



## NYSSBA July 2023 Newsletter

Welcome to the July newsletter for NYSSBA's Annual Convention & Education Expo! I hope you are finding these newsletters useful. If you are interested in previous newsletters, you can find them [here](#).

### Exhibitor Service Kit

The Exhibitor Service Kit is now available! Learn where to ship your materials, order your electrical, hardline internet, and more from Fern, our official service contractor. If you registered for a booth prior to July 18, you should have received an email from an "@fernexpo.com" email address. If you did not receive this email, check your spam folder. This introductory email includes a link to a helpful tutorial video. Please review everything thoroughly before making any decisions. If you have any questions, email Fern at [pdouglas@fernexpo.com](mailto:pdouglas@fernexpo.com).

As a reminder: your booth WILL include: 6' black draped table, 2 chairs, wastebasket, Your booth will NOT include: hardline internet, electrical, carpet, audio visual, lead retrieval, materials handling. All of these additional services are available via Fern OneView.

Also found on OneView are "Additional Services". Contact these companies directly with any questions:

- Ordering electricity and hardline internet through the Buffalo Convention Center
- Ordering monitors, laptops, etc. through Cheshire AV

### Authorized Vendors

NYSSBA has authorized only the below companies to contact you regarding services you might need in Buffalo. If you receive an email you have questions on, feel free to forward it to me and I'll review it.

As a reminder, here is our list of [authorized vendors](#):

- Official Service Contractor: Fern
- Housing: Connections Housing
- Internet & Electric: Buffalo Convention Center
- Audio Visual: Cheshire AV
- Attendee List: NYSSBA (free with booth or sponsorship fee)
- Lead Retrieval: CVENT

### Upcoming Key Dates

August 8: Booth Staff Registration & Housing Opens

August 31: Deadline to cancel with a partial refund

September 4: Labor Day, NYSSBA Closed



NYSSBA's

# Annual Convention & Education Expo

OCTOBER 26-28, 2023 • BUFFALO



New York State School Boards Association

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

## **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 are 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](mailto:anna.ohara@nyssba.org) or 518-783-3710.