

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

**Re: NYS ATA - (New York State Art Teachers Assoc) Conference**  
**DoubleTree Hotel – Binghamton NY**  
**November 21-23, 2024**

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
- 2 - 6' x 24" Tables (**Topped White & ClothSkirt**)
- 2 - Folding Chairs (Charcoal)
- 1 - Wastebasket

**Table Top Display Areas:**

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

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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

Email: SEE BELOW

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](mailto:suzi@nede.net)