



**2017 Continuity Insights New York Conference  
OCTOBER 23-24, 2017 – TKP NEW YORK CONFERENCE CENTER**

**EXHIBITOR TOOLKIT**

**TABLETOP DISPLAY**

Each sponsor will be provided with one six-foot table and two chairs. Each sponsors' display should fit comfortably upon the tabletop or within a six-foot wide footprint immediately behind the table. Note: Please advise if you require power at your tabletop. Wireless internet is provided at no charge.

**SHOW SCHEDULE**

• Exhibitor Move-in	Monday	October 23, 2017	9:45 a.m. – 12:00 p.m.
• Lunch*	Monday	October 23, 2017	12:00 p.m. – 1:30 p.m.
• PM Break*	Monday	October 23, 2017	2:30 p.m. – 2:45 p.m.
• Breakfast*	Tuesday	October 24, 2017	7:30 a.m. – 8:30 a.m.
• AM Break*	Tuesday	October 24, 2017	9:30 a.m. – 9:45 a.m.
• Lunch*	Tuesday	October 24, 2017	12:00 p.m. – 1:15 p.m.
• Exhibitor Move-out	Tuesday	October 24, 2017	1:15 p.m. – 3:00 p.m.

\*Located on Exhibit Floor

**SHIPPING INFORMATION**

The TKP New York Conference Center will begin accepting materials from exhibitors beginning October 18, 2017.

**Please use the following format when shipping your materials to the TKP New York Conference Center\*:**

TKP New York Conference Center  
ATTN: Continuity Insights, Exhibitor Name, Tabletop Number  
109 West 39th Street  
New York, NY 10018

*\*If you are shipping materials via a carrier other than USPS, UPS, Fedex or DHL, you will need to provide a Certificate of Insurance to the TKP New York Conference Center.*

**BAG INSERTS**

If you will be including an insert in the Conference Attendee Welcome Bags, please send 100 inserts (e.g. flyers, postcards, etc.), to arrive by Friday, October 13, 2017. Specs for Inserts: 8-1/2" x 11" in size, *anything oddly shaped, breakable, etc. must be approved by Show Management*. Please label your bag insert shipment in the following format:

Don Grennan  
ATTN: Continuity Insights Inserts  
23 Whitegate Road  
Succasunna, NJ 07876

**EXHIBITOR DESCRIPTION**

All exhibitors will receive a 25-word description, along with their company logo, to be posted on the *Continuity Insights New York Conference* website and for inclusion in the onsite show directory and app. Please email your company description and a high-resolution copy of your logo to [don@continuityinsights.com](mailto:don@continuityinsights.com). Be sure to include your company sales/information email and website URL as well.

**EXHIBITOR REGISTRATION**

To register your exhibit personnel (up to two), [click here](#) or past this link into your browser: <https://www.surveymonkey.com/r/CINY2017Registration>. Exhibitor staff will pick up their badges onsite. Subsequent staff changes may be made by re-clicking on the link provided above. After October 13, 2017, all staff changes will be handled onsite. Please note that exhibitors receive two full Conference Attendee privileges.

**QUESTIONS?**

Please contact Don Grennan at 973-879-0646 or [don@continuityinsights.com](mailto:don@continuityinsights.com).