



**Rochester Area Colleges  
CENTER for EXCELLENCE  
in MATH and SCIENCE**

**Rochester Area Colleges' Center for Excellence in Math and  
Science  
Second Annual Educator Collaboration Event  
Vendor Information**

**DATE**

October 1-2, 2008

**LOCATION**

Rochester Plaza, 70 State Street, Rochester, NY

**ATTENDANCE**

250-300 educators will attend. These will include teachers (Pre K-College), department leaders, curriculum leaders and administrators.

**EXHIBITOR RATE**

\$200.00 for the lead exhibitor (includes meals). Additional exhibitors may accompany the lead exhibitor at no cost, or may pay for meals at cost. One additional adjacent 6-foot space is available for an additional \$50.00. The **APPLICATION FOR EXHIBIT SPACE** should be downloaded. When completed, one copy of the application should be mailed to Sara Silverstone. A check in full for each space must accompany the application. Make all checks payable to **RAC-CEMS**.

**CORPORATE SPONSOR**

Consider sponsoring an event (Breakfast, Lunch, Break, Dinner or Workshop). More information/ideas available.

**AV EQUIPMENT**

Audio Visual equipment is available on a rental basis from the Rochester Plaza Hotel. Rates are quoted upon request and are subject to 20% service charge and 8% sales tax. Contact [hotel@rochesterplaza.com](mailto:hotel@rochesterplaza.com).

**REGISTRATION**

Badges will be issued to Exhibitors and their employees at the registration table upon arrival the day of the conference.

## **EXHIBIT HOURS**

The exhibit hall will be open throughout the conference (October 1<sup>st</sup>, 4-8 pm and October 2<sup>nd</sup>, 7 am – 3:30 pm.). The conference schedule includes a 1.5 hour poster session in the exhibit hall during which participants will visit vendor displays as well as posters prepared by teachers, educational organizations, professional societies, and local employers of students of math, science and technology.

## **MOVING IN AND OUT**

Exhibits can be set up any time between 3:00 PM and Wednesday Oct. 1, until 9:30 AM Oct. 2. Note that display area will not be secure on Wednesday evening, although a secure space in which to store vendor items is available upon advance request. Exhibits should be dismantled and removed between 3:30 and 4:30 PM on Thursday, October 2. All deliveries need to be made through the freight dock and service elevator area.

## **EXHIBIT SPACE AND REQUIREMENTS**

Exhibit space is in the Pre-Assembly rooms south and West (referred to as “Prefunction” rooms in the attached Table and “Assembly” rooms in the attached map). Each vendor space is 6 feet long. Multiple adjacent spaces are available.

Hanging wall posters should be designed with corner grommets with cord or Velcro to facilitate hanging from decorative wooden lattice. Alternatively, heavy tape may be used if it can support the display. Table or free-standing floor displays are also acceptable.

Power: A limited number of display positions are equipped w/ 110V AC. Please indicated need on Vendor Application Form.

Tables: Tables, 6 ft in length, are available. Please indicate need in Vendor Application Form.

For additional information on exhibits, phone or E-mail:

