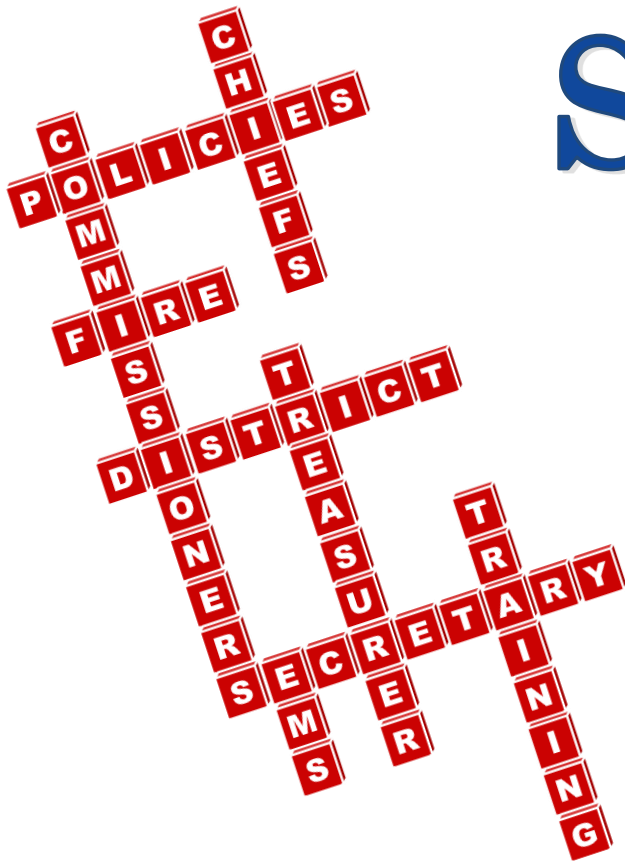


2018 Leadership Summit & Vendor Expo



Strategies for Success



October 11 - 13, 2018

Saratoga Hilton &
Saratoga City Center

Attention Vendors: Get Ready for the 2018 Leadership Summit & Vendor Expo!

The Association of Fire Districts of the State of NY is pleased to announce our
2018 Fall Leadership Summit and Vendor Expo.

This conference will once again focus on how leaders can work together with each other and utilize their **Vendors** to overcome obstacles and become more efficient in these trying times for public officials. This year we will be dedicating time on Friday morning for a **"Blue Light"** Vendor tour. Your check-in packet will contain an information card for you to provide us with information about the product/service you want highlighted during the tour. Further details will be available during booth set up.

General Information

Expo Location.....Saratoga Springs City Center
Saratoga Springs, NY

Expo Dates and Times

Thursday, Oct. 11.....3:00pm - 6:00pm
Welcome Reception4:30pm - 5:30pm
Friday, Oct 12.....8:30am -10:00am
Friday, Oct 12.....2:00pm - 5:00pm
Sundaes on Friday.....2:15pm - 3:00pm

Expo Fees

8 X 10 Booth.....\$750
Vehicle <26'.....\$1,050
Vehicle <36'.....\$1,350
Vehicle >36'.....\$1,500

Booth fees include 8' X 10" draped booth & sign
Other amenities such as; table, chairs, electric, carpet, wastebasket, carpet, etc. will be available through show decorator at the sole expense of the vendor.

Preliminary Move in / Move out Schedule

APPARATUS VENDOR MOVE IN ...Thurs. - 7:30AM

Booth vendor move in.....Thurs. Oct. 11, 10am - 1:00pm
Vendor Move out.....Fri. Oct. 12, 5:00pm - 9:00pm

Early vendor breakdown is strictly prohibited.

Important note: **NO Drayage fees at the City Center*

PLEASE NOTE:

Vendor fees do NOT include meal tickets
Meal ticket can be purchased on the
Vendor Application for \$32 each.
Meal Tickets can be used for breakfast or lunch

Hotel Information:

AFDSNY is NO longer using a rooming list.

Courtyard by Marriott

No Minimum Stay - No Meals Included

11 Excelsior Avenue
Saratoga Springs, NY 12866
Phone: 866-210-9325

Group Name: NYS Association of Fire Districts

Group Rate: \$199 per night

Cut-off date: 9/10/18. One night deposit required.
Cancellation required forty eight (48) hours prior to arrival.

Other Area Hotels

Saratoga Casino Hotel

342 Jefferson Street, Saratoga Springs, NY 12866
Phone: 518-584-2110
Website: Saratogacasino.com

More lodging information available at:

www.discoversaratoga.org

Vendor move in times WILL be

STRICTLY ENFORCED

**NO Vendor will be allowed to begin set up
after 1:00pm**

Application Deadline 10/1/2018

2018 Sponsorship Opportunities



NEW Sponsorship Opportunities for ALL Vendors!

