



NEW YORK STATE ASSOCIATION FOR AFFORDABLE HOUSING

Please join us as a sponsor at this year's annual affordable housing conference. Your support is invaluable and allows us to keep membership dues and event registrations lower than otherwise possible. This year we are pleased to offer the following sponsorship opportunities (choose 1):

- Partner Sponsorship - \$40,000 (annual sponsorship of all NYSAFAH's events plus conference)
- Premier Sponsorship - \$20,000 (conference only sponsorship – 7 available)
Circle one premier conference item to sponsor: Breakout session (4) Wifi (1) Journal (1) App (1)
- Expert Sponsorship - \$12,500 (corporate luncheon table with logo and premier exhibit space)
- Featured Sponsorship - \$7,500 (four tickets to conference and gold table seating and luncheon, exhibit space)
- Collaborating Sponsorship - \$4,000 (two tickets to conference, exhibit space)
- Contributing Sponsorship - \$2,500 (1 ticket to conference)

Partner, premier and expert sponsorships receive **premier** exhibit space.

All sponsors enjoy banner ads in the following dimensions which must be submitted **no later than April 30:**

Banner Ad Information:

- **926 wide x 238 high**
- **Animations should be used sparingly to allow all frames to show in the 5 seconds that the banner displays in rotation**
- **File should be no larger than 2MB (files cannot be PowerPoint slides or Word doc)**

You should also submit your **corporate logo** in a high-resolution format (**NOT A PDF**) **if you are a partner, premier, expert of featured sponsor.**

Sponsor Registration:

- **You will register your participants for the main conference by selecting SPONSOR from the registration drop down (not member or non-member) using the discount code provided. If you need your discount code, please email barbara@nysafah.org**
- Exhibitors must register through this process as well.
- **Sponsorships include registration for the May 16 and two (2) registrations for the pre-conference education forum, and two (2) registrations for the VIP reception *regardless of sponsorship level.***
- Sponsors that wish to send additional participants to the [Pre-Conference Education Forum](#) (sponsored by IPED, LLC) can register online.

Exhibitor check off list:

- Your table will include one electric outlet. Any additional electric requests must be paid with a credit card in advance and ordered through the Marriott's A/V Dept. at 212-704-8879.
- Contact Elizabeth at elizabeth@nysafah.org if you have not received a link to register your sponsor attendees (including booth attendants). **Registrations must be complete by May 10** so that your firm's attendees can be included on the attendance list. Walk-in lines can be cumbersome, so advance registration is highly encouraged.
- **Registration will take place on the 7th floor of the hotel for all sponsors and exhibitors.**
- Reserve your overnight rooms (if needed) (see [website](#) for information)
- Ship your exhibit materials **no later than May 14** for overnight delivery (delivery must be made **no later than May 15 – no deliveries will be accepted the day of the conference.**)

Exhibit space (6th floor):

- Each space is a **table top space (six-foot table)** and is four feet deep
- All spaces come with a single electrical outlet, draped table, two chairs and waste basket
- No materials / banners may be hung on the walls or glass
- The hotel and NYSFAFH staff cannot aid during set up or breakdown
- Pre-shipped materials will be delivered to your table by 6am on May 16
- Exhibits **MUST** be completely setup by 7:30am on May 16 (exhibits cannot be set up the night before as there is an event scheduled in this area)
- Exhibits that are not set up by 9:00am will be pulled from the floor

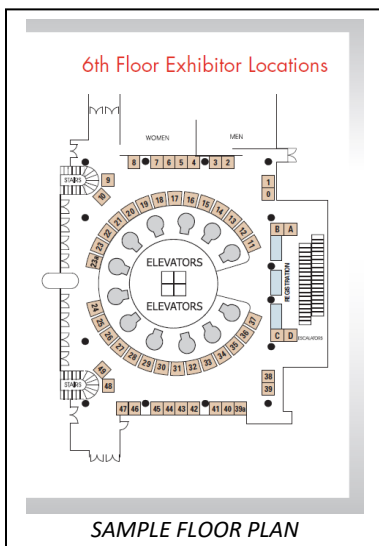
Shipping Information for Exhibiting Sponsors

ALL boxes and packages must be addressed to the Marquis in the following manner:

To:	Elizabeth Rossi c/o New York Marriott Marquis 1535 Broadway New York, NY 10036 Attn: Rachel Lewis/Catering Manager / Tel: 212-704-8856
Name of Event:	NYS Affordable Housing Conference (NYSFAFH)
Date of Event	Thursday, May 16, 2019
Event Location:	6 th Floor Foyer Level
Deliver to:	6th FLOOR EXHIBIT AREA TABLE # _____

- **Your exhibit space assignment will be sent prior to the event after all sponsors are confirmed.**
- All deliveries of 2 boxes or more should be marked 1 out of 5, 2 out of 5, etc.
- Packages can be received up to two-three business days prior to the start of the event.
- Packages must be scheduled for delivery **no later than May 15**. Please mark your shipments accordingly.
- **No boxes should be sent for Thursday morning delivery** – the mailroom needs time to process shipments and this cannot be done the day of the event.
- Please bring return labels for pick-up/ship out of your materials after the event has concluded.

- **Any oversized boxes (30" or higher and/or over 85 lbs.) require a three-day prior notification with the mailroom manager. Please call 212.398.1900 ext. 6484.**
- Call in advance to confirm your boxes were received; 212-398-1900, ext. 6484. All boxes will be stored at the hotel and delivered to the appropriate exhibit table the morning of the event by 6:00 AM.



If paying by credit card please go to <https://form.jotform.com/82814636296163>

Checks should be mailed to 253 W. 35th Street, 3rd Floor, New York, NY 10001, Attn: Elizabeth Rossi.

Complete the information below and return **both pages** to elizabeth@nysafah.org prior to April 30, 2019

Contact Name: _____

Company Name: _____

Full Corporate Address: _____

Contact Phone: _____

Contact Email: _____