

2025 Annual Assembly

Values in Action

63rd ANNUAL ASSEMBLY
SPONSOR/EXHIBITOR PROSPECTUS

APRIL 3-6, 2025
SARATOGA SPRINGS HILTON
& CITY CENTER
SARATOGA SPRINGS, NY

MESSAGE FROM THE PRESIDENT



Dear Colleagues,

I am excited to invite you to the NYSCHP 63rd Annual Assembly at The Saratoga Hilton and City Center in Saratoga Springs, NY from Thursday, April 3 to Sunday, April 6, 2025. The NYSCHP Annual Assembly is the premier New York meeting of Health-system pharmacists from around the State who gather to learn from pharmacy leaders, discuss challenges and best practices, build Professional networks, and plan for future practice improvements. The Annual Assembly typically draws over 350 attendees from student – pharmacists to Chief Pharmacy Officers and administrators. It is the single most important meeting for New York State Health-system Pharmacists to attend each year.

The Annual Assembly typically draws over 90 industry exhibitors. Our industry colleagues and partners have the opportunity to display, demonstrate, and discuss their products and services. The Exhibit Hall will take place on Friday, April 4, providing two hours for conference attendees to meet with exhibitors and discuss the latest information about pharmaceuticals, technologies and products. In addition, two Director of Pharmacy/Industry networking event sessions are offered: a 90-minute session on Thursday immediately following the first House of Delegates meeting, and a 75-minute session on Saturday morning. The Director of Pharmacy/ Industry networking sessions provide an exceptional opportunity to discuss your products and solutions and build long-lasting relationships.

We are particularly proud that we will once again feature the Residency Research & Practice Forum in conjunction with the Annual Assembly; residents from around the state will be performing platform presentations on their residency projects. The forum is entering into its eighth year; we look forward to further growth and success of this event again this year.

The theme of this year's Annual Assembly is "Values in Action". The theme aims to bring awareness to the values of the Council: IDEALS – Integrity, Diversity, Excellence, Altruism, Leadership, Success. We are excited to be offering numerous educational programs at the Annual Assembly that focus on advancing pharmacy practice.

We hope that you will join us at the Annual Assembly in 2025 to experience our exhibit hall and networking sessions, educational programs, and Residency Research & Practice Forum. We also showcase our closing banquet where we congratulate our award winners and welcome the incoming President and Board of Directors; these events are not to be missed. I promise you will leave the meeting having learned something new, having made a new contact, and feeling renewed and recharged about our great profession.

Sincerely,
Travis Dick, PharmD, MBA, FASHP, BCPS, CPEL
NYSCHP President

EXHIBIT INFORMATION

63rd ANNUAL ASSEMBLY

WHAT DOES YOUR EXHIBIT FEE INCLUDE?

- Exhibit booths are 10 feet wide x 8 feet deep.
- Space includes 8' or 6' skirted table, 7"x44" booth identification sign and 7"x5" booth number sign, two side chairs and one waste basket.
- Each booth includes two complimentary assembly registrations for you and your staff to attend all NYSCHP CE presentations
- There is an Exhibitor Registration Desk on-site with staff to provide your name badge and assistance.

Please note:

- If a company wants to add additional colleagues, purchase of a second table for two additional colleagues is required.
- An additional fee and ticket is required to attend the Installation Banquet.
- All exhibitors will have name badges that may be picked up at the time of registration.
- **No one will be permitted in the exhibit hall without a name badge.**

Hale Northeastern, inc., the Official General Service Contractor, has a separate and fully serviced help desk.

(Networking Session- RSVP Required: A unique event which will give you an opportunity to meet and interact with NY health-system pharmacy leaders and requires registration and name badges with exhibitor ribbons.)

All company representatives and extra representatives must be paid in full before entering the exhibit hall.

Exhibitor Service Manuals will be emailed on behalf of Hale Northeastern Inc. to the contact person listed on the exhibitor application form after space has been confirmed. Complete information, instructions and schedule of prices, regarding drapery, labor for erecting and dismantling exhibits, electrical work, furniture, cleaning and shipping information will be included in the manual. **Service manuals will also be available on the NYSCHP website at www.nyschp.org under Events/ 2025 Annual Assembly.**

For Further Information Contact the Council Office:

230 Washington Avenue Extension, Suite 101, Albany, NY 12203
518-456-8819

Shaun Flynn, Executive Director; sflynn@nyschp.org
Rebecca Harrington, Association Manager; office@nyschp.org

NYSCHP 63rd Annual Assembly 2025
Values in Action
Schedule at a Glance (Note: Subject to Change)

Thursday, April 3rd		
Time	Activity/Topic	Location
8:00 AM – 11:00 AM	Board of Directors Meeting	Whitney
11:00 AM – 12:00 PM	House of Delegates Registration	City Center – M2 Prefunction
11:30 AM – 12:00 PM	House of Delegates Open Hearing	City Center – M2
12:00 PM – 12:30 PM	House of Delegates Lunch (DELEGATES ONLY)	City Center – M2
12:30 PM – 4:00 PM	House of Delegates	City Center – M2
2:00 PM – 4:30 PM	Exhibitor Registration	Lower Lobby
2:30 PM	Coffee Break	City Center – M2
4:30 PM – 6:00 PM	Exhibitor Networking Session 1	Main Hall
6:30 PM – 8:00 PM	REF Reception	Broadways 1 – 2
Friday April 4th		
Time	Activity/Topic	Location
7:00 AM – 5:00 PM	General Registration/Attendee Services	Lower Lobby
7:00 AM – 8:00 AM	Breakfast: <i>Sponsored by TBA</i>	Saratoga Ballroom
8:00 AM – 10:00 AM	Softball <i>Sponsored by TBA</i>	Softball: Town of Wilton – Gavin Park
9:00 AM – 4:00 PM	Exhibitor Move In and Set Up	Main Hall
8:00 AM – 9:00 AM	Clinical Track: <i>1 Contact Hour (0.1 CEU)</i>	M2B
9:15 AM – 10:15 AM	Clinical Track: <i>1 Contact Hour (0.1 CEU)</i>	M2B: Clinical Track
	Leadership Track: <i>1 Contact Hour (0.1 CEU)</i>	M2A: Leadership Track
10:15 AM	Coffee Break	M2 Prefunction
10:30 AM – 11:30 AM	Clinical Track: <i>1 Contact Hour (0.1 CEU)</i>	M2B: Clinical Track
	Leadership Track: <i>1 Contact Hour (0.1 CEU)</i>	M2A: Leadership Track
11:30 AM – 12:30 PM	Clinical Track: <i>1 Contact Hour (0.1 CEU)</i>	M2B
11:30 AM – 12:30 PM	Residency Research and Practice Forum Opening Session: <i>1 Contact Hour (0.1 CEU)</i>	Saratoga 1-2
12:30 PM – 2:00PM	Resident Research Program Lunch <i>Sponsored by TBA</i>	Saratoga 1-2
12:30 PM – 2:00 PM	Chapter President Lunch <i>Sponsored by TBA</i>	High Rock
2:00 PM – 3:20 PM	Resident Research Platform Presentations Session 1 <i>1.5 Contact Hours (0.15 CEU)</i>	Broadways 1-4, Alabama, Travers
2:30 PM	Coffee Break	M2 Prefunction
2:45 PM – 3:45 PM	Leadership Track: <i>1 Contact Hour (0.1 CEU)</i>	M2B
4:00 PM – 5:00 PM	Clinical Track: <i>1 Contact Hour (0.1 CEU)</i>	M2B
3:30 PM – 5:30 PM	Resident Research Platform Presentations Session 2 <i>2.0 Contact Hours (0.2 CEU)</i>	Broadways 1-4, Alabama, Travers
4:30 PM – 6:30 PM	Exhibit Hall	Main Hall
6:30 PM – 8:00 PM	Dinner on Your Own	
7:00 PM – 9:00 PM	Poster Set Up	Gallery
8:00 PM – 10:30 PM	Place Your Bets on NYSCHP - a Casino Themed Night <i>Sponsored by S/T Health Group ft. the Seratones (To be Finalized)</i>	Saratoga 1-2

Schedule at a Glance Continued...

