



NYSSBA August 2023 Newsletter

Welcome to the August Newsletter for NYSSBA 2023! The beginning of the school year is right around the corner and so is our Annual Convention & Education Expo in Buffalo. We're looking forward to seeing you this October in Buffalo. These monthly newsletters are intended to help you in the planning process. If you are interested in previous newsletters, you can find them [here](#).

Exhibitor Service Kit

- Did you order your electrical and internet?
- Getting ready to ship your materials?
- Looking to enhance your booth?
- Need internet, electrical or av?

Check out Fern's OneView ordering system for shipping instructions, ways to enhance your booth with upgraded furniture or accessories such as a literature rack. If you need electrical or internet, go to "Additional Services" to download the Buffalo Niagara Convention Center's order forms or add a monitor to your booth from Cheshire AV.

Please review OneView and the forms and note these deadlines carefully. If you have not yet received your login for OneView, please contact me and I'll pass your information on to Fern.

Remember, each vendor has different order deadlines.

Booth Staff Badge Registration

Don't forget to register your booth staff for badges now and save them from the line on-site in Buffalo. Just select the "Booth Staff Registration" task and follow the link. Instructions can be found [here](#). If you need more than your allocation, use the "Purchase Additional Booth Staff" task to purchase more.

Upcoming Key Dates

August 31: Deadline to cancel with a partial refund

September 1: NYSSBA closes at 3 p.m.

September 4: Labor Day, NYSSBA Closed

September 20 or later: Pre-registered attendee list to be available

September 28: Convention app available for download

Outstanding Tasks

Any outstanding tasks are listed below. Log into the Exhibitor Service Center (your custom link is below) and complete any outstanding tasks by the task due date. Please remember that outstanding balances were due by Friday, June 30. If there is nothing below, congratulations you're all caught up!

Questions?

If you have questions about your booth, accessing your company record or planning for our Annual Convention & Education Expo contact Anna O'Hara, CEM at anna.ohara@nyssba.org or 518-783-3710.