



ILLUMINATE RESPITE

2019 NATIONAL LIFESPAN | APRIL 30-
RESPITE CONFERENCE | MAY 2, 2019

Buffalo Grand Hotel
120 Church Street | Buffalo, NY

Exhibitor Agreement

Instructions

- ✓ Please read this **Agreement** carefully and complete all information required.
- ✓ Complete and sign this **Exhibitor Agreement**.
- ✓ Send this **Exhibitor Agreement**, the **Exhibitor Information Form**, and **Payment or credit card information** signed in **blue ink** either electronically to conference fiscal sponsor at DGreen@lifespan-roch.org or mail to:

Doris Green, MPA
New York State Caregiving and Respite Coalition
Managed by Lifespan
1900 South Clinton Avenue
Rochester, NY 14618

For your Reference

- **Confirmation** – Exhibitor fees are due no later than March 1, 2019. A confirmation of your exhibit table assignment will be sent to you via email by March 15, 2019, once your forms and payment have been received. Additional instructions may be included in confirmation email.
- **Additional Fees** – Audio-visual (AV) needs are subject to additional fees. The cost of AV will be determined based on the number of exhibitors needing audio-visual services. We will notify you regarding fee amounts, and provide separate order forms and instructions for payment prior to the conference.

- **Shipping and Storage** - Your company/agency is responsible for shipping costs. Conference materials may be shipped directly to the hotel for delivery no earlier than **April 25, 2019**. The shipping address is Buffalo Grand Hotel, 120 Church St, Buffalo, New York, 14202. There are no handling or storage fees within this timeframe.
- **Set up and Take-down** - Exhibitors are expected to set up and be available before registration starts at 7:30 am on May 1, 2019. The Exhibit area will also be open on April 30 from 5:00 pm to 8:00 pm for set up. Exhibits should be dismantled between 3:00 p.m. and 5:00 p.m. on May 2, 2019. Additional set-up information will be provided in your confirmation letter after booking.
- **Exhibitor Meals** – Lunch will be provided for exhibitors on both days of the conference
- **Exhibitor Booths** – Booths will include a 6-foot skirted table, 2 chairs, and a waste basket.

Cancellations

Cancellation of any portion of this contract by the Exhibitor will be accepted only at the discretion of the New York State Caregiving and Respite Coalition (managed by Lifespan) and ARCH National Respite Network and in all cases subject to the following refund policies:

- On or before March 1, 2019: 80% refund on cancelled exhibit space
- After March 1, 2019: No Refund

Notification of cancellation will only be considered official when submitted in writing and sent to the address above and will be subject to the above policy based on postmark date.

Additional Terms and Conditions

The undersigned agrees to the following provisions:

- 1) Spaces will be allocated on the basis of sponsorship levels and/or the order in which the application, agreement, and payments are received. The New York State Caregiving and Respite Coalition reserves the right to change location assignment of exhibit table at any time, as it may in its sole discretion seem necessary.
- 2) If Exhibitor fails to pay the space rental before March 1, 2019, the Exhibitor's right to exhibit may be cancelled without further notice. If Exhibitor cancels its participation in the conference, such cancellation shall be considered a default on its part, and any monies paid shall be retained by the Lifespan as stated under Cancellations above.
- 3) Exhibitor agrees to indemnify and release Lifespan, the New York State Caregiving and Respite Coalition (managed by Lifespan), and the ARCH National Respite Network (a project of the Chapel Hill Training and Outreach Project, Inc.) from responsibility for any loss, property damage, or personal injury that may

occur to the Exhibitor, its employees, independent contractors or persons using the Exhibitor's equipment. Exhibitor is liable for any and all damage. Exhibitor acknowledges that Lifespan, the New York Caregiving and Respite Coalition, ARCH and the Buffalo Grand Hotel do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage/loss insurance covering such losses by Exhibitor.

- 4) If the New York Caregiving and Respite Coalition and ARCH are prevented from holding the conference or having commenced it, is thereafter precluded from continuing it, due to acts of nature, fires, strikes, or any other causes beyond its control, proportionate refunds for the rent paid will be made to the Exhibitor.
- 5) Exhibitor agrees to prepare any exhibit of its products or services, which shall be directly pertinent to the function or industry represented by the conference specified, and as approved by the New York Caregiving and Respite Coalition for display.

The Exhibitor and the New York State Caregiving and Respite Coalition and partnering agencies shall be bound by these terms, conditions and rules for exhibiting in the 2019 National Lifespan Respite Conference and the parties acknowledge and agree to such terms and conditions.

Name (Print): _____ **Date:** _____

Signature: _____ **Title:** _____

Lifespan Representative: _____

