

**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.

## LATE EXHIBITION REGISTRATION AND CONTRACT

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 \$1000.00 ..... \$ \_\_\_\_\_

ELECTRICAL SERVICE, 500W outlet: \_\_\_ (Check only if needed: *includes 8.75% sales tax*) ..... \$ 163.13

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

**Payment in full is due by Friday, Feb. 1:** If we do not receive full payment by Feb. 1, 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:** No refunds will be given.

**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: \_\_\_\_\_