Saturday April 5th

Time	Activity/Topic	Location
7:00 AM – 5:00 PM	General Registration/Attendee Services	Lower Lobby
7:00 AM – 7:30 AM	Wellness Activity (Yoga – All are welcome!) <i>Sponsored by TBA</i>	High Rock
7:00 AM – 8:00 AM	Breakfast <i>Sponsored by TBA</i>	Saratoga 3
8:00 AM – 9:00 AM	Keynote Session: <i>1 Contact Hour (0.1 CEU)</i>	Saratoga 1-2
9:15 AM – 10:30 AM	Exhibitor Networking Session 2	Main Hall
9:15 AM – 10:30 AM	Poster Session	Gallery
10:15 AM	Coffee Break	M2 Prefunction
10:30 AM – 11:30 AM	Clinical Track: <i>1 Contact Hour (0.1 CEU)</i>	M2B
10:10 AM – 12:30 PM	Resident Research Platform Presentations Session 3 <i>2.5 Contact Hours (0.25 CEU)</i>	Broadways 1-4, Alabama, Travers
10:30 AM – 11:30 AM	REF Research Lecture: Fundamentals in Research <i>1 Contact Hour (0.1 CEU)</i>	M2A
11:30 AM – 12:30 PM	Clinical Track: <i>1 Contact Hour (0.1 CEU)</i>	M2B: Clinical Track
	Leadership Track: <i>1 Contact Hour (0.1 CEU)</i>	M2A: Leadership Track
12:30 PM – 2:00 PM	Past Presidents Lunch	Whitney
12:30 PM – 2:00 PM	Lunch <i>Sponsored by TBA</i>	Saratoga Ballroom
2:00 PM – 3:00 PM	Clinical Track: <i>1 Contact Hour (0.1 CEU)</i>	M2B: Clinical Track
	Residency Research and Practice Forum: <i>1 Contact Hour (0.1 CEU)</i>	M2A: Residency Research and Practice Forum CE
3:00 PM	Coffee Break	M2 Prefunction
3:00 PM – 4:30 PM	Resident Research Platform Presentations Session 4 <i>1.5 Contact Hours (0.15 CEU)</i>	Broadways 1-4, Alabama, Travers
3:15 PM – 4:45 PM	Student Track: Clinical Competition Brain Bowl <i>1.5 Contact Hours (0.15 CEU)</i>	M2A
4:30 PM – 6:00 PM	Director of Pharmacy Roundtable	High Rock
4:30 PM – 6:00 PM	Clinical Director Roundtable	Broadways 1-2
5:00 PM – 6:00 PM	Residency Program Roundtable for Residents, Preceptors, Coordinators and RPD's: Townhall	M2B
5:00 PM – 6:00 PM	Technician Networking	534 Bistro
5:00 PM – 6:00 PM	Industry Pharmacists Networking	534 Bistro
6:00 PM – 7:00 PM	New Practitioners Networking	534 Bistro
7:30 PM – 10:30 PM	Awards and Installation Banquet <i>Sponsored by TBA</i>	Saratoga Ballroom
10:30 PM – 12:00 AM	President's Reception <i>(To be Finalized)</i>	Broadways 1-2

Sunday April 6th

Time	Activity/Topic	Location
8:00 AM – 10:00 AM	General Registration/Attendee Services	Lower Lobby
8:00 AM	Coffee Station (Breakfast on Your Own)	Saratoga 1-2
8:30 AM – 9:30 AM	Pharmacoequity Medication Safety <i>1 Contact Hour (0.1 CEU)</i>	Saratoga 1-2
9:30 AM – 10:30 AM	Advocacy: <i>1.0 Contact Hours (0.1 CEU)</i>	Saratoga 1-2

SPONSORSHIP OPPORTUNITIES

This year NYSCHP will offer additional sponsorship opportunities for our industry sponsors and colleagues, the following opportunities are available:

LIGHTEN THE LOAD

Annual Assembly Tote Bag - \$1,000

Sponsor the Annual Assembly Tote Bag that will be provided to all attendees.

