

ABILITIES FIRST

A SHOWCASE OF RESOURCES
FOR ENRICHMENT & INCLUSION

powered by ABILITIES FIRST

MARCH 14, 2020 | POUGHKEEPSIE GALLERIA

2001 SOUTH ROAD, POUGHKEEPSIE, NY

TABLE EXHIBITORS RECEIVE:

- 8 ft. x 30 in. Table
(Shared table receives 4 ft. of space)
- Tablecloth

BOOTH EXHIBITORS RECEIVE:

- 8 ft. x 10 ft. Pipe & Drape Booth
- 8 ft. x 30 in. Table
- Two Chairs
- Tablecloth

ALL RECEIVE RESOURCE
JOURNAL LISTING AT
ABILITIESFIRSTNY.ORG.

**EARLY BIRD DISCOUNT:
REGISTER BY JANUARY 3, 2020
AND SAVE \$25**

YES, I WOULD LIKE TO PARTICIPATE IN THE 2020 SHOWCASE!

INFORMATION: *(Please print clearly)*

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____ WEBSITE: _____

SERVICE OR PRODUCT DESCRIPTION: _____

TABLES:

- Table \$200 (\$175 before 1/3/20)
- Not-for-Profit Table*† \$75
- Shared Not-for-Profit Table*† \$50 ea.
(Submit 2 forms and payment in full)

BOOTHS:

- Booth \$250 (\$225 before 1/3/20)
 - Not-for-Profit Booth \$150 (\$125 before 1/3/20)
- * Discount Not Applicable for Not-for-Profit Tables
† Limited Availability

ADDITIONAL: Add-On Attendee Bag Insert \$100 Electricity (Limited Availability; Refer to Guidelines)

SPONSORSHIPS:

**Interested in a sponsorship?
Contact us for availability.**

See attached chart for details.

- Pacesetter \$2,500
- Advocate \$2,000
- Attendee Gift Bag \$1,500
- Presentation Hub \$1,000
- Supporter \$750
- Showcase Friend \$500

PAYMENT:

CHECK MASTERCARD VISA AMEX TOTAL AMOUNT
PAYABLE TO: FOUNDATION FOR ABILITIES FIRST NY (Additional 3% fee if paying by credit card) TO BE CHARGED: \$ _____

NAME ON CARD: _____

BILLING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

CARD #: _____ SECURITY CODE: _____ EXP. DATE: _____

SIGNATURE: _____

SEND TO: MAIL: Abilities First, Inc.
Attn: Nicole Bybel
167 Myers Corners Rd.
Wappingers Falls, NY 12590

EMAIL: info@abilitiesfirstny.org
Subject: ABILITIES FIRST Showcase

PLEASE RETURN APPLICATION AND PAYMENT BY FRIDAY, FEBRUARY 7, 2020

PAYMENT MUST ACCOMPANY THIS APPLICATION FORM TO SECURE YOUR SPACE OR SPONSORSHIP.

Booth and table location assignments will be determined when payment is received.

For additional information, contact Nicole Bybel at 845.485.9803 ext. 9394 or info@abilitiesfirstny.org.

HOSTED BY



ABILITIES FIRST: A Showcase of Resources for Enrichment & Inclusion GUIDELINES

LOCATION

The Poughkeepsie Galleria address is 2001 South Rd, Poughkeepsie, NY 12601. Located on US Route 9 in Dutchess County, NY, is approximately 7 miles north of Exit 46B on Interstate 84 or approximately 5 miles south of the Mid-Hudson Bridge and easily accessible from I-87 (New York State Thruway).

TENTATIVE SCHEDULE

7:30 AM - 9:30 AM: Set Up

Access to the mall for set-up and tear down shall be through entrances designated by mall management. All exhibitors must be ready and fully set up by 9:15 AM. Exhibitors must staff booths for the duration of the event.

9:30 AM - 10:00 AM: Early Opening in a Sensory-Sensitive Environment

An opportunity for children with special needs and their families to attend the Showcase before the mall opens. Additional attention has been taken to support the sensory, physical and other developmental needs of children so they can enjoy this event.