PLATINUM SPONSORSHIP

\$5000

- ◆ Stand Alone Thank You Sponsor Signs
- ◆ Banner Ad on Website (w/hotlink) 6 months
- ◆ Your LOGO on Screen Savers in Mtg. Rooms
- ◆ 20% Discount on One (1) **2019** Expo Booth
- ◆ 1 Full Page Ad in Leadership Summit Program
- ◆ 1 Full Page Ad in 2019 Annual Meeting Registration Packet

GOLD SPONSORSHIP

\$2500

- ◆ Stand Alone Thank You Sponsor Signs
- ◆ Your Ad on Website (w/hotlink) 6 months
- ◆ 10% Discount on One (1) **2019** Expo Booth
- ◆ 1/2 Full Page Ad in Leadership Summit Program
- ◆ 1/2 Full Page Ad in 2019 Annual Meeting Registration Packet

SILVER SPONSORSHIP

\$1000

- ◆ Thank You Sponsor Signs
- ◆ Your Ad on Website (w/hotlink) 3 months
- ◆ 1/4 Full Page Ad in Leadership Summit Program
- ◆ 1/4 Full Page Ad in 2019 Annual Meeting Registration Packet

BRONZE SPONSORSHIP

\$500

- ◆ Thank You Sponsor Signs
- ◆ Listing w/Logo on Website (no hotlink) 3 Months
- ◆ 1/8 Full Page Ad in Leadership Summit Program

COPPER SPONSORSHIP

\$250

- ◆ Thank You Sponsor Signs
- ◆ Listing on Website 3 months
- ◆ Listing in Leadership Summit Program

Can't make it to the Expo?

Don't be Forgotten, Be a SPONSOR!



2018 VENDOR EXPO APPLICATION

NO Vendor Applications will be accepted via email or phone

Booth Pricing does NOT include meal tickets. Meal tickets sold seperately

Exhibitor Contact Information (Please Print Clearly)

Contact Person will receive **ALL** phone and email correspondence regarding the 2017 Fall Vendor Expo.

COMPANY NAME

CONTACT PERSON

ADDRESS

CITY STATE ZIP

EMAIL PHONE

Identification Badges:

Please print names as you wish them to appear on the Expo Name Badges. Each booth includes (4) free badges. Additional badges (including replacement badges) will be issued at a fee of \$10 each.

NAME

NAME

NAME

NAME

If you require more name badges please submit your list on a separate sheet of paper or contact Cathy DeLuca at (518) 275-6585.

Vendor Registration ONLINE at:

AFDSNY.org

Paper applications may be submitted at :

AFDSNY
PO Box 496
Selkirk NY 12158

All applications MUST be signed on reverse side of this form and returned with PAYMENT IN FULL .

Questions: Cathy DeLuca 518.275.6585
Program.coordinator@afdsny.org

Booth & Sponsor	Cost	Total Due
___ 8' X 10' booth	\$750	
___ Vehicle < 26'	\$1,050	
___ Vehicle < 36'	\$1,350	
___ Vehicle > 36'	\$1,500	
Platinum Sponsor	\$5,000	
Gold Sponsor	\$2,500	
Silver Sponsor	\$1,000	
Bronze Sponsor	\$500	
Copper Sponsor	\$250	
___ Meal Tickets	\$32 each	
Grand Total		

Payment Options:

Payment in FULL is required upon registration. NO exhibit space will be secured without payment in FULL. Register Online at AFDSNY.org or mail your registration to AFDSNY, PO Box 496, Selkirk NY 12158

Check **Payable to: AFDSNY** enclosed

Credit Card: Visa Master Card Amex

NAME ON CARD

CARD NUMBER

EXPIRATION DATE SECURITY CODE

BILLING ADDRESS

CITY STATE ZIP

AUTHORIZATION SIGNATURE

(Vendor Agreement MUST be signed on reverse side)



Vendor Rules & Regulations:

PAYMENT – No Vendor registration applications will be processed or assigned without the required payment in full and signed space contract.

BOOTH ASSIGNMENT and ELIGIBILITY - All booth assignments will be made at the discretion of AFDNYS. AFDNYS reserves the right to determine eligibility of any company or product to participate in the 2017 Fall Leadership Summit and Vendor Expo. Show Management can refuse rental of exhibit space to any company whose display of goods or services is not, in the opinion of AFDNYS, compatible with the educational character and objectives of the Expo.

BADGES - All exhibitors must present an exhibitor badge to enter the exhibit areas. Each person issued an exhibitor badge must be employed by the exhibiting company or be a sales representative for that company and must be covered under the exhibiting company's insurance policy.

BOOTH INSTALLATION - Vendor may set up their displays between the hours of 10:00am and 1:00pm on Thursday October 11, 2018. All Vendors **MUST** have their setup complete not later than 1:00pm.

