**iGO TRADE SHOW**

July 19th – 20th, 2021

Contact Person: Peggy Sparks, iGO Trade Show Director

713.628.8809, [pegysparks@att.net](mailto:pegysparks@att.net)

Show Location: Sheraton New York Times Square Hotel

811 7th Avenue @ 53rd Street

New York, New York 10019

T 212-581-1000

# MONDAY, JULY 19th, TRADE SHOW SCHEDULE:

Vendor Move-in and set-up Exhibitor Move in and Set Up 8 am-11:30 am

Second Floor in Metropolitan Ballroom West, Central Park East and West plus the Lenox Ballroom

Trade Show Grand Opening Noon with Lunch

Clerks and Recorders Education time in the trade show 1:30-2:30 pm

Afternoon Closing 5 pm

**TUESDAY, JULY 20TH, TRADE SHOW SCHEDULE:**

Breakfast 7:30-8:30 am

Election Officials Education time in the trade show 8:30-10 am

Trade Show Grand Closing 11:15-Noon

**EDUCATION TIME IN THE TRADE SHOW-ROUND ROBINS**

The following divisions of iGO will have dedicated time in the trade show. Delegates will be visiting your booths in small groups for approximately 10 minutes.

## **Election Officials’ Division** Tuesday, July 20th, 8:30-10 amHosted by: Eric Fey, Elections Director, St. Louis County, MO efey@stlouisco.com

## **Clerks’ Division** Monday, July 19th, 1:30-2:30 pm Hosted by: Lynn Marie Goya, Clerk Clark County NV [lynn.goya@clarkcountynv.gov](mailto:lynn.goya@clarkcountynv.gov)

## **Recorders’ Division** Monday, July 19th, 1:30-2:30 pm Hosted by: Deborah Beatty, Recorder Nye County, NV [dbeatty@co.nye.nv.us](mailto:dbeatty@co.nye.nv.us)

## **DECORATOR AND DRAYAGE SERVICES OFFICIAL CONTRACTOR:**

## Freeman Expositions, LLC

Contact: [Exhibitorsupport@freeman.com](mailto:Exhibitorsupport@freeman.com) 888.508.5054

​**WAREHOUSE SHIPPING ADDRESS FOR SHOW FREIGHT:**

Please include the information below on all freight shipments:

IGO – NY Sheraton July 2021 ATTN: Freeman

Your company’s BOOTH # (s)

Your company name

140 Central Avenue, Suite 130

Kearny, NJ 07032

**NOTE: Very important to include all requested information and in the above format.**

**EXHIBITOR SERVICES MANUAL**

Will be provided by Freeman. A link will be sent that will access the exhibitor kit and will be included on the Business Partners page at [www.iaogo.org](http://www.iaogo.org). Click on Business Partners Header, then 2021 Reservations. Exhibitor Kit link to be updated by the end of May.

**HOTEL INFORMATION:**

Conference Hotel is the Sheraton New York Times Square Hotel, 811 7th Ave. New York, New York 10019

Room rates $199 +14.75% tax per night plus a $3.50 per night state occupancy charge.

Group Name/Code-International Association of Government Officials (IGO)

Toll Free Reservation Line 888-627-7067

Group Cut off Date: July 2, 2021

If you have any issues with room reservations, please contact Kim Hargrove, iGO Chief Staff Officer at [kim@iaogo.org](mailto:kim@iaogo.org) or 800-890-7368

**PLEASE BOOK IN THE iGO ROOM BLOCK! We have a great room rate and NO RESORT FEES!**

Room reservations online: <https://book.passkey.com/go/iGOannualConference2021>

**COVID PRECAUTIONS:**

The iGO Floor plan for the New York trade show was modified by reducing the number of booths and expanding the floor plan to an additional small ballroom. Most of the booths are “socially distanced” to allow for more spacing between the exhibits and allowed for wider aisles. As of this writing, face coverings are required in NYC and in the hotel common spaces. iGO will follow the lead of the Sheraton and request that face coverings be worn in the exhibit area. Please provide hand sanitizer at your booth.

