



NEW YORK STATE
PROBATION OFFICERS ASSOCIATION, INC.
P.O. BOX 1537
PLATTSBURGH, NEW YORK 12901
www.nyspoa.com

June 6, 2019

Dear Guest,

Thank you for your commitment to exhibiting at the 2019 New York State Probation Officers Association's Conference scheduled for July 31, 2019 – August 2, 2019 at [Resorts World Catskills \(RWC\)](#), 888 Resorts World Drive, Monticello, NY 12701. Our theme for the conference is "3 Days of Peace, Love, and Supervision" due the venue's close location to the original Woodstock Festival's site and its 50th Anniversary which will be celebrated this summer. For those of you traveling from out of state, the closest airport is [New York Stewart International Airport \(SWF\)](#) (45 miles). The NYC, Newark, Albany, and Binghamton airports are each approximately 105 miles from the venue. RWC check in time is 4pm and check out time is 11am. RWC does offer early check in and late check out, based on availability and at the hotel management's discretion. Please note, additional fees may apply.

This year's exhibitor space will be in the main hall of the conference center, so you will be positioned within an area where all attendees must gather and pass through during the conference. We hope this set-up will promote an increase in interactions and relationships between you and our attendees. Please note that the space is open and therefore not secure. We will have access to a secure room nearby where you will be able to place any items you wish to secure. However, we will not be responsible for these items. We will have access to the exhibitor area in the afternoon and evening of July 30, 2019 (Tuesday) for preparation and set-up and you are more than welcome to join us during that time. Conference registration will open on Wednesday, July 31, 2019 at 7:45am and continue throughout the conference. Exhibitors may dismantle their exhibitor table and depart as early as 9am (a half-hour after the first workshop begins) on August 2, 2019 (Friday), or they may wait until the end of the break at 10:15am.

If your company paid for a sponsorship, and as part of that sponsorship material will be provided to attendees, please mail these items by **July 15, 2019**, to SPO Pamela Cole, Orange County Probation, 150 Pike Street, Port Jervis, NY 12771. For items that need to be shipped directly to the hotel [click here](#). If you have not committed to a sponsorship you may [click here](#) to review available opportunities.

This year we will be offering a conference attendee guide and are inviting you to purchase advertisement space. You may view available options [here](#). Please contact the undersigned by July 1, 2019 for further information and to submit your advertisement request.

You may access a completed W-9 form [here](#). If you did not submit your payment online during registration please be sure to mail your payment by July 1, 2019. If you require any additional needs, accommodations, or assistance please do not hesitate to contact us at sponsor@nyspoa.com.

Sincerely,

Debbie Burton
Region 4 Vice President
Exhibitor & Corporate Sponsor
Co-Coordinator

Veronica Glueck
Publications Chair
Exhibitor & Corporate Sponsor
Co-Coordinator

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