

**MSSNY House of Delegates**  
**April 4-6, 2025**  
**Westchester Marriott Tarrytown**  
**670 White Plains Road**  
**Tarrytown, NY 10591**

**Sponsor Info:**

**Key Deadlines:**

1. Journal Ad Reservations: **2/7/25.**
2. MSSNY Designed Journal Ad Art/Copy/Logos: **02/14/25.**
3. Company logos and brief description of business: **02/14/21**
4. Finished Journal Ad Artwork (not MSSNY designed): **02/21/25.**
5. Booth location choices ([View floorplan](#) Pick 3): **02/27/25**
6. Video Clips and/or Time Saver Slides: **03/01/25**
7. Westchester Marriott Group Rate Hotel Reservations [RESERVE YOUR ROOM](#) / 800-882-1042: **03/13/25**
8. Date for materials to be shipped to MSSNY for transport: **03/31/25.**
9. Booth attendee sign up [form](#) – **03/28/25**
10. [Gala RSVP/Menu selection form](#) – **3/28/25**

For all Journal Ad Artwork questions/file delivery/booth choices, contact  
[\*\*rraia@mssny.org\*\*](mailto:rraia@mssny.org)

- View ad specs [here](#). Please note, the journal is Playbill size, not 8.5x11.
- Time saver slides are standard Power Point slides using MSSNY template.  
[Download here.](#)
- Video clips should be Mp4's and under 1 minute.

## **FAQ**

### **Sponsorships with Booths**

#### **What does the booth consist of?**

Booths consist of a 6 ft table with covering and sidewalls that are 6ft deep and 3ft high, plus 2 chairs. Power strips and Wi-Fi are available upon request.

#### **When is booth set-up?**

Thursday, April 3<sup>rd</sup> after 3 PM.

#### **What are the booth exhibitor hours?**

**Friday, April 4th:** 8AM – 6PM

**Saturday, April 5th:** 8AM – 4:30PM

#### **How do I get badges for booth attendants?**

Access [form](#)!

**What do I do when I arrive at the hotel?**

Head right to your booth to set up. Your sponsor name tags, table tent card and anything else you might need will be there waiting.

**Can I ship booth promo items/signage directly to the hotel?**

No. Bring materials with you or ship them to the MSSNY office by 3/31/25 and we will take them to the hotel. Clearly label your boxes MSSNY HOD and ship to us at:

**Roseann Raia | Manager, Communications**

**Attn: HOD 2025**

**Medical Society of the State of New York**

**865 Merrick Avenue**

**Westbury, NY 11590**

**516.488.6100 x302**

**How do I get my promo materials returned after the event?**

Sponsors are responsible for packing and shipping/taking all promo materials and signage from the booth when the exhibitor area closes at 5pm on Saturday, April 5<sup>th</sup>. If you need your materials transported back to the MSSNY office, you must arrange that with Bob Hogan ([bhogan@mssny.org](mailto:bhogan@mssny.org)). **Do not leave materials at the hotel!**

**Can I choose my booth location?**

Email [rraia@mssny.org](mailto:rraia@mssny.org) with top 3 choices by 2/27/25. [View floorplan](#).

Higher tier sponsorships get first choices on location, but we will accommodate requests to the best of our ability.

**How do I reserve a room?**

Westchester Marriott Tarrytown

670 White Plains Road, Tarrytown, NY 10591.

Hotel Group Rate: \$199.00 per night

[RESERVE YOUR ROOM](#) / 800-882-1042.

Group rate deadline: Thursday, March 13, 2025.

**Is there an Event Agenda?**

Agenda will be posted and updated [here](#).

**My sponsorship package includes social media messages. What do I need to know?**

Send graphics/post copy/links/your company social handles to [rraia@mssny.org](mailto:rraia@mssny.org) 5 business days prior to requested start date. We post on X, Facebook, LinkedIn, Instagram and Threads. For FB, LI, X, Threads the size is 1600x900. Instagram is 1080x1080.

**My sponsorship package includes email blasts. What do I need to know?**

- If your sponsorship package includes email blasts, please send ad copy/graphics or html to [rraia@mssny.org](mailto:rraia@mssny.org) 7 business days prior to scheduled launch.

### **My sponsorship package includes Video Clips & Time Saver Slides. What do I need to know?**

- If your package includes a video clip or time saver slide played at the house, please send an MP4 to [rraia@mssny.org](mailto:rraia@mssny.org) by 3/01/24. The Timesaver Slide is a standard Power Point slide using the MSSNY template. [Download here](#).

### **What do I need to know about Journal Ads?**

- Ads must be booked by **2/7/25**.
- Finished artwork is due **02/21/25** and should be sent to [rraia@mssny.org](mailto:rraia@mssny.org).
- **If you need artwork created, we must have your ad copy, logos, graphics, design direction no later than 02/14/25.**
- If you need an extension on artwork, please contact [rraia@mssny.org](mailto:rraia@mssny.org) **no later than 2/14/25**.
- Ad specs can be found [here](#). Please note, the journal is Playbill size, not 8.5x11.

### **My sponsorship package includes banner ads. What do I need to know?**

- If your sponsorship includes banner ads in Pulse, the size is 550x150. Pulse runs every Saturday. Ads must be received by the Tuesday before.

### **President's Gala**

- If your sponsorship package includes tickets to the President's Gala on Sat. 04/5/25, **a link for dinner selection and rsvp will be available soon.**