



EXHIBITOR APPLICATION

NYSASIC SPRING 2024 CONFERENCE

May 1-3, 2024

Best Western Plus Hotel & Conference Center, Oswego NY

Company Name: _____

Address: _____

Contact Phone: _____ Contact Email: _____

www link to appear in the program booklet: _____

MEMBER EXHIBITORS

Is your company a NYSASIC MEMBER?

If YES complete below:

Member Exhibitor Table Fee \$ 350

Exhibitor Names:

1. _____

Email: _____

2. _____

Email: _____

Each Table fee includes conference registration and lunch on Thursday for 2 exhibitors.

Additional Exhibitors:

3. _____

Email: _____

4. _____

Email: _____

of additional exhibitors

listed above _____ * \$75 = \$ _____

TOTAL DUE: \$ _____

Do you need electric? ___ Yes ___ No

NON-MEMBER EXHIBITORS

Is your company a NYSASIC MEMBER?

If NO complete below:

Non-Member Exhibitor Table Fee \$ 700

Exhibitor Names:

1. _____

Email: _____

2. _____

Email: _____

Each Table fee includes conference registration and lunch on Thursday for 2 exhibitors.

Additional Exhibitors:

3. _____

Email: _____

4. _____

Email: _____

of additional exhibitors

listed above _____ * \$200 = \$ _____

TOTAL DUE: \$ _____

Do you need electric? ___ Yes ___ No

Complete form and pay by credit card at www.nysasic.org

or mail check payable to "NYSASIC" and completed form via USPS to:

Katie Harvey, NYSASIC Treasurer
Orleans County Self-Insurance
14016 Route 31 West, Albion, NY 14411
585-589-3184, katie.harvey@orleanscountyny.gov

Registration forms received after April 15, 2024
may not be listed in the Program Booklet.

Signed: _____ **Date:** _____

Please see next page for more information.

Exhibitor Information:

- ❖ The vendor display area is an opportunity for you to show information about the goods and services your company offers.
- ❖ There are a limited number of tables available.
- ❖ The exhibitor fee includes the table registration fee and conference registration for 2 exhibitors. Additional exhibitors require an additional fee as shown above.
- ❖ NYSASIC will distribute tables on a first paid first serve basis.
- ❖ If payment does not accompany the request, the request will not be considered.
- ❖ Payment made incorrectly will not be considered received. Only members should pay the member fee.
- ❖ The request form AND payment in full must be received at the same time by the NYSASIC Treasurer.
- ❖ There is no sharing of vendor table space and tables are limited to one per company.
- ❖ The conference agenda calls for two breaks to be held in the vendor display area.
- ❖ Set-up may begin Wednesday afternoon at 2:00pm. Table selection is on a first-come first-served basis.
- ❖ Tear down may begin at 4:00pm on Thursday.
- ❖ If you choose to raffle a vendor prize, it must be brought into the conference room at the end of the presentations for winners to be drawn randomly and vendor name and winner will be announced.
- ❖ You will be notified prior to the conference date if your company is approved for a table or not.
- ❖ Refunds will be issued only upon request and if the table can be sold to another vendor.
- ❖ All checks returned for non-sufficient funds will be assessed a \$25 bank fee and only certified funds will be accepted as re-payment.
- ❖ If you have questions about the table registration process, please contact Katie Harvey, NYSASIC Treasurer at 585-589-3184 or by email at katie.harvey@orleanscountyny.gov.
- ❖ If you have questions about the conference itself, please contact Lindsey Burgess, NYSASIC President at 585-396-4469 or by email at Lindsey.Burgess@ontariocountyny.gov .

Please note: A table will not be held without payment in full.