

# NYSEMA Winter Conference

## EXHIBITOR RULES AND REGULATIONS

The New York State Emergency Management Association (NYSEMA) will be hosting the *Annual* New York State Emergency Management Association (NYSEMA) Winter Conference February 21, 22, & 23<sup>rd</sup> 2017 at the **Embassy Suites Syracuse, 6646 Old Collamer Rd, East Syracuse, New York 13057.**

1) **THE VENDOR SPACE** - Space location will be assigned on a first come, first served basis.

The timely receipt and acceptance of your application, your electrical needs and space availability will all be considered when making assignments. **Vendor set-up will be Tuesday morning 09:00 AM, 02/21/17. Set-up needs to be completed prior to 1:00 PM.**

Vendors will need to remove their displays on Thursday 02/23/17 after the close of the session. Vendors are welcome to attend all programs.

2) **Pre Staging Of Your Equipment** - Shipping of equipment can be done **1 week prior** to the conference to:

**Embassy Suites Syracuse  
6646 Old Collamer Rd,  
East Syracuse, New York 13057**

All shipping **must** be marked for the **NYSEMA Winter Conference**

3) **Advertising**- With the rental of each space, the New York State Emergency Management Association (NYSEMA) will include in the NYSEMA Winter Conference hand out book. You must supply all materials to be placed in manual. Three holed punched is possible. Please send to Embassy Suites Syracuse, 6646 Old Collamer Rd, East Syracuse, New York 13057

All shipping **must** be marked for the **NYSEMA Winter Conference Marked: HANDOUTS, no later than February 13, 2017 to be placed in the program manual.**

### *Gold Level*

- 5 pages of your literature inserted in NYSEMA Winter Conference take home manual
- Public mention of your sponsorship

### *Silver Level*

- 3 pages of your literature inserted in NYSEMA Winter Conference take home manual
- Public mention of your sponsorship

4) **SUBCONTRACTING**- Sub contracting of booth space or substitution of exhibitors will not be permitted.

5) **Staffing**- Exhibitors will be responsible for providing adequate staffing of the booth for the open hours of the conference. Identification badges **must** be worn at all times while in the exhibit area. The exhibit area is limited to **Two company representatives per booth space**. Each **additional person attending will cost \$150.00 during the conference and shall be prepaid.**

06) **HAZARDS**- No live animals, smoke machines, open flames, flammable liquids or other safety hazards will be permitted in the exhibit area.

07) **Liability**- an exhibitor's property and merchandise will be shown at your own risk and hazard. New York State Emergency Management Association (NYSEMA) shall not be responsible for any losses incurred due to accident, fire, theft, flood, lightening, or act of God. Each exhibitor shall be solely responsible for its actions & those of its people & agrees to indemnity & hold harmless the New York State Emergency Management Association (NYSEMA) with regard to all claims arising from any act or omission on the part of the exhibitor, their employees, or agents.

08) **Logo** - NYSEMA will not permit use of its logo or use of any of the following phrases or combination of phrases on any item sold or displayed:

"New York State's Emergency Management Association,"

NYSEMA Winter Conference without prior written approval of the NYSEMA Executive Board.

Vendors are allowed to reference the date and location (city) of NYSEMA Winter Conference but it must not appear that the NYSEMA Executive Board in any way recognizes or authorizes such item as an officially sanctioned "conference" or "state" item.

Any questions on this policy should be directed to the NYSEMA Executive Board prior to NYSEMA Winter Conference.

09) **SECURITY**- The Embassy Suites Syracuse will not provide Security during the hours of the training seminar. Please plan to cover tables with sheets or tarps, and to secure small items for safe keeping during any time away from your area. Video cameras will be in place in the foyer area outside the vendor room for added security. NYSEMA may provide security officer to keep watch over the vendor area at no additional cost to the vendor.

10) **The New York State Emergency Management Association (NYSEMA) Reserves the Right To:**

**a)** Reject any application without prejudice, in the best interests of the Conference.

**b)** Reject, prohibit or remove any exhibit in whole or part, or any exhibitor or its representatives, with or without given cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of rental unearned at the time of the removal. If an exhibit or exhibitor is removed for violation of these rules or for any stated reasons, no return of rental shall be made.

**c)** Modify the exhibit rules, in the event of a change the exhibitors will be notified in writing.

**d) Cancel the Seminar.** In the event that the New York State Emergency Management Association (NYSEMA) cancels the NYSEMA Winter Conference, exhibitor fees will be returned. NYSEMA will not be responsible for other cost occurred.

11) Vendors may FedEx/UPS Booth Props or Equipment directly to the Hotel ahead of time. Please allow enough shipping time to assure your items arrive on time. The New York State Emergency Management Association (NYSEMA) will not be held liable for any item shipped as per section two of the rules and regulations. Any prior shipments must be communicated with the New York State Emergency Management Association (NYSEMA) prior to shipping.

12) **Cancellation Policy**- If your company is unable to attend and wishes a refund, a written notice of cancellation must be received by the New York State Emergency Management Association (NYSEMA) on or before February 06, 2017. A 25% cancellation fee will be charged. **NO REFUNDS WILL BE GRANTED AFTER February 13, 2017**

# **COST OF RENTAL SPACE FOR EXHIBIT**

## **Gold Level: \$675.00**

\$675 INCLUDES:

- 6 foot table with cloth, one electrical outlet.
- Double booth spaces are available on request.
- Breaks (pm) & Vendor Reception on 02/21/17, breakfast, breaks (am/pm) & lunch on 02/22/17 and breakfast and break (am) on 02/23/17 for 2 persons.
- Each additional person attending will cost \$150.
- Telephone/internet connections are extra and will be arranged with the **Embassy Suites Syracuse**.

## **Silver Level: \$250.00**

- 3 pages of your literature inserted in NYSEMA Winter Conference take home manual
- Public mention of your sponsorship
- No Booth Rental

**Payment must be received no later than February 13<sup>th</sup> 2017.**

**Payment shall be made *payable to NYSEMA***

Vendor Sponsorships and vendor fees can be paid by using PayPal:

<http://www.nysema.org/vendor.html>

Questions please contact:

**George Bastedo Treasurer**

Wayne County Emergency Management

Office (315) 946-5664 Fax (315) 946-9721

**PLEASE MAKE CHECKS OR MONEY ORDER PAYABLE**

**TO:** New York State Emergency Management Association (NYSEMA)

**C/O: *NYSEMA WINTER CONFERENCE***

**Mail to:**

Cayuga County Emergency Management

160 Genesee Street Auburn NY 13021

C/O "NYSEMA"

Vice President NYSEMA

**ANY QUESTIONS PLEASE CONTACT,**

**Brian P. Dahl, Director of Emergency Services @ [bdahl@cayugacounty.us](mailto:bdahl@cayugacounty.us)**

**Cayuga County Emergency Management Office 315-255-1161 – Fax 315-253-1551**

# Rental Agreement/Waiver

I/we have read and understand the rules and regulations set forth. The New York State Emergency Management Association (NYSEMA), are under no liability for lost or damaged or stolen equipment that may or may not have occurred.

I/we will be responsible for our own table provided and equipment.

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Print Name of Company:

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Signature of Person Responsible:

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**This second copy will serve as receipt of payment/ Contract acknowledgement. Please retain for your records.**