



Know-Before-You-Go for our Sponsors & Exhibitors

Version 2 – Please review for updates!

On behalf of the 2024 Conference and Expo Planning Committee & the NYSNLA Board of Directors, we look forward to seeing you soon in Albany for New York State Nursery and Landscape Association's 2024 Conference and Expo. This document contains information to help you prepare for a successful conference experience.

Our Conference Headquarters

Albany Capital Center
55 Eagle Street
Albany, NY 12207

(518) 487-2155

Loading Dock: 54 Howard Street Side of the ACC

Parking: The Albany Capital Center Garage is at: 7 Wendell Street, Albany, NY 12207
\$10/day - Cash or credit/debit. There are about 100 spots in this garage. If they fill up, you can park at the MVP Arena which is typically \$8/day by credit/debit only.

If you are staying at the Renaissance Hotel, which is located directly next door to the Capital Center, you can park there.

Please Note: Garage Clearance for Trucks: Albany Capital Center – 6'6"; Renaissance Hotel – 7' 2"

Vendor Tips from the ACC:

- Access to the Loading Dock (54 Howard St.) is available for unloading. Vendors must unload their vehicles and move their cars to the parking garage immediately. There will be a Guest Services member on the freight elevator to help vendors to Level 2. We have about 10 carts that vendors can borrow to bring their items to their booths.
- Shipping Out: Return shipments must be re-packed, labeled, and called in by the shipper. Packages can be left at the booths; the ACC team will bring them down to the Loading Dock following the event.

Conference Hotel

The Renaissance Hotel is connected to the Capital Center, via a skyway.

144 State Street
Albany, NY 12207

(518) 992-2500

Vendor Schedule-at-a-Glance

Sunday, October 20, 2024

| | |
|------------------------|--|
| 11:00 a.m. – 4:00 p.m. | Vendor Move-In & Set-Up on Expo Floor |
| 4:00 – 7:00 p.m. | Expo Floor open for early arrivals and NYSNLA Leadership |
| 5:30 – 7:00 p.m. | Welcome Reception on Expo Floor Cornhole Open Competition |

Monday, October 21, 2024

| | |
|------------------|--|
| 7:00 – 8:00 a.m. | Late Vendor Move In & Set-Up on Expo Floor |
| 8:00 – 9:00 a.m. | Conference Opening & Keynote by Mark Bradley |

Breaks will be held at the following times and attendees will be encouraged to visit the Expo:
9:00 – 9:15 a.m.; 10:00 – 10:15 a.m.; 11:00 – 11:15 a.m.; 1:45 – 2:00 p.m. & 2:45 – 3:00 p.m.

| | |
|-------------------|--|
| 12:00 – 1:00 p.m. | Lunch with Sponsors & Exhibitors on Expo Floor |
| 3:45 – 5:30 p.m. | Expo Floor / Meet Our Sponsors & Exhibitors + Demonstrations & Fun |
| 5:30 – 6:00 p.m. | Expo Closes/Vendor Pack-Up Note: Vendors can also pack-up after dinner. |
| 6:00 – 7:00 p.m. | Cocktail Reception |
| 7:00 – 9:00 p.m. | Conference Dinner & Celebration Presentation of the Empire State Excellence in Landscaping Awards |

Registration










Conference Registration will be located in main lobby of the Capital Center. It will be open:

| | |
|---------------------------|------------------------|
| Sunday, October 20, 2024 | 11:00 a.m. – 7:00 p.m. |
| Monday, October 21, 2024 | 7:00 a.m. – 6:00 p.m. |
| Tuesday, October 22, 2024 | 7:00 a.m. – 12:00 p.m. |

NYSNLA Staff will be available at Registration to assist you and answer your questions.

Weather

It looks like the weather forecast has improved since Version 1. Here is the forecast:

| | | | | |
|--------|----------------|---|--|---|
| Sun 20 | 70°/43° |  Sunny |  7% |  WSW 5 mph |
| Mon 21 | 73°/46° |  Sunny |  7% |  W 5 mph |
| Tue 22 | 74°/50° |  Partly Cloudy |  8% |  S 7 mph |

Attire

The dress attire for our event is industry/business casual.

As you prepare to come to Albany, here is something else we are going to try in Albany, and you are invited to take part...

Job Board at the Conference

Enclosed please find a form that you can complete and bring with you—if you have a position (or positions) that you are trying to fill! We will have a good ol' fashion **Job Board** by Registration, where attendees can browse and see what is available.

If you would like to also bring a 1-page ad for your company or your own version of a job listing, we will be glad to post them on the Job Board.

Discovering Albany

You can learn more about places to go and things to do starting here:



YOUR ALBANY ADVENTURE AWAITS

**DOWNLOAD THE
DISCOVER ALBANY APP**



Questions? Need Assistance?

The NYSNLA Office is available for you. Please contact us at:

info@nysnla.com

or

(518) 580-4063.

After 5:00 p.m. Friday: If you have a questions, please contact Brian Buff at (518) 322-7036.

Wishing Everyone Safe Travels to Albany!

NYSNLA Job Board at the Conference



We are pleased to offer this straightforward opportunity to post any employment opportunities your company might have open for conference attendees to see. Please complete this form, bring with you and turn in at Registration. You can also bring your own 1-page ad to promote your company and open positions. We will post all on the Conference Job Board. Thank you.

Job Title:

Company:

Website:

Location:

Salary/Pay:

Brief Description of Position and/or Requirements:

How to Apply:

Deadline:

Contact:

E-Mail:

Phone:

Check here if you would like possible applicant to contact you during the Conference.

Please turn in at Conference Registration.