

**NYC ELEMENTARY SCHOOL
PRINCIPALS ASSOCIATION**

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For information, contact Executive Director
Pierre Lehmuller at pierre@csa-nyc.org

THE 86th NYCESPA CONVENTION

SATURDAY, FEBRUARY 9, 2019

The New York Marriott at the Brooklyn Bridge,
333 Adams Street, Brooklyn, NY 11201

Conference Exhibit Hours: 8 a.m. to 1 p.m.

STANDARD EXHIBITION REGISTRATION AND CONTRACT

(DEADLINE FOR STANDARD REGISTRATION IS **DECEMBER 28, 2018**)

Company Name (as you wish it to appear in the program): _____

Exhibits Coordinator: _____ email: _____

Company Address: _____
_____ ZIP + 4 _____

Telephone: () _____ Fax: () _____

Website Address: _____

Name of Lead Representative: _____ Email _____

PLEASE NOTE: All future convention correspondence will be sent by email to this address

Address of Representative (if different from corporate address above):

_____ ZIP + 4 _____

Telephone: () _____ Fax:() _____

EXHIBIT FEE PAYMENT

_____ tables at \$ 909.00 \$ _____

ELECTRICAL SERVICE, 500W outlet: ___ (Check only if needed: *includes 8.875% sales tax*) \$ 163.13

AMOUNT OF CHECK (Payable to: NYCESPA Convention) \$ _____

Payment in full is due by Friday, Dec. 28: If we do not receive full payment by Dec. 28, the Convention Chair, at her discretion, may cancel the space and allocate it to another exhibitor.

After Dec. 28, NYCESPA will charge the higher on-site rate.

Cancellation of Space: You must submit a notice of cancellation in writing or by email to the Executive Director. We will collect a \$100 fee for all cancellations received on or before Dec. 28, 2018. No refunds after Dec. 28.

PLEASE NOTE: Each cloth-covered table is approximately 6' X 3'. Only table-top displays are permitted unless special arrangements are made by Jan. 18. Electrical service requires an additional fee. If you bring a commercially-made display or need to project material, you may not exceed the 6 X 3 area without payment for additional space.

Contact Norman Sherman, Exhibits Chairman, at (718) 721-2444 or nsherma@aol.com to discuss your specific needs. **Onsite adjustments cannot be made.**

EXHIBITOR'S AGREEMENT

By signing this contract, the exhibitor agrees to abide by all terms, conditions and regulations set forth in this contract including the rules and regulations posted on the Information for Exhibitors section of the NYCESPA website.

Authorized Exhibitor Signature: _____ Date: _____

Please locate our table near, if possible: _____

Do Not assign near, if possible: _____