- Sponsor's logo will be prominently displayed on one side of the tote bag.
- Recognition as the sponsor on all Annual Assembly promotion.

RIGHT IN FRONT OF YOU

Annual Assembly Lanyard - \$1,000

Sponsor the Annual Assembly Lanyard that will be provided to all attendees.

- Sponsor's logo will be offered in series with NYSCHP logo.
- Recognition as the sponsor on all Annual Assembly promotion.

TOTE BAG INSERT - \$500

Ensure all attendees see your literature.

- Advertise with an insert in the Assembly Tote Bag provided to all attendees.
- Giveaways will be included in Tote Bag.
- Recognition as the sponsor on all Annual Assembly promotion.

YOGA SPONSORSHIP - \$500

- Program recognition

SNACK TIME/BREAK SPONSOR - \$2,000 ea.

Help keep our Annual Assembly attendees energized!

- Public recognition at the break, including signage.
- A chance to address all attendees.
- A chance to distribute literature or giveaways at the break.
- Recognition as the sponsor on all Annual Assembly promotion.

BANQUET SPONSOR - \$5,000

A formal opportunity to be seen as a supporter of the council.

- Public recognition at the banquet including signage
- A chance to be introduced and address all attendees.
- Your company literature or giveaway placed at each place setting.
- Recognition as the sponsor on all Annual Assembly promotion.

SOFTBALL SPONSORSHIP - \$500

- Public recognition at the softball game
- Program recognition
- Logo placement on the softball t-shirts

This only applies if a high resolution, vector art logo is received by 2/1/25 – there will be no exceptions

OTHER SPONSORSHIP OPPORTUNITIES

- Sponsored breakfast program
- Sponsored lunch program
- Friday evening event

Contact Shaun Flynn at sflynn@nyschp.org for more information

SPONSOR/EXHIBITOR APPLICATION

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email (required): _____

Please select one:

Our company would like to reserve (1) booth space with two (2) representatives **\$3,500**

Our company would like to reserve (2) booth spaces with up to (4) representatives **\$7,000**

Our company would like to reserve (3) booth spaces with up to (6) representatives **\$10,500**

Our company would like to reserve (4) booth spaces with up to (8) representatives **\$14,000**

We are Corporate Members and (1) booth space with (2) representatives is **part of our contract**

We are Corporate Members and would like additional booth space and representatives **added to our contract** for a total of (2) booth spaces and (4) representatives **\$2,500**

We are Platinum Corporate Members and (2) booth spaces with (4) representatives is **part of our contract**

Representative Information (based on your selection above):

Rep #1: _____ Email Address (required): _____

Rep #2: _____ Email Address (required): _____

Rep #3: _____ Email Address (required): _____

Rep #4: _____ Email Address (required): _____

Rep #5: _____ Email Address (required): _____

Rep #6: _____ Email Address (required): _____

Rep #7: _____ Email Address (required): _____

Rep #8: _____ Email Address (required): _____

Installation Banquet (\$25 pp. - Saturday evening) _____

If your reps. are staying for the banquet, please indicate the individual(s) and the number of Chicken/Fish/Vegetarian and any dietary restrictions:

NOTE: On-site substitutions will NOT be permitted. Reps for your company must be registered by March 17, 2025.

SPONSOR/EXHIBITOR APPLICATION

List up to 3 preferred exhibit spaces (layout on pg. 9)

1st Choice _____ 2nd Choice _____ 3rd Choice _____

- Every effort will be made to accommodate requests; however, since several firms may apply for the same space, do not concentrate requests in one area. Actual assignments are on a first come, first serve basis with preference given to Diamond, Platinum and Corporate Members.

List any companies to avoid: _____

What does your exhibit fee include (below indicates per booth)?

- Two complimentary registrations to the program including all educational sessions.
- Two representatives for the exhibit session, and two networking sessions with two representatives.

Networking Session 1: Thursday, April 3rd from 4:30 - 6:00 PM

Exhibits

Move-in: Friday, April 4th from 9:00 AM - 4:00 PM

Exhibit Hall: Friday, April 4th from 4:30 - 6:30 PM

Networking Session 2: Saturday, April 5th from 9:15 - 10:30 AM

Sponsorships added to your booth:

Lighten the Load (\$1,000) _____ Right in Front of You (\$1,000) _____ Tote Bag Insert (\$500) _____ Softball (\$500) _____
 Snack Time/Break Sponsor (\$2,000) _____ Banquet Sponsor (\$5,000) _____ Yoga (\$500) _____

Payment and Agreement *please indicate how you plan to submit payment*:

Check _____ Credit Card _____ ACH _____ (information available upon request)

- Make checks payable to NYSCHP and mail to: NYSCHP, 230 Washington Avenue Extension, Suite 101, Albany, NY 12203
- If paying by credit card:

Total amount to be charged: \$ _____ Card Number: _____ Security Code: _____ Exp. Date: _____

Billing Address: _____

Cardholder name: _____ Authorized Signature: _____

By submitting this paperwork, we agree to abide by the rules and regulations as set forth in the exhibitor prospectus, which forms part of this agreement between our firm (exhibitor) and exhibit management.

Accommodations: Room blocks have been secured with the Saratoga Hilton and Courtyard Marriott. Please check the Annual Assembly website under accommodations to book accordingly.

