



Exhibitor Form and Agreement

Please complete this Exhibitor Information Form and sign the Exhibitor Agreement to reserve exhibit space for the **2024 National Lifespan Respite Conference, May 21-23, 2024**, at the **Hilton Albany, 40 Lodge Street, Albany, New York, 12207**. Exhibit space will be open for set-up with staff assistance on Tuesday, May 21, 2024, from 12:00 pm to 4:00 pm or by appointment. You may also set up prior to 7:30 am on Wednesday, May 22. One-day exhibitor fees are not available.

Section 1: Company/Organization Information

First Name: _____ Last Name: _____

Company/Agency Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Website: _____

Tel: (W) _____ (M) _____ (Fax) _____

Section 2: Exhibitor Table Fees

For sponsoring organizations: If you would like to be a conference sponsor, please complete a separate sponsorship form and attach to the exhibitor form. Organizations providing sponsorship of \$2,500 or more qualify for free exhibitor space, and organizations providing a \$1,000 to \$2,499 sponsorship qualify for a \$100-discounted exhibitor space. Qualifying sponsors will be given first choice of location based on sponsorship level and date of receipt of payment.

Sponsorship form attached Sponsorship form requested

All Other Exhibitors:

Exhibit Table Fees (please select one):

- For profit \$750
- Non-profit \$500 (*Non-profits must attach a copy of their Federal Non-Profit Status letter with Federal Identification Number*)

Fee includes:

- One 6' Table, clothed and skirted, with two chairs .
- Electrical power upon request by checking appropriate box below.
- 1 - Conference Registration including all meals and snacks (a \$395 value)

Additional fees: Wi-Fi is available throughout the conference area. Audio-visual (AV) needs are subject to additional fees. The cost of AV will be determined based on the number of exhibitors needing audio-visual services. We will notify you of these additional fees prior to the conference. Your company or agency is also responsible for any shipping costs. Materials should not be delivered to the hotel prior to May 18, 2024, and should be labeled:

ARCH Respite Conference/Doris Green
Attention: Jessica Alexander
Hilton Albany
40 Lodge Street
Albany, NY 12207

The Hotel will charge receiving charges of \$7.00 per box or \$25.00 per pallet. An additional \$100.00 shall be charged to the Group for packages delivered that are over 150 pounds.

If you indicate yes to the AV request, we will provide more detailed information regarding fee amounts, separate order forms and instructions for payment. Do you require:

- 1) Electrical outlet? YES
NO
- 2) Audio visual equipment? YES

If yes, please specify: _____
NO

Section 3: Payment

Please note that there is no charge for Exhibit space for Champion, Platinum, Gold or Silver Sponsors (write Sponsor in total), and there is a discount of \$100 for Bronze Sponsors.

For profit (\$750)	\$ _____
Non-profit (\$500)	\$ _____
Less \$100 discount for \$1,000-2,499 level sponsors	\$ _____
Total	\$ _____

Please choose form of payment:

Check Make check payable to: **Lifespan (NYSCRC is managed by Lifespan)**

Credit Card* VISA MasterCard Discover American Express

Card Number: _____ Security Code: _____

Expiration Date: _____ Name on Card: _____

Cardholder's Signature: _____

** If you prefer to provide your credit card information by phone, please contact Doris Green at 585-287-6393 Monday – Friday from 8:30 am – 4:30 pm EST.*

Billing Address:

Street: _____ City: _____

State: _____ Zip Code: _____

All exhibitor fees are payable no later than April 15, 2024!

To ensure your reservation of exhibitor space, please email completed forms with payment information to DGGreen@lifespan-roch.org or mail forms and payment to conference fiscal agent:

**Doris Green, MPA
New York State Caregiving and Respite Coalition
Managed by Lifespan
1900 South Clinton Avenue
Rochester, NY 14618**

Please include:

- a completed copy of this **Exhibitor Information Form**
- a **Sponsorship Form** if applicable
- **payment**, and
- a **signed Exhibitor Agreement**

Thank you for your Support!

Lifespan of Greater Rochester (fiscal agent for the conference) is a 501(c)(3) non-profit charitable organization.

Note: If you have questions about exhibitor opportunities, please contact *Doris Green* at DGGreen@lifespan-roch.org or call 585-287-6393.