VEHICLE DISPLAYS - All vehicles being displayed at the 2018 Vendor Expo are required to arrive at the staging area in the parking lot behind the city center no later than 8:00am on 10/11. Vehicles move in times will be determined by their placement on the Expo floor. **Any vehicle NOT in attendance and ready to move at the assigned time will NOT be allowed to exhibit and NO refunds will be issued. NO EXCEPTIONS.**

EXHIBIT RULES - The general rule of the exhibit floor is "be a good neighbor." No exhibits will be permitted that interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Exhibit space personnel, including demonstrators, hostesses and models, are required to confine their activities within the company's exhibit space. Apart from the specific display space for which an exhibiting company has contracted with Show Management, no part of Saratoga Springs City Center or Saratoga Hilton, may be used by any organization other than Show Management for display purposes of any kind or nature. Within the public city center property, exhibitor brand or company logos, signs, and trademark displays will be limited to the official exhibit area only. Exhibitor display, merchandise, and activities must remain within the confines of the designated space. Materials cannot flow into aisles or another exhibitor's space.

ADMITTANCE DURING NON EXPO HOURS - Exhibit space personnel will **not** be permitted to enter the exhibit after closing hours on Thursday night, reentry will be permitted beginning at 8am Friday morning. The City Center will be locked with a security guard on duty during the overnight hours. Vendors are responsible to secure all personal valuables. Neither AFDNYS, nor the City Center will be held liable for any lost or stolen items.

DISMANTLING - Exhibitor's displays must **not** be dismantled or packed in preparation for removal prior to the official closing time of 5:00 pm, Friday, October 12, 2018. Every exhibit space must be fully staffed and operational during all Fall Expo hours. The deadline for the dismantling and removal of displays will be at 10:00 pm, Friday, October 12, 2018.

LIABILITY - Neither AFDNYS, its members, nor the representatives and employees thereof, its official vendor services contractor, nor its representatives and employees, Saratoga Springs City Center, nor its representatives and employees will be responsible for injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibitor's contract. It is agreed by the parties that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in numerous exhibits, and various other factors make it reasonable that each exhibitor shall assume their own risk of any injury, loss or damage, and the exhibitor, by signing this contract, hereby assumes such risk and expressly releases the organizations and individuals referred to above from any and all claims for any such loss, damage or injury. Protection against unauthorized removal of property from the exhibit space occupied by the exhibitor shall be the exhibitor's responsibility.

5. EXHIBITOR INSURANCE - The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than \$1,000,000. Such insurance shall name AFDNYS as an additional insured. Workers Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the grounds.

CANCELATION POLICY - All cancellations must be in writing and received by Affordable Custom Event Services according to the following schedule:

Cancellations received on or before 8/02/2018 receive a 100% refund

Cancellations received 8/03/2018 - 8/16/2018 receive a 75% refund

Cancellations received 8/17/2018 - 8/30/2018 receive a 50% refund

Cancellations received 8/31/2018 - 9/13/2018 receive a 25% refund

Cancellations received after 9/13/2018 will receive NO REFUNDS.

There are no credits issued for no shows or early departures. Subletting of booth space is strictly prohibited. Participants are otherwise responsible for all charges.

SHIPPING & RECEIVING - ANY shipment arriving at the City Center prior to the day of the Fall Expo will be refused. Exhibitors should contact the Fall Expo decorator for all Shipping and Receiving needs: **Nationwide Expo, Steve Ewald, (845) 561-0832, www.nationwideexpo@hvc.rr.com** Arrangements for out-going shipments must be made in advance with Nationwide Expo. Any unclaimed items must be removed by the decorator at the vendor's cost, or be considered abandoned and discarded.

INTERNET & ELECTIC - All internet services must be ordered in advance directly from SPA.NET at (518) 581-0690 or events@spa.net. Limited free wifi is available. Electrical services will be provided for a fee by the Decorator, Nationwide Expo, and should be indicated on your vendor registration application.

REQUIRED: VENDOR AGREEMENT

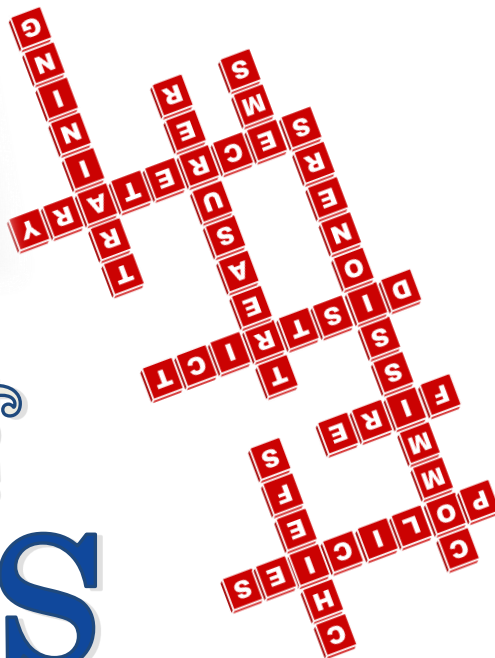
I understand that AFDSNY will assign exhibitor space to us. I have read and will abide by the Vendor Rule & Regulation as stated above. I have provided current contact information and understand that any changes in convention times will be communicated through our authorized contact person listed on the front of this page.

Signature: _____

Date: _____

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Saratoga Hilton & City Ctr
October 11 - 13, 2018

SUCCESS



Strategies FOR Success

Association of Fire Districts
of the State of New York
PO Box 496

