



United Federation of Teachers
A Union of Professionals

2019 UFT SPRING CONFERENCE EXHIBITOR **INSTRUCTIONS for UFT COMMITTEES and DEPARTMENTS**

- 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.
- MATERIALS:** The UFT can transport your materials to and from the Spring Conference. To ensure proper delivery, please label your boxes as demonstrated in the sample below.

SAMPLE→

UFT SPRING CONFERENCE / HILTON PACKAGE ROOM
NAME OF COMMITTEE OR DEPARTMENT
EXHIBIT TABLE NUMBER
NAME OF POINT PERSON BOX 1 OF 5

All materials must be ready and picked up starting **Monday, May 13** and no later than **Wednesday, May 15, 2019** at 12:00 p.m. **No exceptions.** Contact **Edwin Savaille** (x.4046) to arrange pick up.

When the event is over, you must repackage and re-label your boxes for return. Please label your boxes as demonstrated in the sample below.

SAMPLE→

UFT – 52 BROADWAY - FLOOR NUMBER
NAME OF COMMITTEE OR DEPARTMENT
NAME OF POINT PERSON BOX 1 OF 5

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 <http://www.uft.org/spring-conference-committees> to register. If you have any questions, please email Ali Violando at: aviolando@uft.org.

52 Broadway, New York, NY 10004 p: 212.777.7500 www.uft.org

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