

# 2023 Annual Meeting & Leadership Summit Expo

May 18 - 20, 2023

Turning Stone Resort & Casino  
5218 Patrick Road, Verona, NY 13478



# Voice of the Members

**Your Conference Your Way**



**ASSOCIATION OF  
FIRE DISTRICTS  
OF THE STATE OF NEW YORK**

*'Serving Fire District Officers Through Education & Legislation'*

# General Vendor Information

## Booth Information:

**Booth Sizes 8' X 10' \$750**

## Inside Vehicle Spaces

**Vehicles Space Under 26' \$1,050**

**Vehicles Space 26' - 36' \$1,350**

**Vehicle Space Over 36' \$1,500**

**ALL vehicles MUST comply with minimum fuel requirements  
For further details call 800-520-9594**

**Booth Fees include two (2) Friday lunches**

## Location:

Turning Stone Resort & Casino, Verona NY

## Expo Dates & Times:

Thursday, May 18th 2:00pm - 5:30pm

Friday, May 19th 10:00am - 1:00pm

## Other Vendor Opportunity Times:

*Tin Rooster Welcome BBQ - 5/17 6:30pm - 9:30pm*

*Voice of the Member Reception - 5/18 7:30pm - 10:30pm\*\**

*Vendor Appreciation Lunch - 5/19 11:45am - 12:45pm\*\**

*\*\*Included in Vendor Registration Fee*

## Social Event Opportunities

### **Tin Rooster Welcome BBQ**

**Wednesday**

**6:30pm - 9:30pm**

Introduced in 2022, the Tin Rooster BBQ was a huge success! Join us as we kick things off with a pre conference celebration. Ticket includes 2 drink tickets, a mouth-watering, slow-smoked goodness dinner that defines all-American, world-class barbeque, and finish up with their always fun and delicious desserts.

Tin Rooster Welcome BBQ are \$50 per person

**Sponsorship Opportunity - See page 3**

### **Voice of the Members Cocktail Reception & Auction**

**Thursday**

**7:30pm - 10:30pm**

Join us again this year for after dinner cocktails, mouth watering desserts and our spirited and lively auction. **Items donated by our vendors** and county associations will be auctioned off to the highest bidder. We will also have some raffles. The proceeds from the event go into the scholarship fund for deserving high school seniors. They are also used to help offset the cost of the conference for smaller fire districts that might not otherwise be able to fund their attendance at the conference. Come enjoy some great desserts, beverages and get the chance to take home some awesome items and swag while outbidding some of your favorite commissioners.

**Vendor donations are greatly appreciated.**

### **Vendor Appreciation Lunch**

**Friday**

**11:45am - 12:45pm**

Once again, introduced in 2022 and wildly successful, we will wrap up the Vendor Expo with a Vendor Appreciation Lunch. Offering our attendees and vendors another opportunity to enjoy some time to connect in a social atmosphere, not confined to an 8'X10' booth.

AFDSNY includes 2 free lunch ticket for every vendor with additional lunch tickets available for only \$20 per person



## Hotel Accommodations

Anyone wishing to make reservations within the AFDSNY block **MUST** first register for the Annual Meeting & Leadership summit Expo.

### Instructions for Hotel Reservations

- Register for AFDSNY Annual Meeting & Leadership Summit Expo
- Receive your Turning Stone reservation link and code in your confirmation email
- Make your reservations online (**limit 2 rooms per person**)

**Anyone with hotel reservations in the AFDSNY block that is NOT registered for this event will be subject to reservation cancellation by the host. Prior notice will be given when possible but is not guaranteed.**

## **Turning Stone Resort & Casino (TSRC)**

**5218 Patrick Road, Verona NY**

**2 night minimum**

**\$209 per night (room only, no meals)**

**Reservation deadline: April 17, 2023**

**Check In: 3:00pm**

**Check Out: 11:00am**

*All attendees are responsible for making their own reservations and paying for their own room, room taxes, and incidental charges. All individual reservations will require one (1) night's deposit (including applicable taxes and surcharges) or valid credit card to guarantee the reservation. Individuals may cancel their room reservations up to 48 hours prior to arrival. Cancellations made after that time will result in a forfeiture of the deposit (including applicable taxes and surcharges). There is an additional fee of \$10 per person for more than 2 occupants per room, with a maximum capacity of 4 per room unless otherwise specified by TSRC.*