Exhibit Hall Layout

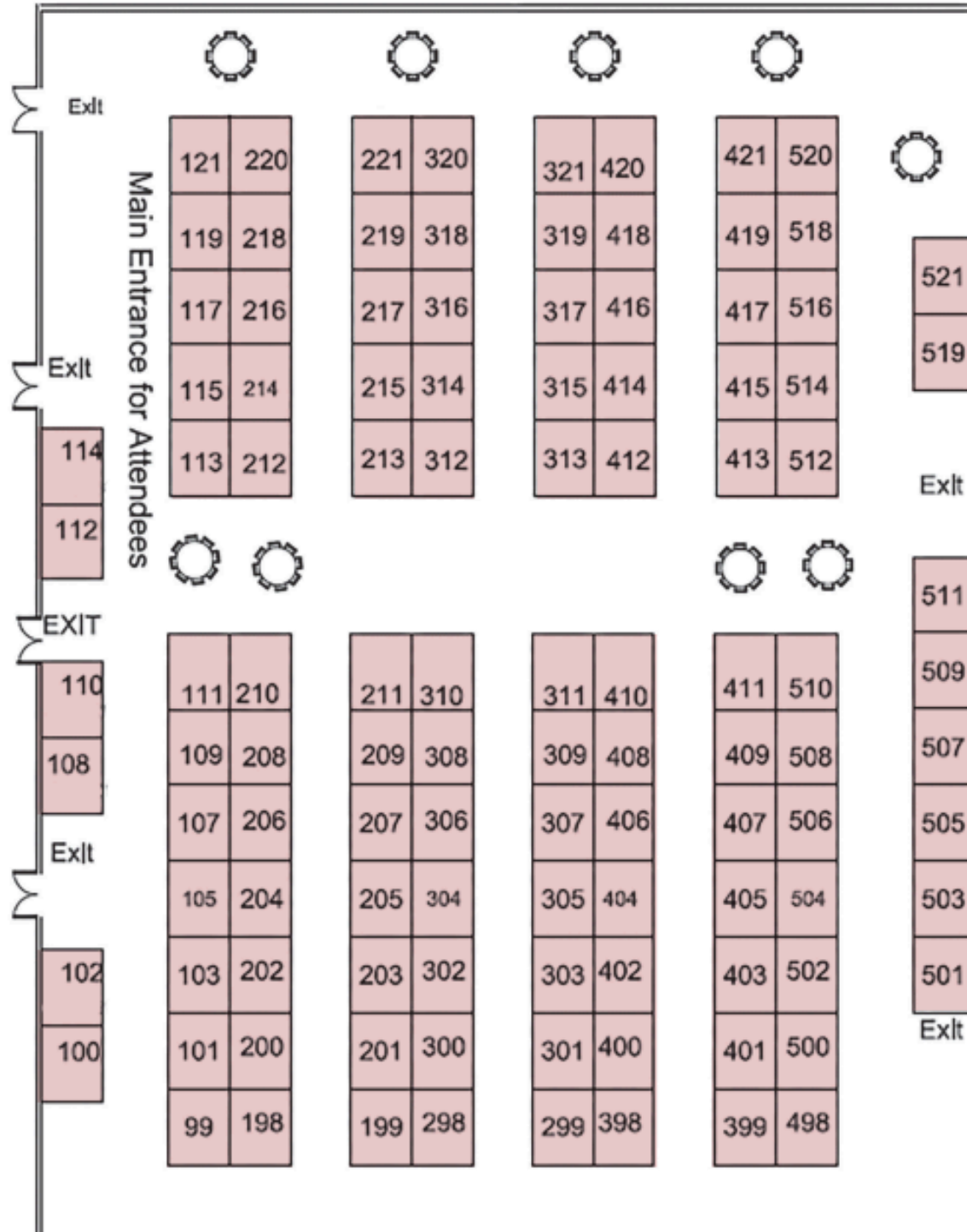


EXHIBIT RULES AND REGULATIONS

- 1. Assignment of Space** – Booths will be assigned on receipt of applications on the basis of the order in which the contract was received, subject to availability of space preferences, special needs and compatibility of exhibitors. Every effort will be made to respect the exhibitor's space choices, whenever possible, but the New York State Council of Health-system Pharmacists (herein known as exhibit management) decisions shall be final. Exhibit management reserves the right to transfer assignments when such action is deemed to be in the best interests of the total exhibit effort.
- 2. Payment** – Full payment is required with this application. Make all checks payable to the New York State Council of Health-system Pharmacists, Tax ID# 237169617, 230 Washington Avenue Extension, Suite 101, Albany, NY 12203.
- 3. Eligible Exhibits** – Exhibit management reserves the right to determine the eligibility of any company or product for inclusion in the exposition.
- 4. Refund or Cancellation** – Should the exhibitor be unable to occupy and use the exhibit space contracted to for, he or she shall promptly notify exhibit management. All sums paid by the exhibitor, less a service charge of 50% of the net contract price will be refunded. NO refunds shall be given for cancellations received after March 10, 2025.
- 5. Booth, Rental, Inclusions** – Booths 8'X10' and include a standard back wall drape 8'high and side rail drapes 3' high, a standard two-line company identification sign (7"x44"), one 7"x 5" booth number, one 8'x 6' skirted table, two side chairs, one wastebasket, general overhead illumination, air-conditioning and 24 hour general security guard service.
- 6. Contractor service and information** – Exhibit management has, in the best interest of the exhibitors, selected Hale Northeastern, Inc. to serve as official contractors to provide various services to the exhibitors. It is further agreed that the exhibitor will abide by and comply with rules and regulations concerning local unions having agreement with the exposition facility or with authorized contracts employed by show management. Complete information, instructions and schedule prices, regarding drapery, labor for erecting and dismantling, electrical work, furniture, cleaning, etc. will be included in the Exhibitors Service Manual, to be forwarded after space has been confirmed. An Exhibitors' Service Center will be maintained on the exhibit floor to facilitate requests from exhibitors.
- 7. Security** – Guard Service will be provided. However, each exhibitor should make provisions to safeguard their goods from the time they are placed in the booth until the time they are removed. The NYSCHP and show management will not be responsible from damage due to any cause. Each party agrees to be responsible for their own property through insurances or self-insurance and shall hold harmless each of the other parties for any and all damages caused by theft and those perils normally covered by a fire and extended coverage policy.
- 8. Booth Construction and Arrangement** – Exhibits shall be so arranged as to not obstruct the general view, nor hide the exhibits of others. Plans for specially-built displays not in accordance with regulations are to be submitted to exhibit management before construction is ordered. Regular and specially-built walls, including signs, may not exceed an overall height of 10'. The maximum booth height is 10' may extend out to the dept. of the booth from the back wall. Height limitation of the display in balance of the area is 36 inches except for product, equipment on display, which it itself exceeds this height.
- 9. No dismantling will be permitted before closing time** – No exhibitor shall have the right prior to closing of the exposition to pack or remove articles on exhibit without permission and approval in writing from exhibit management.
- 10. Use of Exhibit Space** – Exhibitors agree not to assign or sublet any space allotted to them without written consent of exhibit management nor to display or advertise goods other than those manufactured or carried by them in the regular course of business. No persons, firm or organization not having contracted with exhibit management for the occupancy of space in the exhibit will be permitted to display or demonstrate its products, processes or services, distribute advertising materials for a purpose inconsistent with these regulations. It is expressly agreed by the exhibitor that in the event he or she fails to install his or her products in his or her space or fails to pay the space rental at time specified, exhibit management shall have the right to take possession of said space and lease some or any part thereof to such parties and upon such terms and conditions, as it may deem proper. Demonstrations must be located so that crowds collected will be within the exhibitor's space and not blocking aisles or neighboring exhibits. Demonstrations must first be approved in writing by exhibit management. The playing of music is prohibited on exhibit floor.

