

## EXHIBITOR INFORMATION

By registering to exhibit at Go Big, you agree to keep your exhibit booth open and staffed from 8:00am-12:00pm on Thursday, May 15<sup>th</sup>. You also agree to keep your booth assembled until breakdown begins at 2:30pm on Thursday, May 15<sup>th</sup>. There are **NO** exceptions.

Please send signed acknowledgement to Allison Just at [ajust@biginy.org](mailto:ajust@biginy.org).

Name (printed): \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Go Big Preview Reception

May 14, 2025 | 6:00pm-8:00pm

Exhibitors can network with the Big I NY Board of Directors and members. Enjoy food and drinks in a fun atmosphere.

### Exhibit Booth

The exhibit booth is 8'x8' with a 6'x30" clothed rectangular table and two chairs. You're welcome to bring your own signs, backdrops, etc. as long as all items fit within the confines of your space.

### Electrical Hookup

If an electrical outlet is required, the cost is \$100 extra. Outlets must be requested when you register.

### Exhibit Setup & Breakdown

#### Setup

*Wednesday, May 14<sup>th</sup>*

Exhibitor setup is only between 3:00pm-5:30pm. No exhibit assembly will be allowed before this time or during the Go Big Preview Reception.

*Thursday, May 15<sup>th</sup>*

All exhibits must be ready by 8:00am before the Industry Marketplace opens at 8:30am.

#### Breakdown

Exhibitors are required to keep their booth assembled between 8:30am-2:30pm on Thursday, May 15<sup>th</sup>. Breakdown will be allowed beginning at 2:30pm.

**NO exceptions.** This policy is to maximize your time with agents and help you get the most of your time at Go Big.

### Space Assignment

The Industry Marketplace floor plan with all booth assignments will be at the registration area at 3:00pm on May 14<sup>th</sup>.

### Shipping

You can ship your booth contents directly to Long Island Marriott up to **3 days** prior to Go Big. The following needs to be on the shipping label:

**Long Island Marriott**  
*Attention: Lee Ann Esposito - Go Big*  
101 James Doolittle Blvd  
Uniondale, NY 11553

If you have multiple boxes, they need to be labeled 'Box 1 of 3', 'Box 2 of 3', etc.

At the end of Go Big, you need to pack up your supplies and place the return shipping label(s) on your box(es). You must schedule the pickup with your shipper. Let the shipper know to go to the loading dock for pickup between 10:00am-6:00pm. Your box(es) must be picked up by **Friday, May 16<sup>th</sup>**.

Exhibitors will not have access to the loading dock. If you are carrying in your contents, you will want to use the ballroom entrance.

*\*Additional information will be provided at Go Big.*

### Event Hours

*May 14<sup>th</sup>*

3:00pm-5:30pm: Registration & Exhibitor Setup

5:15pm-6:00pm: Annual Business Meeting

6:00pm-8:00pm: Go Big Preview Reception

*May 15<sup>th</sup>*

8:00am: Registration Opens

8:00am-12:00pm: Hospitality Suite

8:30am-12:00pm: Industry Marketplace

12:00pm-2:30pm: Programming & Luncheon

Your exhibitor registration includes access to the Annual Business Meeting, Go Big Preview Reception, Hospitality Suite, Programming and the Luncheon.

## Lunch

Lunch is included with your registration. If you have a dietary restriction or allergies, please contact Allison Just at [ajust@biginy.org](mailto:ajust@biginy.org) so appropriate accommodations can be made.

## Name Badges & Instructions

Exhibitor name badges will be at the registration desk. Please check in at the registration desk for your badge and booth assignment.

## Attendee List

A pre-event attendee list will be emailed to exhibitors approximately two weeks prior to the event. Exhibitors are encouraged to reach out to attendees and invite them to visit their space. A final list of attendees will be emailed about a week after the convention. Please be respectful of attendees' inboxes.

## Booth Swag

Agents love booth swag! Go Big this year with your cool item(s) to draw agents and brokers to your booth. We will award a special prize to the exhibitor with the best booth swag. We'll promote your swag socially, too! Email a picture of your swag to [ajust@biginy.org](mailto:ajust@biginy.org) and tell us why agents must visit your booth. Exhibitors are responsible for managing/awarding/shipping their own swag.

## Social Media

Please share on your social channels that you're exhibiting at Go Big and tag us [@BigINewYork](https://twitter.com/BigINewYork).

**Facebook:** Big I New York

**LinkedIn:** Big I New York

**Instagram:** @BigINewYork

**X:** @BigINewYork

## Hotel

If you need an overnight room, we have a special rate for **\$189 + taxes** at the Long Island Marriott.

To make a reservation, you can click the reservation link at [BigINy.org/GoBig](http://BigINy.org/GoBig) or call the hotel at (516) 794-3800 and ask for the Big I NY Go Big room rate. These rates are available until Friday, April 25<sup>th</sup> unless the block sells out sooner.

## Questions?

### Allison Just

Meeting & Event Manager

Big I New York

**Cell:** 315-657-5841

**Phone:** 315-432-4249 or 800-962-7950 EXT. 249

**Email:** [ajust@biginy.org](mailto:ajust@biginy.org)