*TSRC is accessible by people with disabilities; however if guests anticipate that it will need auxiliary aids or services for this event, guest agrees to inform TSRC no later than Monday, April 17, 2023. If TSRC is unable to supply the auxiliary aid, TSRC will inform guest in advance of the event so the guest can make other arrangements. Any costs with supplying auxiliary aids and services shall be the responsibility of the individual.*

# Sponsorship Opportunities



## Tin Rooster Welcome BBQ \$3,000 Sponsorship

- Your Banner at Tin Rooster Entrance
- Your Logo on Event tickets
- Your Promotional materials on each table
- 1/2 Page ad in Program
- 1/4 page ad in 2024 Registration packet
- Your Logo with Link on Event App & Website

This event was so popular last year we decided to make it an annual event. So why not make YOUR sponsorship the FIRST thing our attendees notice at this memorable event!

## More Sponsorship Opportunities

### Tin Rooster Bar/Dessert Sponsor - \$1,200

- Your Sponsor sign on the bar
- 1/4 page ad in Program
- 1/4 page ad in Fire District Affairs



## VOICE OF THE MEMBERS Cocktail Reception and Auction Night

Friday 7:30pm - 10:30pm in the Atrium  
*THE HOTTEST* Event of the Conference!



### Chance Auction

### Cocktails

### Live Auction

### Desserts

### Raffle

Join us again this year for after dinner cocktails, mouth watering desserts and our spirited and lively auction. Items donated by our vendors and county associations will be auctioned off to the highest bidder. We will also have some raffles. The proceeds from the event go into the scholarship fund for deserving high school seniors. They are also used to help offset the cost of the conference for smaller fire districts that might not otherwise be able to fund their attendance at the conference. Come enjoy some great desserts, beverages and get the chance to take home some awesome items and swag while outbidding some of your favorite commissioners.



### Dessert Sponsor - \$1,200

- Your Sign at Dessert table
- 1/4 page ad in Program
- 1/4 page ad in FDA
- Logo on Website

### General Sponsorship - \$5,000

- Your Banner above the Auction Stage
- Your Promotional Materials on tables
- 1/2 page ad in Program & Ad in 2024 registration
- 1/2 page ad in Fire District Affairs & feature article
- Your Logo with Link on Event App & Website



### Bar Sponsor - \$1,200

- Your Sign at Bar
- 1/4 page ad in Program
- 1/4 page ad in FDA
- Logo on Website



## Other Sponsorship Opportunities



### Session Sponsor - \$500

- Your Logo on the Screen Saver prior to session
- Your Sponsorship announced during intro
- Thank you Sponsor signs
- 1/4 page ad in Event Program
- 1/8 page ad in FDA

### Program Sponsor - \$200

- 1/4 page ad in Event Program
- Thank You Signage
- Logo in 2024 Registration Packet

## Event Decorator Information

### Great Lakes Events LLC

100 Bickford Street

Rochester, NY 14606

Phone: 585-458-2200

Fax: 585-458-5087

Email to: [csr@greatlakesevents.com](mailto:csr@greatlakesevents.com)

Great Lakes Events has been chosen as the official Decorator and Service Contractor for the AFDSNY's Annual Meeting & Leadership Expo to be held **May 17 & 18, 2023** at Turning Stone Resort & Casino in Verona, New York. In this packet we have enclosed our forms regarding services and equipment that you may require for your booth. We have also included additional forms offered by different companies for services that Great Lakes Events does not provide. Please submit the additional vendor orders to the contact information provided on each form.

### THE FOLLOWING EQUIPMENT IS INCLUDED WITH YOUR BOOTH

8' HIGH RED/WHITE/BLUE BACK DRAPE

3' HIGH RED SIDE RAILS

1 - 7" X 44" ID SIGN

The entire hall must be cleared by 4:00 P.M. on May 18, 2023. To assure this, please notify your carrier to be checked in at Turning Stone Resort & Casino at 3:00 P.M. on May 18, 2023 to guarantee pick up. If your carrier has not checked in by 3:00 P.M., your materials will be rerouted onto Great Lakes Transportation. To avoid this please make the necessary arrangements. **PREFERRED CARRIER: Ground & Air Freight: Great Lakes Transportation** for rate quotes please call: 585-458-2200 **IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT EXHIBITOR SERVICES** Phone: 585-458-2200 Fax: 585-458-5087 Email: [csr@greatlakesevents.com](mailto:csr@greatlakesevents.com)