10:00 AM - 3:00 PM: Showcase Open to the Public

Performances, demonstrations and other special events will be announced at a later date.

3:00 PM - 4:00 PM: Breakdown

You may not breakdown earlier than 3:00 PM unless given approval from Abilities First.

Mall Hours for Saturday, March 14, 2020: 10:00 AM - 9:30 PM

ELECTRICITY & AUDIO

You must provide a heavy duty flat electrical cord from hook-up to lighting/equipment secured thoroughly with rubber or plastic floor cord cover. (Lighting will be limited to 300 watts/display). No taping to floors or exposed cords will be allowed. Please limit your electrical cord to a maximum of a 4-outlet extension cord.

Exhibitors wishing to use audio equipment must submit a request and have prior written approval of Abilities First. Volume must be kept at a reasonable level.

Please note that there is no free public Wi-Fi available. Please make your own accommodations.

TABLE/BOOTH LOCATIONS, SIGNAGE & DÉCOR

Locations of tables and booths will be at the discretion of Abilities First and the Poughkeepsie Galleria and is subject to change. Locations are set to prevent impedence to the flow of traffic. No exhibitor is allowed to intercept shoppers in any way by calling to them or physically stopping them. Anyone disregarding this clause will be asked to leave the mall immediately and no monies will be refunded.

We highly encourage that your exhibit or booth is engaging, hands-on and interactive. An activity is recommended. Keep our audience in mind; our target is all ages with any disabilities but the general public will also be in attendance.

Distribution of leaflets is not permitted outside. Placing flyers on cars is strictly prohibited. Printed matter may be distributed inside the mall only from your booth or table. No bumper stickers or self-adhesive type handouts will be permitted.

No signs, posters, banners, etc. may be attached to any mall property or structure. No display will block any doors, display windows, emergency or fire exits or fire hydrants. Displays are limited in heights to six (6) feet, unless prior written approval is obtained from mall management. Helium balloons are strictly forbidden, unless weights are used and prior approval has been given by Abilities First.

Tables and booths are to be kept neat at all times. Leave your area as clean as the way you found it. Clean area of debris and remove trash. No boxes are to be stored behind displays. Keep excess literature, etc., under tables hidden from view. All packing cartons must be either concealed or removed from the exhibit before opening of the mall. Use of lawn chairs is prohibited. Trash receptacles are located throughout the Poughkeepsie Galleria.

ANIMALS

Please notify Abilities First if animals will be present at your exhibit. Animals that are not service animals need to be pre-approved by Abilities First.

ATTENDEE GIFT BAG

For an additional cost of \$100, you may insert one item in the gift bag which all attendees receive (approximately 500). Items must be received by Friday, February 14, 2020. Arrangements and payment must be made in advance with Abilities First before delivery. Unused items will not be shipped and returned.

UNLOADING/LOADING & PARKING

You may unload/load next to Compactor 2 located inbetween Macy's and JCPenney, near the 110 Grill restaurant. Please move and park your vehicles once you are done to allow others to unload/load. Specific parking instructions may be provided at a later date.

PAYMENT

Payment by check is preferred. If paying by credit card, there is an additional 3% charge to defray the processing fee. If applying for a not-for-profit table or booth, proof of your tax-exempt nonprofit status must accompany your application.

OTHER

Please refer to the Poughkeepsie Galleria's full policy as well as a map of ADA accessible entrances and parking, which can be found here: <https://www.poughkeepsiegalleriamall.com/help/#accessibility>

Please help us promote the event, like us on Facebook at <https://www.facebook.com/AbilitiesFirstInc> and share the event on your social media channels, newsletters and website.

Applicant assumes full responsibility for damage to merchandise and personal items and liability for personal injury resulting from negligence; to release Abilities First, Inc., Poughkeepsie Galleria, Poughkeepsie Galleria LLC and Pyramid Management Group, Inc. from all claims there from. Damages - persons or groups violating the rules will pay for any damages caused to or expenses incurred by the mall as a result of the violations. Security deposit may be required upon request. Abilities First and the Poughkeepsie Galleria assumes no responsibility for property of exhibitor.