Exhibitor Agreement

Instructions

- ✓ Please read this **Agreement** carefully and complete all information required.
- ✓ Complete and sign this **Exhibitor Agreement**.
- ✓ Send this signed **Exhibitor Agreement** and the **Exhibitor Information Form** electronically to DGreen@lifespan-roch.org

For your Reference

- **Confirmation** - Exhibitor fees are due no later than **April 15, 2024**. A confirmation of your exhibit table assignment will be sent to you via email no later than April 30, 2024, once your forms and payment have been received. Additional instructions may be included in confirmation email.
- **Additional Fees** - Audio-visual (AV) needs are subject to additional fees. The cost of AV will be determined based on the number of exhibitors needing audio-visual services. We will notify you regarding fee amounts and provide separate order forms and instructions for payment prior to the conference.
- **Shipping and Storage** - Your company/agency is responsible for shipping costs. Conference materials may be shipped directly to the hotel for delivery no earlier **than May 18, 2024**. The shipping address is:

**ARCH Respite Conference/Doris Green
Attention: Jessica Alexander
Hilton Albany
40 Lodge Street
Albany, NY 12207**

- **Set up and Take-down** - Exhibitors are expected to set up and be available before registration starts at 7:30 am on **May 22, 2024**. The Exhibit area will also be open on **May 21, from 7:00 pm to 9:00 pm** for set up. Exhibits should be dismantled **between 3:00 pm and 5:00 pm on May 23, 2024**. Additional set-up information will be provided in your confirmation letter after booking.
- **Exhibitor Meals and Registration** - Lunch and conference registration are included in the exhibitor fee.
- **Exhibitor Booths** - Booths will include a 6-foot skirted table and 2 chairs.

Cancellations

Cancellation of any portion of this contract by the Exhibitor will be accepted only at the discretion of the New York State Caregiving and Respite Coalition and the ARCH National Respite Network and in all cases subject to the following refund policies:

- On or before **April 15, 2024**: 80% refund on cancelled exhibit space
- After **April 15, 2024**: No Refund

Notification of cancellation will only be considered official when submitted in writing and sent to the address above and will be subject to the above policy based on postmark date.

Additional Terms and Conditions

The undersigned agrees to the following provisions:

- 1) Spaces will be allocated on the basis of sponsorship levels and/or the order in which the application, agreement, and payments are received. The NY State Caregiving and Respite Coalition reserves the right to change location assignment of exhibit table at any time, as it may in its sole discretion seem necessary.
- 2) If Exhibitor fails to pay the space rental **before April 15, 2024**, the Exhibitor's right to exhibit may be cancelled without further notice. If Exhibitor cancels its participation in the conference, such cancellation shall be considered a default on its part, and any monies paid shall be retained by the NY State Caregiving and Respite Coalition as stated under Cancellations above.
- 3) Exhibitor agrees to indemnify and release the New York State Caregiving and Respite Coalition and the ARCH National Respite Network and Resource Center (a program of Family and Communities Rising, Inc.) from responsibility for any loss, property damage, or personal injury that may occur to the Exhibitor, its employees, independent contractors, or persons using the Exhibitor's equipment. Exhibitor is liable for any and all damage. Exhibitor acknowledges that the New York State Caregiving and Respite Coalition and the ARCH National Respite Network and Resource Center and the Hilton Albany Hotel do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage/loss insurance covering such losses by Exhibitor.
- 4) If the New York State Caregiving and Respite Coalition and the ARCH National Respite Network and Resource Center are prevented from holding the conference or having commenced it, is thereafter precluded from continuing it, due to acts of nature, fires, strikes, pandemics or any other causes beyond its control, proportionate refunds for the rent paid will be made to the Exhibitor.
- 5) Exhibitor agrees to prepare any exhibit of its products or services, which shall be directly pertinent to the function or industry represented by the conference specified, and as approved by the NY State Caregiving and Respite Coalition for display.

The Exhibitor and the New York State Caregiving and Respite Coalition and partnering agencies shall be bound by these terms, conditions, and rules for exhibiting in the 2024 National Lifespan Respite Conference and the parties acknowledge and agree to such terms and conditions.

Exhibitor Name (Print): _____ **Date:** _____

Signature: _____ **Title:** _____

Signature of NY State Caregiving and Respite Coalition Representative:
