



United Federation of Teachers  
A Union of Professionals

## **2019 UFT SPRING CONFERENCE** **EXHIBITOR INSTRUCTIONS for CTE SCHOOLS**

- DATE: Saturday, May 18, 2019
- PLACE: New York Hilton Hotel, Americas Hall  
53<sup>rd</sup> Street & Ave. of the Americas
- TIME: The exhibit area will be open to the public from 9:30 a.m. to 12:30 p.m. All materials must be removed from the exhibit area by 1:00 p.m.
- SETUP: The Americas Hall will be open for setting up on Saturday morning at 7:00 a.m. In addition, exhibitors are welcome to be our guests for breakfast. Breakfast cannot be eaten in the Americas Hall. If you need floor space near your table(s) for display items that will not fit on tables, you must give specifics so appropriate space can be given.
- Large display items such as engines and stage props must be delivered the evening BEFORE the Spring Conference. Please contact Elizabeth Cardona-Diaz at [ecardona-diaz@uft.org](mailto:ecardona-diaz@uft.org) to schedule your delivery/drop-off.
- If you will be serving food in the exhibits area, you must sign and return the Hold Harmless Agreement form provided with the online registration.
- BRING: **You must supply your own laptops and/or DVD Players.** It is also recommended that you bring any items such as packing tape, fasteners, accessory cables, extension cords and/or power strips you might need.
- REGISTRATION: Online registration is required no later than Friday, April 19, 2019 for this event. Please go to [www.uft.org/spring-conference-cte](http://www.uft.org/spring-conference-cte) to register.

52 Broadway, New York, NY 10004 p: 212.777.7500 [www.uft.org](http://www.uft.org)

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