items to and from the show?

You may ship items to the hotel to be held for you. Items must not arrive more than 48 hours prior to the show. Address all items to:

Company Name

NYSEC&TS April 24, 2019

c/o Tarrytown Doubletree Hotel

455 S Broadway, Tarrytown, NY 10591

What's included with my tabletop or booth fee?

- 6' X 30" table, white tablecloth
- Two chairs, wastebasket
- Two exhibitor passes
- Complimentary show passes (2 for tabletops, 2 for booths)
- Free WiFi
- Listing with live link on event trade show page
- Listing in printed conference program
- Post-show attendee email list (of attendees who opt in)

All booths are located in the main ballroom which is fully carpeted. Tables are located in the foyer, which has a wooden floor.

What is your cancellation policy?

Once we have confirmed your booth space and/or sponsorship your participation is guaranteed and you assume responsibility for payment as stipulated in the contract. Payment must be made in U.S. dollars.

What about refunds?

Grassroots Environmental Education reserves the right to re-sell booth space for any reservation not paid in full by the April 1, 2019 deadline. Cancellations after April 1, 2019 are subject to a \$500 cancellation fee.

What sponsorship opportunities are there?

Please see the exhibitor page on the website for more information:
www.HowGreenIsMyTown.org/exhibit

Please read the Exhibit Rules for complete details of booth specifications and requirements.