



ESSA SPRING 2024 CONFERENCE

EXHIBITOR APPLICATION

APRIL 10 & 11, 2024
COURTYARD BY MARRIOTT
365 CANADA STREET, LAKE GEORGE NY 12845

Company Name: _____
Address: _____
Contact Name: _____
Contact Phone: _____ **Contact Email:** _____
www link to appear in the event handout: _____

MEMBER EXHIBITORS

Is your company a ESSA **MEMBER?**
 If YES complete below:

Member Exhibitor Table Fee **\$ 200**

Exhibitor Names:

1. _____

Email: _____

2. _____

Email: _____

Each Table fee includes conference registration and lunch on Friday for 2 exhibitors.

Additional Exhibitors:

3. _____

Email: _____

4. _____

Email: _____

of additional exhibitors listed above _____ * \$50 = \$ _____

TOTAL DUE: \$ _____

Do you need electric? Yes No

NON-MEMBER EXHIBITORS

Is your company a ESSA **MEMBER?**
 If NO complete below:

Non-Member Exhibitor Table Fee **\$ 400**

Exhibitor Names:

1. _____

Email: _____

2. _____

Email: _____

Each Table fee includes conference registration and lunch on Friday for 2 exhibitors.

Additional Exhibitors:

3. _____

Email: _____

4. _____

Email: _____

of additional exhibitors listed above _____ * \$100 = \$ _____

TOTAL DUE: \$ _____

Do you need electric? Yes No

Kindly attach check payable to “ESSA” with this form
returned by March 20, 2024 in envelope clearly addressed to:
Melissa Turner, ESSA Treasurer, c/o Oswego County Human Resources Department,
46 East Bridge Street, Oswego, NY 13126
 Questions: empirestatesafetytreasurer@gmail.com

All checks returned for non-sufficient funds will be assessed a \$25 bank fee and payment must then be made with certified funds. Refunds will be issued only by request prior to the event and upon approval by the ESSA Treasurer. Completed forms may be emailed and/or mailed to the ESSA Treasurer. Payment may follow forms or be included via regular mail.

PLEASE SEE NEXT PAGE FOR MORE INFORMATION

ESSA Exhibitor Information:

- ❖ The vendor display area is an opportunity for you to show information about the goods and services your company offers.
- ❖ There are a limited number of tables available.
- ❖ The exhibitor fee includes the table registration fee and conference registration for 2 exhibitors. Additional exhibitors require an additional fee as shown above.
- ❖ ESSA will distribute tables on a first paid first serve basis.
- ❖ If payment does not accompany the request, the request will not be considered.
- ❖ Payment made incorrectly will not be considered received. Only members should pay the member fee.
- ❖ The request form AND payment in full must be received at the same time by the ESSA Treasurer.
- ❖ There is no sharing of vendor table space and tables are limited to one per company.
- ❖ The conference agenda calls for several breaks to be held in the vendor display area.
- ❖ Set-up will be Wednesday afternoon from 12:30-1:30pm for those that wish to display during the break later Wednesday afternoon from 3:00-3:30pm. Otherwise set up can occur after 4:30 on Wednesday or prior to 7:30am on Thursday. Thursday vendor area hours are 7:30-9:00am, 10:00-10:30am and Noon-1:00pm. NOTE: the vendor area is in the seminar area for this event.
- ❖ Tear down can begin at 1:00pm on Thursday, if it can be done quietly, otherwise please refrain until the conference ends at 3pm.
- ❖ You will be notified prior to the conference date if your company is approved for a table or not.
- ❖ Refunds will be issued only upon request and if the table can be sold to another vendor.
- ❖ All checks returned for non-sufficient funds will be assessed a \$25 bank fee and only certified funds will be accepted as re-payment.
- ❖ If you have questions, please contact ESSA at empirestatesafetytreasurer@gmail.com

Please note: A table will not be held without payment in full.