



NYS AFLT Annual Meeting
October 10 – 12, 2008
The Saratoga Hotel and Saratoga Springs City Center
Saratoga Springs, NY

APPLICATIONS FOR SPACE: All applications for space must be submitted through our online reservation form. Payment in the form of a check or money order must be forwarded to NYS AFLT Headquarters, 2400 Main Street, Buffalo, NY 14214. NYS AFLT reserves the right to reject applications without prejudice in the best interests of our Annual Meeting.

RATES AND CONTRACT: The rental fee is \$300 per 8' x 8' booth, \$150 per table in the rear of the hall. Payment should be mailed to NYS AFLT 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 NYS AFLT. Each 8' x 8' booth is provided with backdrop, side rails, identification sign, one 8' table with skirting, 2 chairs, and one waste paper basket at no charge. Carpeting is not included. Individual orders for extra furnishings, electricity, Internet service, etc., should be placed directly through our official decorating company. Additional sign painting, electrical and/or manual labor services will be available at the hotel through the decorator. Exhibitors will be contacted approximately 2 – 3 months prior to the conference by the official exhibit company:

Nationwide Expo Services, Inc., 214 MacArthur Avenue, New Windsor, NY 12553 (845) 561-0832

EXHIBITS: Exhibits 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 the Convention Center or hotel management. Nothing shall be attached in any manner to Convention Center or hotel walls, floors, ceilings, or columns unless authorized by the Convention Center and/ or Hotel Management.

MOVING IN AND MOVING OUT: Exhibits shall remain open on every official exhibit day for the full duration of the scheduled exhibit hours and shall be closed at all other times. All set up must be completed by 4:00 PM on Friday October 10th. Exhibits may not be dismantled prior to 4:00 PM, Saturday October 11th.

SHIPPING INSTRUCTIONS: Because of the lack of storage space and personnel required to handle inventory, the host hotel and the convention center cannot accept or store shipments of exhibit material in advance of the show, whether shipped by freight, parcel post or other means. Therefore it will be necessary for the exhibitor to make arrangements with the convention drayage firm to receive material. The convention trucking firm will store the material and deliver directly to the exhibit booth on set up day at a per hundred pound weight charge. This will be billed directly to the exhibitor. For this service, exhibitors should contact:
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Insurance and Liability: The exhibitor's property is shown at his own risk and hazard. the host hotel, the convention center, and NYS AFLT shall not 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 NYS AFLT. All exhibitors shall assume full liability and hold the host hotel, the host convention center, and NYS AFLT 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 NYS AFLT.

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 cancellation penalty

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