# INVITATION TO EXHIBIT

On behalf of the New York State Association of Incarcerated Education Programs, Inc. (NYSAIEP) we would like to invite you to participate in our 2023 Annual Spring Conference. The conference will be held May 16–May 19, 2023, 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 and corrections field. Exhibitor tables are located in prime space, directly outside 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 include corrections officers, administrators and teachers of high school classes and equivalency classes, ESOL, vocational programs, community agency representatives and law enforcement personnel.

Conference vendors also can 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 available opportunities is in the exhibitor's agreement.

We hope you can be a part of this amazing group of professionals!

Sincerely,

Gretchen Napier
Conference Chair
Gknapier60@gmail.com
(716-830-8215)

# VENDOR INFORMATION

**DATES:** May 16 – May 19 2023
**LOCATION**: Holiday Inn, 232 Broadway, Saratoga Springs, NY 12866
**ANTICIPATED ATTENDEES:** 200+

**VENDOR CONTACTS:** On site vendor liaison – Gretchen Napier
On site liaison – Karen Weidman
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 on **Tuesday, May 16 at 2pm.** You are welcome to **set up at 1pm** and help greet our attendees upon their arrival and registration. You may also set up at **7:30am on Wednesday, May 17** for the conference.

Exhibits should be open from **8am to 4pm on Wedensday and Thursday.** This will allow you to speak to attendees during all meal breaks and presentation sessions. You must have your area cleared no later than **11am on Friday, May 19.** *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 have NYSAIEP and receipt information written in the lower left corner.

**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 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: nysaiep.conference@gmail.com

**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

# 2023 CONFERENCE
# EXHIBITOR AGREEMENT

Organization/Company (Name exactly as you want it listed in the conference program)

Company Representative(s)

Preferred Mailing Address

City State ZIP

Phone Number Email

**$575** Includes 1 6ft. table (topped, skirted, 1 chair) and half page ad in the conference program

☐ **I am unable to attend** however, free of charge, I would like to leave materials about my company to share with your conference attendees (minimum of 250 handouts required). I will contact Gretchen Napier: (716) 830-8215 or gknapier60@gmail.com to make arrangements.

***Credit cards accepted at www.nysaiep.org/payment or checks payable to NYSAIEP Inc.***

Return this completed form to:
**NYSAIEP Inc. Attn: Karen Weidman**
**44 Grove St, Mt. Morris, NY 14510**

For questions, contact Karen at 585-991-2222 or nysaiep.conference@gmail.com