**AIRPORT INFORMATION:**

John F. Kennedy International Airport (JFK) approximately 15.7 miles and estimated taxi fare of $68.23 each way

LaGuardia Airport (LGA) approximately 11.6 miles and estimated taxi fare of $40.55 each way

Newark Liberty International Airport (EWR) approximately 25.6 miles and estimated taxi fare of $75.00 each way

There is no hotel shuttle from either airport. New York has Uber, Lyft and Taxi service

**REGISTRATION LISTS:**

Will be emailed at the beginning of June and again after the conference.

**SHOW COLORS:**

Gray and White

# BOOTH PACKAGE AND BOOTH FEE:

Each 8’ x 10’ booth fee remains at $1,250.00 and includes the following:

6’ Skirted Table in show colors, 2 chairs and 1 wastebasket

# CARPET:

The exhibit area is carpeted with multicolored carpet. (no need to order booth carpet)

**TRADE SHOW ATTIRE:**

Business casual

**TRADE SHOW SECURITY:**

Will be provided from noon, Monday, July 19th through Tuesday, July 20th at 5 pm. As a security caution, please remove your laptops, IPADs, etc each time you vacate your booth.

# SPONSORSHIP OPPORTUNITIES:

There are numerous sponsorship opportunities for your company to participate in. Each level of sponsorship will be acknowledged and recognized at the event sponsored. For further information, please reference [www.iaogo.org](http://www.iaogo.org). Click on Business Partners on the header and on the drop-down menu click on 2021 iGO Trade Show. When the Business Partners page displays, scroll down to the box for 2021 Sponsorship Levels. The Sponsorship Opportunities will be coming soon. Please contact Peggy Sparks at [pegysparks@att.net](mailto:pegysparks@att.net) or 713.628.8809.

**COMPANY PROFLE AND EXHIBIT BADGES:**

For your company profile information to be included on our web site and our conference materials, please go to [www.iaogo.org](http://www.iaogo.org). Click on Business Partners on the header. On the dropdown menu, click on 2021 Annual Conference. When the Business Partner page displays scroll down to Company Profile Form. It is a fillable form. Please complete and email to [info@iaogo.org](mailto:info@iaogo.org) and copy [pegysparks@att.net](mailto:pegysparks@att.net). If you are not certain of your booth attendees at this point, that information can be sent later. NOTE: Your company attendees must have a badge for admittance to the trade show.

**GENERAL SESSIONS AND EDUCATION SESSIONS:**

Exhibitors are encouraged to attend the Educational Sessions. A Vendor badge will allow you admittance to all sessions. Exhibitors are invited and encouraged to stay over after the close of the exhibit area to attend.

**CONFERENCE REGISTRATION:**

This is not to be confused with booth registration (booth reservations are $1,250 per 8’x10’ space and conference registration is NOT included). A vendor can only register a conference registration IF the company has a booth in the trade show. Conference registration includes all food and beverage events. Booth registration includes your reserved booth(s) and only the food/beverage events that take place in the trade show on Monday and Tuesday. (Opening Lunch, July 19th and Breakfast, July 20th)

Conference registration for Members: $565 until July 1st, after July 1st $795

**SINGLE EVENT TICKET PRICES: (in case booth attendees wish to attend)**

Sunday, July 18th-President’s Meet & Greet Dinner-$125

Tuesday, July 20th- Tour of the United Nations-$25

Tuesday, July 20th-Awards Banquet-$225

**GRAND CLOSING AND MOVE OUT:**

Tuesday, July 20th, Grand Closing from 11:15- noon. Door Prizes and Booth Prizes will be awarded at this time. Tear down and move out immediately following the close of the trade show. Security will be dispensed with at 4 pm.