

Sponsor/Exhibitor Registration Form

(Use this form ONLY if you are NOT registering on-line)

Thank you for your commitment to participate in the 2015 "Aging Concerns Unite Us" conference. Your generous support helps to provide high-quality educational programming for the aging network. For a full list of benefits visit our ACUU website at www.agingny.org

Company/Organization: _____

Contact Person: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Attendee Names & Meal Assignments

Please list all persons attending as your representatives. Indicate which meals will be needed for each attendee.

Note: Sponsorship levels include limited meal tickets. Meals are not included at the Exhibitor level and need to be purchased, using this form. (see next page, part D for applicable meal charges.)

Please circle all meal tickets that apply for each attendee:

	\$30	\$45	\$25	\$30
Name _____	6/9 lunch	6/9 dinner	6/10 breakfast	6/10 lunch

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Name _____	6/9 lunch	6/9 dinner	6/10 breakfast	6/10 lunch
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SPONSOR/EXHIBITOR REGISTRATION – PAGE 2

A) Sponsorship Options

Diamond Sponsor	_____ \$5,000	Luncheon Sponsor	_____ \$2,500
Gold Sponsor	_____ \$3,200	Break Sponsor	_____ \$2,500
Conference Bag Sponsor	_____ \$2,500	Silver Sponsor	_____ \$1,600

(B) Exhibitor Options

6 foot table complimentary for Gold/Lunch/Break/Silver Sponsors, 8 foot table complimentary for Diamond Sponsors.

Full Conference Exhibit Table	Early Bird Paid by May 22	Regular Rate Paid on/after May 22
Six-foot skirted exhibit table	_____ \$625	_____ \$725
Upgraded eight-foot skirted table	_____ \$825	_____ \$925
Electrical Access Needed	_____ Yes (no charge)	

(C) Program Advertising Opportunities

Half Page (5"x4" black and white)	_____ \$150 (complimentary for Silver Sponsor)
Full Page (5"x8" black and white)	_____ \$200 (complimentary for Gold Sponsor)
Full Page premium space (color)	_____ \$475 (complimentary for Diamond Sponsor)

(D) Networking Events

Meals are not included at the Exhibitor level and need to be purchased, using this form.

Breakfast 3 tickets included with Diamond Sponsor, 2 tickets with Gold and 1 ticket with Luncheon/Break/Conference Bag/Silver sponsor packages

Wednesday, June 10 _____ @ \$25

Luncheons 3 tickets included with Diamond, 2 tickets with Gold and 1 ticket with Luncheon/Break/Conference Bag/Silver sponsor packages

Tuesday, June 9 _____ @ \$30

Wednesday, June 10 _____ @ \$30

Dinner 3 tickets included with Diamond, 2 tickets included with Gold and 1 ticket with Luncheon/Break/Conference Bag/Silver sponsor packages

Tuesday, June 9 _____ @ \$45

Please note there is a surcharge for all meals purchased on site.

Grand Total **A + B + C + D** = \$ _____

Please send this form **(ALL 3 PAGES)** with your check payable to "Association on Aging in NY" to:

Association on Aging in New York
272 Broadway • Albany, NY 12204-2717

Questions? Contact Aging NY staff at (518) 449-7080 or by e-mail karen@agingny.org

Form can be faxed to: FAX (518) 449-7055

EXHIBITOR REGISTRATION – PAGE 3

Assignment of space - *Aging NY* will assign booth space as appropriate and a floor plan will be provided to exhibitors in advance of the conference. AGING NY reserves the right to alter the floor plan and reassign booth space at any time if deemed in the best interests of the exhibition.

Exhibit fees and payment - Applications will not be processed or space assigned without the required payments. All applications must be accompanied by full payment. Checks should be made payable to Aging NY and must be mailed to *Aging NY*, 272 Broadway, Albany, NY 12204. Receipt of payment does not obligate *Aging NY* to accept a contract as binding. AGING NY retains the option of returning funds.

Cancellations - Cancellations of exhibit space must be directed in writing to *Aging NY*, 272 Broadway, Albany, NY 12204. All payments are subject to forfeiture, if space is cancelled on or after April 30, 2015. Cancellations prior to April 30, 2015 will be assessed a \$100 processing fee. In case of fire or any other causes beyond the control of *Aging NY* that prevent holding the show, this contract will not be binding.

Photography Policy

Each registrant grants the Conference permission to photograph participants in any session, and to use such photographs and the names of attendees in any materials which either represent the proceedings of the Conference or promote future Conferences.

Use of Space - No exhibitor shall assign, sublet or share space without the consent of the *Aging NY*.

Liability and Insurance - Upon receipt of payment at the *Aging NY* office, the exhibitor releases and agrees to indemnify *Aging NY*, its officers, managers, members, sponsors or contracted staff, and agents and render them harmless from any suit or claim for property loss or damage or personal injury by whomsoever sustained, including exhibitors and its agents or employees, on or about the exhibitor's display space or arising out of exhibitor's participation in the expositions, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities. Although all reasonable care to prevent loss, including security and fire protection, will be taken, *Aging NY* will not be responsible for damage by fire, theft, accidents or other causes. It is recommended that each exhibitor carry insurance against damage or theft of the property exhibited since goods and property remain in the sole possession and custody of each exhibitor at all time.

Fire Regulations - Materials to be used in the Exhibit Hall must be nonflammable to conform to the Fire Regulations of Albany, New York. Material not conforming to such regulations will be removed at the exhibitor's expense. All door openings and aisles must be kept clear by order of the Fire Marshal. Absolutely no storage of material of any type is allowed behind or between booths. Exit signs, fire alarms and fire extinguishers must be visible at all times.

Exhibitor Registration & Housing - Exhibitor registrations are good for admission to the Exhibit Area. Exhibitors are responsible for making their own travel and hotel arrangements.

Conference Registration Information - Exhibitors are welcome to attend the general session presentations. Exhibitors who wish to attend the educational component of ACUU (i.e. workshops) must register as a conference attendee. Meal functions are available for individual purchase (see registration form).

Staffing - Each Exhibitor is required to have a person monitoring its booth at all times during open hours.

Installation/Dismantling - All exhibits must be completely installed by 10:00 AM on June 9th. Exhibitors will not dismantle their booths prior to the close of the show. Exhibitors are responsible for the breakdown and shipment of their own materials after show closing.

Security - The exhibitor agrees to retain the sole responsibility at all times for the security of all exhibit materials. I agree to the terms and guidelines stated above.

Signature

Print Name & Company

Date

Questions? Contact Karen Thornton at (518) 449-7080 ext. 11 or by e-mail karen@agingny.org

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