



United Federation of Teachers
A Union of Professionals

2019 SPRING CONFERENCE EXHIBITOR INSTRUCTIONS

DATE: Saturday, May 18, 2019

PLACE: New York Hilton Hotel, Americas Hall,
53rd 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. 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. All materials **must be removed** from the exhibit area **by 1:00 p.m.** We urge you to set up as early as possible.

COST: The basic fee is **\$250.00** for up to two 6-foot tables and 2 chairs. There is an additional charge for electrical outlets and/or spotlights as well as other special requests. Additional tables can be purchased at the same rate.

Electrical outlets and Monitors may be rented at these rates:

Outlets: 115 volts 500 watt-\$75.00; 1,000 watt-\$100.00
1500 watt-\$150.00;
Monitor: \$125.00
Internet: \$25 per connection

Important Note: You must supply your own laptop and/or DVD Player. It is also recommended that you bring packing tape, fasteners, accessory cables, extension cords and/or power strips.

Online registration is required **no later than Friday, April 19, 2019** for this event. Please go to www.uft.org/spring-conference-exhibitor to register.

A **check must be received** to complete your registration. Please be sure your organization name and address are clearly legible. Your check must be received by **Friday, May 3, 2019, made payable to the UFT** and mailed to: **Ali Violando, Conference Exhibits Assistant, UFT, 52 Broadway, 15th floor, NYC, 10004**. If you have any questions please email Ali at aviolando@uft.org.

