

# NYSEMA Winter Conference

## EXHIBITOR RULES AND REGULATIONS

The New York State Emergency Management Association, Inc. (NYSEMA) will be hosting the annual New York State Emergency Management Association, Inc. (NYSEMA) Winter Conference February 13, 14, & 15<sup>th</sup>, 2018 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, February 13, 2018 between 9:00 am - 1:00 pm.**

Vendors will need to remove their displays on Thursday, February 15, 2018 by 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, NYSEMA will include one piece of your promotional materials in the convention bag. You must supply all materials to be placed in the convention bag. Please send to Embassy Suites Syracuse, 6646 Old Collamer Rd, East Syracuse, New York 13057. Materials must arrive by February 12, 2018 to be included. We will also note your exhibit in the conference program.

4) **Subcontracting** - Subcontracting 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**. The prepaid cost for each additional person attending the conference is \$150.00.

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. 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 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 does not permit the use of its logo or use of the "New York State's Emergency Management Association," phrase on any item sold or displayed, 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 endorses such item as an officially sanctioned conference or NYSEMA item.

Any questions on this policy should be directed to the NYSEMA Executive Board prior to the 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. NYSEMA will provide overnight security the evenings of 2/13 and 2/14. Exhibitors are encouraged to remove small high value items from the exhibit floor overnight; however Article 7, above still applies.

10) The New York State Emergency Management Association, Inc. **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 conference. In the event that the NYSEMA Winter Conference is cancelled, exhibitor fees will be returned. NYSEMA will not be responsible for other cost incurred.

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. 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 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 NYSEMA on or before January 13, 2018. Refunds will only be given if the booth space is able to be resold.

# **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 02/13/18, breakfast, breaks (am/pm) & lunch on 02/14/18 and breakfast and break (am) on 02/15/18 for 2 persons.
- Each additional person attending will cost \$150.
- Telephone/internet connections are extra and can be arranged directly with the **Embassy Suites Syracuse**.

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

- One piece of promotional material in NYSEMA Winter Conference promotional bag
- Public mention of your sponsorship
- No Booth Rental

Payment must be received no later than February 05<sup>th</sup> 2018.

Payment shall be made payable to NYSEMA.

Vendor Sponsorships and vendor fees can be paid by using PayPal:  
<http://www.nysema.org/vendor.html>

For questions regarding payment please contact:

**George Bastedo, Treasurer**

**c/o Wayne County Emergency Management**

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

**Suite 200**

**7336 Route 31**

**Lyons, New York 14489**

**gbastedo@co.wayne.ny.us**

# Rental Agreement/Waiver

I/we have read and understand the rules and regulations set forth. The New York State Emergency Management Association, Inc. is 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:

Payment must be received no later than February 05<sup>th</sup> 2018.  
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<http://www.nysema.org/vendor.html>

**PLEASE MAKE CHECKS OR MONEY ORDER PAYABLE TO:**

New York State Emergency Management Association, Inc.

**C/O: NYSEMA WINTER CONFERENCE**

Mail to:

George Bastedo, Treasurer  
c/o Wayne County Emergency Management  
Suite 200  
7336 Route 31  
Lyons, New York 14489  
gbastedo@co.wayne.ny.us

Questions regarding registration, travel or vendor set-up please contact:

Kelly Paslow  
2<sup>nd</sup> Vice President  
PO Box 168  
West Sand Lake, NY 12196  
518-892-9272  
kpaslow@nycap.rr.com