



NEW YORK PUBLIC WELFARE ASSOCIATION EXHIBITOR AGREEMENT – 2025 Winter Conference

THIS AGREEMENT made the _____ day of _____, 20____ by and between the New York Public Welfare Association, Inc. hereinafter called the “Association” and _____, hereinafter called the “Exhibitor.”

WITNESSETH that for and in consideration of the covenants and agreement herein contained, it is mutually agreed as follows:

1. Exhibitor will display and exhibit and/or distribute advertising material at the meeting and Conference of the Association to be held at **The Albany Marriott Hotel, Albany, New York**, hereinafter called the “Hotel” on the **29-30** day(s) of **January 2025**. Such exhibit will be displayed in an area of the Hotel provided to the Association for exhibit purposes.
2. Space will be allotted by the Association to the various exhibitors, but such allotment and the location of same will be subject to the approval of the Hotel. When such space has been allotted, Exhibitor will not sublet or assign any part of such space or booth nor distribute advertising material outside of allotted space without the prior consent of the Association.
3. The Association shall provide the Exhibitor with a space approximately 8 (eight) feet by 8 (eight) feet, skirted table, appropriate seating, and access to electricity. The Association also waives full conference **registration fees for two company representatives**. The Exhibitor will pay the Association **One Thousand Dollars (\$1,000.00) upon the execution of this agreement as the Exhibit Fee**.
4. The allotted space will be available for set-up after 3:00 p.m. on Tuesday, January 28, 2025 or Wednesday, January 29, 2025 before 9:00 a.m. and Exhibitor agrees to dismantle and remove the exhibit from the Hotel by 6:00 p.m. on Thursday, January 30, 2025.
5. Exhibitor will arrange and pay for, away from the Hotel property, any storage of its property before and after the time for setting up and dismantling as hereinabove set forth and also for storage of any crates, boxes and containers in which the exhibit or display is transported while it is being displayed.
6. Exhibitor shall have the allotted space fully staffed during the exhibit hours of the Conference (9:00 am to 5:00 pm) and agrees to comply with the following Trade Show Fire Regulations, to with:
 - a. All decorations, drapes, acoustical material, table coverings and other decorative material shall be flame retardant to the satisfaction of the Fire Department.
 - b. No canvas, cardboard, cloth, leaves or similar material shall be used in the construction of any ceiling. Combustible materials may be used for ceilings provided the material is 3/8" or more in thickness.
 - c. Aisles and exits must be kept clear, clean and free from obstacles.
 - d. All construction shall be substantial and fixed in position for the duration of the Conference.
 - e. All fire extinguishing equipment shall be maintained in plain sight, unobstructed and accessible for use at all times.
 - f. The use of any heater, heat producing device, open flame, candles, lamps, lantern, etc., as part of an exhibit, is forbidden unless a special permit for such is obtained from the Fire Prevention Bureau.
 - g. The use or storage of flammable liquids, gases or solids and the use of compressed gas is forbidden unless a special permit for its use is obtained from the Fire Prevention Bureau.
 - h. The approval for the use or display of an electrical, mechanical or chemical device, the use, operation or presence of which, in the opinion of the Fire Prevention Engineer or Building Superintendent, might be hazardous in a public place, must be obtained from the Fire Prevention Bureau.

- i. Literature on display shall be restricted to a reasonable quantity at any one time. Supplies of reserve literature shall be stored in containers and kept in a compact manner.
 - j. The exhibition or display of motor vehicles and other devices employing the use of flammable liquids is subject to compliance with special requirements as may be deemed necessary by the Fire Prevention Bureau.
- 7. Exhibitor shall be responsible for their own display and exhibit materials and will contact Clifton Park Convention Services, 518-877-7449, to arrange for installation of any additional needs required in the exhibit space.
- 8. Exhibitor shall be solely responsible for any loss, damage or injury to its property and personnel from any cause whatsoever and releases the Association and Hotel from and does indemnify each of them against any and all claims for loss, damage or injury to any property or person caused by or in any way contributed to by the Exhibitor.
- 9. The Association reserves the right to accept or reject any exhibit that might be objectionable and to remove any display or exhibit that might, in the opinion of the Association, detract from the Conference and meetings.
- 10. Exhibitor shall comply with all applicable safety, fire, and health ordinances, rules and regulations of the municipality, district and Hotel in which the exhibit is located.

BY: _____
 Authorized Signature

Authorized Name - Please Print

Company Name

Complete Address

Telephone

Email

COMPLETE, SIGN AND MAIL THIS AGREEMENT WITH REMITTANCE

New York Public Welfare Association, Inc.

Attn: Nicole Gee

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