Great Lakes Events would like to make your ordering process a simple one. Complete all of the necessary forms for the services your company will require. Be sure to make note of the **ADVANCE ORDER DEADLINE DATE** located at the top of each form. To qualify for advanced pricing, order forms and payment must be returned to Great Lakes Events by the specified date. **NO EXCEPTIONS WILL BE MADE.** Please use the following guidelines when placing your order:

- Complete all necessary Great Lakes Events service forms and calculate the cost of each order. Record the cost at the bottom of each form.
- Complete the Method of Payment form and submit with all orders. Payment can be made in the form of cash, check, credit card or third party payment. Purchase orders are not a form of payment.
- Complete the Order Forms Recap sheet. Be sure to include the applicable sales tax.
- Cancellations: There are **NO** refunds for items that have already been delivered to your booth. All cancellations for booth furnishings must be made at least 2 days prior to exhibitor move-in. For labor cancellations there is a one hour, one person charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to both Exhibitor and Great Lakes Events supervision.
- Mail, email or fax your order forms to us. Be sure to photocopy a set for your files.
- If your order is tax exempt, please forward a copy of your tax exempt certificate with your order. Your exemption **MUST** be issued in the state the show takes place in.
- All material and equipment remain the sole property of Great Lakes Events and are considered on a rental basis for the duration of the show. Pricing includes delivery, installation, and removal from your booth.
- If a color selection is not made on rental materials prior to the show, Great Lakes Events reserves the right to provide you with show colors.
- Great Lakes Events is not responsible for injuries or falls caused by the improper use of furniture. If assistance is required assembling your booth, please complete the Installation & Dismantle Order Form.

**FULL EXHIBITOR MANUAL SENT WITH CONFIRMATION EMAIL**

# Vendor Registration

## Exhibitor Contact Information

(Please Print Clearly)

Contact Person will receive **ALL** phone and email correspondence regarding the 2023 Annual Meeting & Leadership Summit 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 email: [program.coordinator@afdsny.org](mailto:program.coordinator@afdsny.org).

## Payment Options:

**Payment in FULL** is required upon registration. NO exhibit space will be secured without payment in FULL. Register Online at [AFDSNY.org](http://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

Booth & Sponsor	Cost	Total Due
# ___ 8' X 10' booth	\$750 per	
# ___ Vehicle < 26'	\$1,050 per	
# ___ Vehicle < 36'	\$1,350 per	
# ___ Vehicle > 36'	\$1,500 per	
<b>Sponsorships Opportunities</b>		
Cocktails & Auctions	\$5,000	
Tin Rooster BBQ	\$3,000	
Bar Sponsor	\$1,200	
Dessert Sponsor	\$1,200	
Session Sponsor	\$500	
Program Sponsor	\$250	
# of ___ BBQ Tickets	\$50 each	
# of ___ Vendor Lunch Tickets	\$20 each	
Yes, I will be donating an auction item. Check here → <input type="checkbox"/>		
<b>Grand Total</b>		



**Quick, Easy & Secure  
Registration ONLINE at:**

**[www.AFDSNY.org](http://www.AFDSNY.org)**

Mail paper registrations to:

**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 800.520.9594

[Program.coordinator@afdsny.org](mailto:Program.coordinator@afdsny.org)

**Registrations will NOT be accepted via Email**

# VENDOR AGREEMENT

**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 AFDSNY. AFDSNY reserves the right to determine eligibility of any company or product to participate in the 2023 Annual Meeting & Leadership Expo. Show Management can refuse rental of exhibit space to any company whose display of goods or services is not, in the opinion of AFDSNY, 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 9:00am and 1:00pm on Thursday May 18, 2023. All Vendors MUST have their setup complete not later than 2:00pm.

**VEHICLE DISPLAYS** - All vendors displaying vehicles will be notified via email prior to event about vehicles move in times and staging location. 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 The Turning Stone Resort & Casino (TSRC), may be used by any organization other than Show Management for display purposes of any kind or nature. Within the public TSRS 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 TSRC will be locked with a security guard on duty during the overnight hours. Vendors are responsible to secure all personal valuables. Neither AFDSNY, nor the TSRC 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 1:00 pm, Friday, May 19, 2023. Every exhibit space must be fully staffed and operational during all Vendor Expo hours. The deadline for the dismantling and removal of displays will be at 4:00 pm on Friday, May 19, 2023.

