



2024 NYSEMA Conference

EXHIBITOR RULES AND REGULATIONS

Please Read Carefully

Due to increased interest in the conference, vendor table space is at a premium, therefore, moving forward, we are unable to offer free or discounted tables.

Important dates to remember:

- *February 1st all registration and paperwork due back*
- *February 13, Conference Begins with set up.*

The New York State Emergency Management Association, Inc. (NYSEMA) will be hosting the NYSEMA Annual Conference from **February 13-15, 2024**, at the Embassy Suites Syracuse Destiny USA, 311 Hiawatha Boulevard West, Syracuse, New York 13204.

1) **The Vendor Space** - Space location will be assigned by NYSEMA.

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, 2024, between 9:00 am and 1:00 pm.**
- **Vendors will need to remove their displays prior to 12 pm on Thursday, February 15, 2024, at the conclusion of the conference.**

Vendors are welcome to attend all programs, receive all meals and attend any functions, including the NYSEMA Awards Dinner.

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

**Embassy Suites Syracuse Destiny USA
311 Hiawatha Boulevard West
Syracuse, New York 13204**

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

3) **Advertising** - With the rental of each space, NYSEMA will include your electronic promotional material. NYSEMA is making an effort to Go Green! If you have one electronic piece of advertising (not to exceed 200MB) that you would like included please forward it to **Dan Wears at danielwears@ongov.net** no later than **February 01, 2024**.

4) **Subcontracting** - Subcontracting of booth space or substitution of exhibitors will not be permitted.

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

6) **Staffing** - Exhibitors will be responsible for providing adequate staffing of the booth for the open hours of the conference. Identification badges **SHALL be always VISIBLE 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 \$175.00.

7) **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 indemnify & hold harmless the NYSEMA regarding all claims arising from any act or omission on the part of the exhibitor, their employees, or agents.

8) **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 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.

A NYSEMA Use of Logo policy is available on the NYSEMA website.

9) **Security** - 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 NOT provide overnight security the evenings of the conference. Exhibitors are encouraged to remove high value items from the exhibit floor overnight; however, Article 7, above still applies. Hotel Security cameras are in place.

10) The New York State Emergency Management Association, Inc. reserves the right to:

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

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. If the NYSEMA Conference is cancelled, exhibitor fees will be returned.

NYSEMA will not be responsible for other cost incurred.

11) Vendors may FedEx/UPS Etc. 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. All return shipping is at the sole responsibility of the vendor.

12) Vendors Back drop/Booth shall **not** exceed Six (6') Feet wide. Any exceptions to the rule must be approved by NYSEMA prior **February 01, 2024**.

13) **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 **February 01, 2024**. NYSEMA will charge a 25% cancellation fee. No refunds will be granted after February 01, 2024.

14) All booth space MUST BE PAID on or before February 01, 2024. No LATE VENDER REGISTRATION AFTER FEBRUARY 1, 2024 (Strictly Enforced)

15) All vendors and guest **SHALL register** to attend the conference under the conference vendor site. You are responsible to make **your own hotel reservations**. Reserve Early!

16) **Exhibitor Load In** - All exhibitors will need to check in with one of the Vendor Guys, Kelly, or Brian prior to unloading any equipment. There will be ONE entrance for exhibitor load in of hand carried items. Main Lobby Doors. Do Not Use back doors for security reasons.

Exhibition Costs

Gold Level: \$800.00

\$800.00 INCLUDES:

- 6-foot table with cloth, one electrical outlet, and two chairs.
- Double booth spaces are available on request at an additional charge.
- All meals, snacks are included throughout the conference.
- Each additional person attending, above the two, will cost \$175.00
- Telephone/internet connections are extra and can be arranged directly with the Embassy Suites Syracuse Destiny USA. (315)-303-1650
- Promotional material by electronic form (including your logo) will be included in the NYSEMA conference material if you provide it in the time due by- **February 01, 2024.**

Silver Level: \$350.00

\$350.00 INCLUDES:

- Promotional material by electronic form (including your logo) will be included in the NYSEMA conference material if you provide it in the time due by- **February 01, 2024.**
- Public mention of your sponsorship
- No Booth Rental

Additional Sponsorships Available:

- **Vendor Reception Sponsorship(S) \$500.00**
- **Vendor Lunch Sponsorship(S) \$1500.00**
- **Vendor Banquet Reception Sponsorship \$5000.00**
- **Vendor Break Sponsorship(S) Per Break \$250.00**

Payment must be received online no later than February 01, 2024. If a vendor must pay by check, it must be presented prior to set up on **February 14, 2024.**

Payment shall be made payable to NYSEMA.

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

NO LATE Registration

For questions regarding payment please contact:

Jessica Verfuss, Treasurer

C/O Tompkins County Department of Emergency Response

92 Brown Road

Ithaca, NY 14850

jverfuss@tompkins-co.org

Any question regarding vendor activity, please contact vendor committee officials,

Mr. Kelly Paslow (518) 892-9272 kpaslow@nycap.rr.com

Mr. Brian Dahl (315) 575-9280 bpdahl01@yahoo.com

****To further encourage our attendees to support the vendors, we hold a giveaway on the evening of our dinner. If you would like to increase your exposure to the attendees, we will accept prizes or gift cards that will be given away during the dinner on February 15th. The sponsor's name is announced when the drawing is held.**

Rental agreement **MUST BE SIGNED** and sent back to Jessica Verfuss, Treasurer.



Rental Agreement/Waiver

I/we have read fully 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 shall be responsible for our own table provided and equipment.

Print Name of Company:

Signature of Person Responsible:

Payment must be received no later than February 01, 2024.

Payment shall be made payable to NYSEMA.

Vendor Sponsorships and vendor fees can be paid by credit card online via the link at:
<http://www.nysema.org/vendor.html> (We encourage the use of this link.)Throopfd1

PLEASE MAKE CHECKS OR MONEY ORDER PAYABLE TO:
New York State Emergency Management Association, Inc.
C/O: **NYSEMA CONFERENCE**
Mail to:

Jessica Verfuss, Treasurer
C/O Tompkins County Department of Emergency Response
92 Brown Road
Ithaca, NY 14850
jverfuss@tompkins-co.org

ANY Questions regarding travel or vendor issues please contact:

Kelly Paslow
(518) 892-9272 Cell
kpaslow@nycap.rr.com

Brian Dahl
315-575-9280 Cell
bpdahl01@yahoo.com