

**NYC ELEMENTARY SCHOOL
PRINCIPALS ASSOCIATION**

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For information, contact
Executive Director
Pierre Lehmuller
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THE 87th NYCESPA CONVENTION

SATURDAY, FEBRUARY 8, 2020

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

Conference Exhibit Hours 8AM to 1PM

STANDARD EXHIBITION REGISTRATION AND CONTRACT

(DEADLINE FOR STANDARD REGISTRATION IS TUESDAY, DECEMBER 31, 2019)

*Please complete all information. Forms can be sent via regular or email only.
Submission of this registration form constitutes agreement with the contract terms below.*

Company Name _____
(As you wish it to appear in the program.)

Exhibits Coordinator _____

Email _____ Telephone _____

Company Street Address _____

City, State _____ Zip _____

Contact Name for Invoice if different from above _____

Email address of Invoice Contact _____

Website Address __www._____

Lead Representative _____

Email _____

PLEASE NOTE: All future correspondence will be sent by email to the attention of the lead representative.

Lead Representative's address (if different from corporate address above)

Street Address _____

City, State _____ Zip _____

Telephone _____ Fax _____

STANDARD EXHIBIT FEE PAYMENT

ITEM	NUMBER	COST	TOTAL
TABLES		1025.00	
ELECTRICAL SERVICE 500 W OUTLET	CHECK ONLY IF NEEDED	195.06	
AMOUNT OF CHECK PAYABLE TO: NYCESPA CONVENTION			
Credit Card Payments can be made by phone: (646) 660-4883.			

<p>Payment in full is due by Friday, January 17, 2020. If we do not receive full payment by January 17th, the Convention Chair, at her discretion, may cancel the space, and allocate it to another exhibitor. After December 31st, late registration rates apply.</p> <p>Cancellation of Space You must submit a notice of cancellation in writing or via email to the Executive Director. We will collect a \$150 fee for all cancellations received on or before December 31, 2019. No refunds after December 31, 2019.</p> <p>Norm Sherman is the Exhibits Chairman and can be reached at (718) 721-2444 or nsherma@aol.com to discuss your specific needs. No onsite adjustments can be made.</p>	<p>PLEASE NOTE: All vendors are required to carry their own insurance. Your submission of this form is your acknowledgement of this obligation. Each cloth-covered table is approximately 6' by 3'. Only table-top displays are permitted unless special arrangements are made by Friday, January 17, 2020. Electrical service requires an additional fee as noted above. If you bring a commercially made display, large screen for image projection, or any items which extend past the tabletop, you must purchase the rights to additional space. Tables may not be moved, and no items may be placed on the ground in front of the table, or extend from the table into the aisle, or onto another table. You may not exceed the 6' by 3' area without payment for additional space.</p>
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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 Exhibitors' section of the NYCESPA website (www.nycespa.nyc).

Authorized Exhibitor's Signature _____

If possible, please locate our table near: _____

These companies are subsidiaries of a single parent company.

(Name of Parent Company) _____

These companies are independent but share representative(s).

If possible, do not assign near: _____

PRESENTING SPONSORSHIP

Application to be a PRESENTING SPONSOR and offer a workshop at the NYCESPA Convention may be completed online at www.nycespa.nyc and clicking on the convention tab