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NYSAFLT Annual Conference
October 22–23, 2021
Ramada by Wyndham (formerly Holiday Inn)
Syracuse/Liverpool, NY

APPLICATIONS FOR SPACE: All applications for space must be submitted through our online reservation form. In order to secure exhibit space, payment must be made via credit card, check, or money order, forwarded upon registration to NYSAFLT Headquarters, 2400 Main Street, Buffalo, NY 14214. NYSAFLT reserves the right to reject applications without prejudice in the best interests of our Annual Conference.

RATES AND CONTRACT: The rental fee is $300 per 6' table in the main exhibit area, $150 per table in the rear of the exhibit space or overflow exhibit area. If not made online by credit card, payment should be mailed to NYSAFLT following submission of on-line reservation form. If requested, an invoice can be sent to you. Payment in full must be received or no space will be reserved. Make all checks payable to NYSAFLT. Each 6' table is provided with skirting and 2 chairs. The exhibit hall is carpeted. Individual orders for extra furnishings, electricity, internet service, etc., should be placed directly through the Ramada. Details will be provided in advance of the conference. Additional signage, electrical and/or manual labor services will be available through the hotel.

DRAYAGE:
For exhibitors who wish to pre-ship, materials may be sent directly to the hotel **no earlier than one week prior to the conference**. The hotel is not able to handle large items (that one person cannot handle alone). For questions regarding shipping, contact Anita Warner at awarner@staysyracuse.com.

Ship to:
Ramada by Wyndham
Attention Anita Warner/NYSAFLT
441 Electronics Parkway Liverpool NY 13088

EXHIBIT HOURS*:
We offer two half-days with three breaks each day (30–45 minutes). Attendee and exhibitor feedback from past years has overwhelmingly supported this model.

Friday	**8:00 a.m.–12:30 p.m.**	**Set-up**
Friday	**12:30–5:45 p.m.** **(Breaks at 12:30, 2:00, 3:30 and 5 p.m.)**	**Exhibits**
Saturday	**8:00–11:30 a.m.** **(Breaks at 8:00, 9:30, and 11 a.m.)**	**Exhibits**

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EXHIBITS: Exhibit backdrops are not to exceed 8' in height. Space within 2 feet of the front line may not exceed 42 inches. Exposed rough work on sides of exhibits shall be properly covered and all packing containers and wrappings must be removed from the exhibit floor. No exhibit shall be set in place so as to obstruct the general view of others. Exceptions to these rules may be considered by NYSAFLT and the hotel management. Nothing shall be attached in any manner to hotel walls, floors, ceilings, or columns unless authorized by the Hotel Management. Exhibitors in violation of these rules may be fined.

MOVING IN AND MOVING OUT: Exhibits shall remain open on both official exhibit days for the full duration of the scheduled exhibit hours and shall be closed at all other times. The exhibit hall will be open for set up Friday, October 22 at approximately 8:00 a.m. All set up must be completed by 12:30 p.m. **Exhibits may not be dismantled prior to 11:30 a.m. Saturday, October 23.**

SECURITY: Security in the exhibit area will be the normal hotel night security. Please bring sheets/covers to cover your displays at night. The exhibit space is not lockable.

INSURANCE AND LIABILITY: The exhibitor's property is shown at his own risk and hazard. Neither the host hotel nor NYSAFLT shall assume any responsibility thereof. The exhibitor shall assume responsibility for any losses incurred due to accident, fire, theft, flood, lighting or any other act of God beyond the control of the hotel management and NYSAFLT. All exhibitors shall assume full liability and hold the host hotel and NYSAFLT harmless from any and all claims arising from any and all claims arising from any act or omission on the part of the exhibitor, his employees or agents.

ACKNOWLEDGEMENT OF RULES AND REGULATIONS: By submitting the Exhibitor Registration form and payment, the Exhibitor agrees to abide by all rules and regulations adopted by NYSAFLT.

CANCELLATION: No cancellations of exhibit space will be accepted any later than 30 days prior to the first day of the Conference. Cancellation Fees are as follows:

0 – 30 days prior to the start of the conference:	No refund
30 – 60 days prior to the start of the conference:	50% refund
Greater than 60 days prior to the start of the conference:	Full refund minus $50 fee

NYSAFLT, Inc. 2400 Main Street Buffalo, NY 14214
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