Sara Silverstone

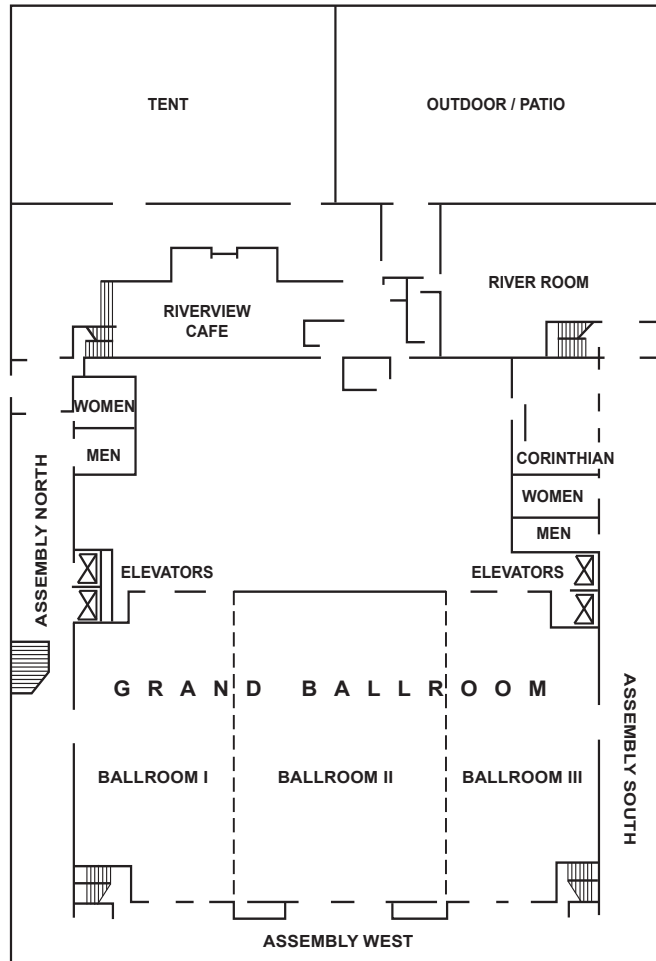
(585) 389-2336

ssilverstone@raccems.org

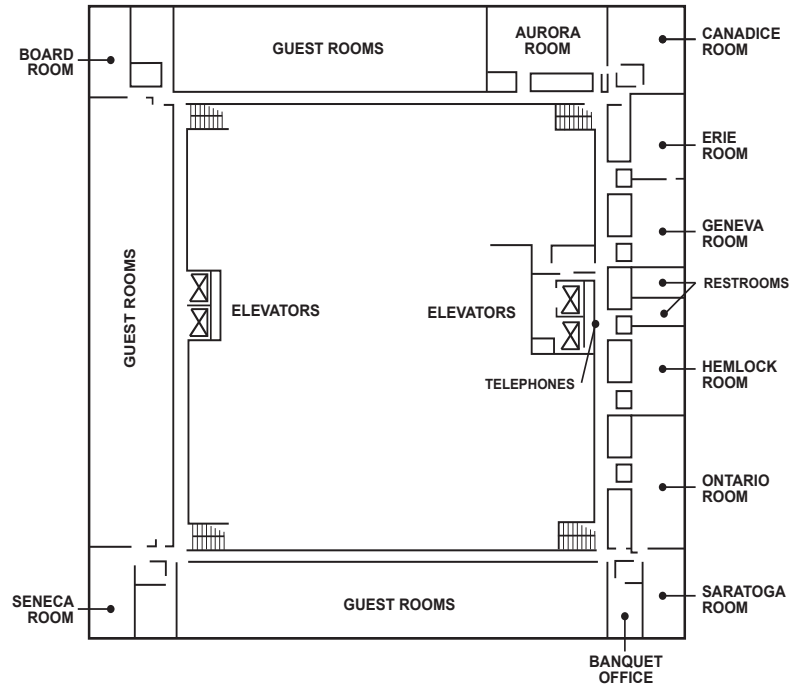
# ROOM DIMENSIONS AND CAPACITIES

ROOM	DIMENSIONS		SQUARE		HEIGHT		CAPACITY OF PEOPLE PER SETUP			
	FEET	METERS	FEET	METERS	FEET	METERS	RECEPTION	BANQUET	THEATER	CLASSROOM
Grand Ballroom	134x66	41x20	8844	804	16'	4.88	1200	850	1250	625
Ballroom I	43x66	13x20	2838	260	16'	4.88	400	220	350	175
Ballroom II	48x66	13x20	3168	290	16'	4.88	400	300	375	220
Ballroom III	43x66	14x20	2838	260	16'	4.88	400	220	350	175
Pre-function North	18x121	13x20	2178	200	9.6'	2.93	100	-	-	-
Pre-function West	18x174	5x37	3132	290	9.6'	2.93	300	-	-	-
Pre-function South	18x134	5x53	2412	225	9.6'	2.93	300	-	-	-
Corinthian Room	39x24	5x41	864	82	8'	2.44	50	50	75	40
River Room	60x35	12x7	2100	195	9.6'	2.93	150	120	125	50
Boardroom	28x18	18x11	500	46	8'	2.44	12	-	-	-
Canadice Suite	28x18	9x5	500	46	8'	2.44	30	-	-	-
Seneca Room	26x13	8x4	340	31	8'	2.44	20	20	24	9
Saratoga Room	26x13	8x4	340	31	8'	2.44	20	20	24	9
Erie Room	26x18	8x5	470	44	8'	2.44	40	30	45	24
Hemlock Room	26x18	8x5	470	44	8'	2.44	40	30	45	24
Geneva Room	39x18	12x5	700	65	8'	2.44	50	50	65	33
Ontario Room	39x18	9x5	700	65	8'	2.44	50	50	65	33
Aurora Toom	39x18	12x5	700	65	8'	2.44	50	50	65	33
Pavilion/Tent	55x40	17x12	2200	200	10'	3.04	225	210	-	-
Outdoor/Patio	50x32	15x9.7	1600	148	-	-	100	-	-	-

## SECOND FLOOR



## CONFERENCE CENTER



**ROCHESTER PLAZA**  
HOTEL & CONFERENCE CENTER