EXHIBIT RULES AND REGULATIONS

11. Exhibitor Representatives – Each exhibitor must name at least one person and not more than two to be his/her representative in connection with the installation, operations and removal of exhibit. Such representatives shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible.

12. Restrictions – Exhibit management reserves the right to restrict exhibits, which are objectionable because of noise, glaring or flashing lights, method of operation, or any other reason and also to prohibit or evict any exhibit which, in the opinion of exhibit management may detract from the general character of the exhibit. This reservation includes persons, things, conduct, printed matter or anything exhibit management judges to be objectionable. In the event of such restriction or eviction, exhibit management is not liable for any refund of any amount paid hereunder. No display material exposing unfinished surface to neighboring booths will be permitted.

13. Exhibit Activities – Exhibitor agrees not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposiums and hospitality suites that are in conflict with the official program of the New York State Council of Health-system Pharmacists Annual Assembly, whether such activities are held at or away from the hotel, except with written approval prior to Exhibit Date any program exhibitor intends to hold at or in conjunction with its exhibit for written approval as to time and place.

14. Responsibility – If the exhibitor fails to comply in any respect with the terms of this agreement, exhibit management shall have the right, without notice to the exhibitor, to offer said space to another exhibitor or to use said space in any other manner, but this shall not be constructed as affecting the responsibility of the exhibitor to pay the full amount specified by the contract.

15. Compliance – The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, health, together with the rules and regulations of the operations and/or owner of the property wherein the exhibit is held. Federal, state, and city laws must be strictly observed. Cloth decorations must be flameproof. Writing must comply with fire department and underwriters' rules.

16. Liability – The New York State Council of Health-system Pharmacists, exhibit management, The Saratoga Springs City Center its agents and employees shall not be responsible for any loss, theft or damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of the exhibit space by the exhibitor or his/her assigns, and the exhibitor shall indemnify and hold harmless exhibit management from all liability which might ensue for any cause whatsoever. If the exhibitor's material fails to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder. Exhibitors are requested to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person and property of others.

17. Cancellation or Termination of Exposition – In the event that the premises where the exposition is to be held shall, in the sole determination of exhibit management, become unfit or unavailable for occupancy, or shall be substantially interfered with by reason of picketing, strike, embargo, injunction, act of war, act of God, fire or state of emergency declared by any government agency or by any municipal, state or federal law or regulation or by any reason of any other occurrence beyond the control of exhibit management, exhibit management may cancel or terminate the exposition. In the event of such cancellation or termination, the exhibitor waives any and all claims the exhibitor might have against exhibit management the exhibitor's prorated share of the total amount paid by the exhibitors less all costs and expenses incurred by exhibit management in connection with the exposition including a reserve for future claims and expenses in connection herewith. In case exhibit management shall for any reason determine to cancel or terminate the exposition, the exhibitor waives all claims the exhibitor may have against exhibit management for damages or expenses and agrees to accept in complete satisfaction and discharge of all its claims against exhibit management in accordance with this agreement.

18. Management – Exhibit management reserves the right to interpret, amend and enforce these regulations, as it deems proper to assure the success of the exposition.

Send Direct Inquiries To: NYS Council of Health-system Pharmacists,

230 Washington Avenue Extension, Suite 101

Albany, NY 12203

office@nyschp.org