



ESSA SPRING 2025 CONFERENCE EXHIBITOR APPLICATION

APRIL 9 & 10, 2025

FORT WILLIAM HENRY HOTEL AND CONFERENCE CENTER, LAKE GEORGE NY

Company Name: _____

Address: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

www link to appear in the event handout: _____

MEMBER EXHIBITORS

Is your company an 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 Thursday 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 an 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 Thursday for 2 exhibitors.*

Additional Exhibitors:

3. _____

Email: _____

4. _____

Email: _____

of additional exhibitors

listed above _____ * \$100 = \$ _____

TOTAL DUE: \$ _____

Do you need electric? ___ Yes ___ No

Complete form and pay by credit card online at www.empirestatesafety.com

Or mail check payable to "ESSA" with this completed form via USPS to:

Melissa Turner, ESSA Treasurer

Oswego County Human Resources Department, 46 East Bridge Street, Oswego, NY 13126

Questions: melissa.turner@oswegocounty.com

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 2:45-3:15pm. Otherwise set up can occur after 5:00pm on Wednesday or prior to 7:30am on Thursday. Thursday vendor area hours are 8:30-9:00am, 10:00-10:15am 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.
- ❖ Completed forms may be emailed and/or mailed to the ESSA Treasurer.
- ❖ Payment may follow forms or be included via regular mail.
- ❖ A table will not be held without full payment.
- ❖ If you have questions, please contact ESSA at melissa.turner@oswegocounty.com

EXHIBITOR APPLICATIONS ARE DUE TO THE TREASURER BY March 10, 2025