

**Northeast Decorating
NDES
& Exhibit Services, Inc.**

Re: **NYSATA - (New York State Art Teachers Assoc) Conference**
Double Tree Hotel - Binghamton NY
November 19-21, 2021

Dear Exhibitor:

On behalf of the above-mentioned Association, Northeast Decorating welcomes you as an exhibitor.

Please note that arrangements have been made with Northeast Decorating to provide your exhibit space with the following equipment.

Booth Space Size: 8' deep x 10' wide to include:

- 8' High Backdrop Draping
- 3' High Side Rail Draping
- 1 - 7" x 40" Exhibitor ID (**One Line**) Sign
- 1 - 6' x 24" Table (**Topped White & Cloth Skirt**)
- 2 - Chairs
- 1 - Wastebasket

Table Top Display Areas:

- 1- 6' x 24" Table (**Topped White & Cloth Skirt**)
- 2- Chairs
- 1- 7" x 40" Exhibitor (**One Line**) Sign

If you require any **extra equipment** or services **not listed in the booth package above**, please fill out and return the enclosed order form(s) to: **Northeast Decorating**

**3360 Milton Avenue
Syracuse NY 13219**

OR

FAX to: (315) 471-0237
(machine in secure office area)

If you have any questions or concerns, please feel free to contact me directly at 315-471-9989.

Sincerely,

Susan Brewer

Susan Brewer
NORTHEAST DECORATING
Email: suzi@nede.net
Enclosures