



**New York State Association of Incarcerated Education
Programs, Inc.
c/o: Gretchen Napier
P.O. Box 623
Grand Island, NY 14072
(716-830-8215)**

NYSAIEP 29th Annual Conference

An Invitation to Exhibit

On behalf of the New York Association of Incarcerated Education Programs, Inc. (NYSAIEP) we would like to invite you to participate in our 29th Annual Conference. The conference will be held May 9th – May 12th 2017, at the Holiday Inn in Saratoga Springs, New York.

The NYSAIEP conference provides you and your company an opportunity to network and interact with approximately 200+ professionals in the education field. Exhibitor tables will be located in prime space, directly outside of the presentation rooms, making it easy to meet with conference participants during session breaks. This will allow your display to be most visible to the attendees - increasing both individual and group sales opportunities. Attendees are corrections officers, facility administrators, teachers and administrators of high school and equivalency classes, ESL and vocational programs.

Conference vendors also have the opportunity to increase top-of-mind awareness among attendees in two ways. One option is to place an ad in our program guide; another option is sole sponsorship of this year's conference bags. Further information for all available opportunities is found on page two of the exhibitor's agreement.

I look forward to seeing you at the **NYSAIEP 29th Annual Conference**. We had a great 28th conference last year and expect that our 29th this year will be our best ever. We hope you can be a part of this amazing group of professionals!

Sincerely,
Gretchen Napier
Chair, Conference 2017
Gknapi60@gmail.com
(716-830-8215)



New York State Association of Incarcerated Education Programs, Inc.
c/o: Joseph Powlina
110 Rutledge Street
Syracuse, NY 13219
(315) 450-1217

NYS AIEP 29th Annual Conference Vendor Information

Dates: May 9th – May 12th 2017

Location: Holiday Inn, 232 Broadway, Saratoga Springs, NY 12866

Anticipated attendees: 200

Vendor Contacts: On site vendor liaison – Gretchen Napier
On site liaison – Joseph Powlina, Treasurer
Conference Chair – Gretchen Napier

Vendor Location: Vendors will be located in the two corridors outside the presentation rooms. This location ensures optimum visibility and interaction with conference attendees.

Anticipated schedule: The registration desk opens Tuesday, May 9th at 5:00 pm.
You are welcome to set up at 7:30am on
Wednesday, May 10th, or Tuesday evening.

Exhibits should be open from 8:00 am - 4:00 pm on Wednesday, May 10th and Thursday, May 11th and from 8:00 am - 10:00 am on Friday, May 12th (optional). This will allow you to speak to attendees during all meal breaks and presentation sessions.

On May 12th you must have your area cleared no later than 11:00 am.

All times are approximate and subject to change.

Shipping Materials Prior to Conference: You may have boxes delivered to the hotel no more than two days prior to the start of the event. All boxes should be addressed to the:

Holiday Inn
232 Broadway
Saratoga Springs, NY 12866

Boxes must contain the event and receipt information in the lower left corner similar to: “NYS AIEP, May 9 – May 12, 2017: to be picked up by John Smith, Acme Book Company.”

Promotional Items: Vendors are encouraged to provide promotional items to conference attendees. Vendors who opt to sponsor may have one promotional item placed in each attendee's conference package at no additional charge.

Please contact gknapier60@gmail.com to arrange for your promotional items to be received at the hotel prior to May 10th if you opt for sponsorship.

Vendor Advertisement: Vendors are encouraged to place their business card ad in our conference program. This allows the attendees a resource to reference when they want to contact you after the conference. In addition, those exhibitors who place an ad will have a link on the NYSAIEP website for one year.

Cancellation Policy: Cancellations must be submitted in writing to:

Joseph Powlina
110 Rutledge Street
Syracuse, NY 13219
Phone: (315) 450-1217; Email : JPowlina@gmail.com

Cancellation charges apply only to the actual exhibit.

| <u>Cancellation Period</u> | <u>Amount Forfeited</u> |
|-----------------------------------|--------------------------------|
| March 1 - March 31, 2017 | \$150.00 |
| April 1 - April 27, 2017 | \$200.00 |
| On or after April 28, 2017 | 100% of fees |

Internet Access: High speed internet access is available at no charge.

Responsibility for Loss or Damage: Vendors are reminded that the exhibit areas are **unsecured**; therefore, it is advised that items of value not be left unattended at any time. Exhibitors will not hold the hotel, NYSAIEP or any other associated parties responsible for any loss by theft or damage. Exhibitors assume all responsibility for damage caused by the exhibit to the persons, property or rights of other parties, including injury to floors, walls, decorations, or equipment of the hotel.

Fire Codes: All vendors agree to comply with local fire codes, including keeping all walkways clear in case there is a need for emergency evacuation.



New York State Association of Incarcerated Education Programs, Inc.
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 Syracuse, NY 13219
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NYS AIEP 29th Annual Conference EXHIBITOR AGREEMENT

Please complete this form and return it with your check (payable to NYSAIEP, Inc.)
 or go online at WWW.NYSAIEP.ORG and pay by Credit Card

Organization/Company Name _____
 (Type or print name exactly as you want it listed in the conference program)

Street Address _____

City _____ State _____ Zip _____

Phone() _____ E-mail _____

Company Contact _____ Authorized Signature _____

Company Representative(s) _____

Please select from the options below:

| | Early Bird | Received |
|--|-------------------------|-----------------|
| | Received by | After |
| | April 14, 2017 | April 14, 2017 |
| ___ Basic exhibitor registration (Includes 1 6ft. table - topped and skirted - and 1 chair) (includes 1 year link on NYSAIEP web page) | \$399.00 | \$450.00 |
| ___ Program Advertising: (1 camera-ready business card sized ad) (includes 1 year link on the NYSAIEP web page) | \$250.00 (Full Page) | \$275.00 |
| | \$150.00 (Half Page) | \$175.00 |
| | \$100.00 (1/4 Page) | \$125.00 |
| | Total: _____ | Total: _____ |

Please send all fees to:

Joseph Powlina
 110 Rutledge Street
 Syracuse, NY 13219
 Phone (315) 450-1217
 Email JPowlina@gmail.com

__ Yes, I will want electricity available.

I understand the hotel does not charge for electricity. I am welcome to bring my own extension cords and /or power strip. I will contact Joanne Kirkpatrick, CHSP at 518-584-6511 ext.287, Fax: 518-580-1924 to make arrangements.

___ Unfortunately, I am unable to attend. I would like an opportunity to share catalogues with your conference attendees. I will contact Gretchen Napier: (716) 830-8215 or gknapi60@gmail.com to make arrangements.