**LIABILITY** - Neither AFDSNY, its members, nor the representatives and employees thereof, its official vendor services contractor, nor its representatives and employees, TSRC, 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.

**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.

**CANCELLATION POLICY** - All cancellations must be in writing and received by Association of Fire Districts of the State of New York according to the following schedule **less a \$75 administrative fee:**  
Cancellations received on or before 2/18/2023 receive a 100% refund  
Cancellations received 2/19/2023 - 3/04/2023 receive a 75% refund  
Cancellations received 3/05/2023 - 3/18/2023 receive a 50% refund  
Cancellations received 3/19/2023 - 4/15/2023 receive a 25% refund  
**Cancellations received after 4/16/2023 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 TSRC more than 3 days prior to the day of the Expo will be refused. Exhibitors should contact the Expo decorator for all Shipping and Receiving needs: Great Lakes Events LLC, Steve Ewald, Sewald@greatlakesevents.com Arrangements for out-going shipments must be made in advance with Great Lakes Events, LLC. Any unclaimed items must be removed by the decorator at the vendor's cost, or be considered abandoned and discarded.

**INTERNET & ELECTRIC** - Free wifi is available at the TSRC. Electrical services will be provided for a fee by the TSRC .

## 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: \_\_\_\_\_

## Preliminary Schedule at a Glance

### Wednesday, May 17th

1:00pm - 5:00pm

Registration Desk  
*Upstairs in the Atrium*

6:30pm

Tin Rooster Welcome BBQ  
*Tin Rooster Restaurant - Exit 33*

### Thursday, May 18th

7:00am - 4:00pm

Registration Desk  
*Upstairs in the Atrium*

8:00am - 10:00am

Commissioner Training  
Secretary & Treasurer Training  
General Sessions

9:00am

Vendor Move in Begins  
*Event Center*

10:00am - 10:15am

**BREAK**

10:15am - 11:45am

Commissioner Training  
Secretary & Treasurer Training  
General Sessions

11:45am - 1:15pm

**LUNCH**

1:15pm - 2:45pm

Commissioner Training  
Secretary & Treasurer Training  
General Session

### Thursday, May 18th continued

2:00pm - 5:30pm

Vendor Expo Opens  
*Event Center*

3:00pm - 4:30pm

Expo Sessions  
*Event Center*

7:30pm - 10:30pm

Voice of the Members  
Cocktail Reception & Auction Night  
*Atrium*

### Friday, May 19th

7:00am - 8:00am

Registration Desk  
*Atrium*

8:30am - 10:00am

Memorial Service & Annual Meeting  
TBA

10:00am - 1:00pm

Vendor Expo Open  
*Event Center*

11:45am - 12:45pm

Vendor Appreciation Lunch  
*Expo Floor & Atrium*

1:00pm - 4:00pm

Vendor Move out  
*Event Center*

1:00pm - 2:30pm

General sessions

2:45pm - 4:15pm

General Sessions

6:00pm - 7:00pm

Officer Installation at ESIP Cocktail Party  
TBA



Association of Fire Districts  
of the State of New York  
PO Box 496  
Selkirk NY 12158

## 2023 Annual Meeting & Leadership Summit Expo May 18 - 20, 2023

Turning Stone



### 3 Reasons to be an AFDSNY Vendor

**Low Registration Fees** –AFDSNY has **NOT** increased its vendor registration fees in more than **5 years!** We charges some of the **LOWEST** fees in the Fire Services industry.

**Decision Makers and Check Writers** - While other industry trade shows may have a larger number of attendees, most of those are **NOT** the decision makers and check writers. At AFDSNY nearly 100% of the attendees **ARE** the **Decision Makers and Check Writers!** This conference and trade show are specifically designed for Fire District Officers, giving you the opportunity to maximize your valuable time and investment.

**Not Just a Booth Space** -Time and time again, vendors have told us that the majority of their business is conducted during social time with their existing and potential clients. We've listened to our vendors! At AFDSNY we've design our event to give our with multiple social events through out the conference, giving them the perfect opportunity to "seal the deal".

**Voice of  
the  
Members**

**Your Conference Your Way**

Register online today at [www.AFDSNY.org](http://www.AFDSNY.org)