



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

Exhibitor Information Form

Please complete this Exhibitor Information Form and the Exhibitor Agreement to reserve exhibit space for the 2019 National Lifespan Respite Conference from May 1-2, 2019 at the Buffalo Grand Hotel, 120 Church St, Buffalo, New York, 14202. Exhibit space will be open for set-up with staff assistance on Tuesday, April 30, 2019, from 5:00 pm to 8:00 pm or by appointment. You may also set up prior to 7:30 am on Thursday, May 1, 2019. One-day exhibitor fees are not available.

Section 1: Company/Organization Information

First Name: _____ Last Name: _____

Company/Agency Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Website: _____

Tel: (W) _____ (M) _____ (Fax) _____

Section 2: Exhibitor Table Fees

For sponsoring organizations: If you would like to be a conference sponsor, please complete a separate sponsorship form and attach to the exhibitor form. Organizations providing sponsorship of \$2,500 or more qualify for free exhibitor space, and organizations providing a \$1,000 to \$2,499 sponsorship qualify for a \$100-discounted exhibitor space. Qualifying sponsors will be given first choice of location based on sponsorship level and date of receipt of payment.

Sponsorship form attached Sponsorship form requested

All Other Exhibitors:

Exhibit Table Fees (please select one):

- For profit \$600
- Non-profit \$250 (Non-profits must attach a copy of their Federal Non-Profit Status letter with Federal Identification Number)

Fee includes:

- One 6' Table, clothed and skirted, with two chairs and wastebasket
- Electrical power upon request by checking appropriate box below

Additional fees: Wi-Fi is available throughout the conference area. 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 of these additional fees prior to the conference. Your company or agency is also responsible for any shipping costs. Materials should not be delivered to the hotel prior to April 25, 2019 and should be labeled for the National Lifespan Respite Conference. Boxes/packages may be subject to storage fees if they arrive prior to April 25th.

If you indicate yes to the AV request, we will provide more detailed information regarding fee amounts, separate order forms and instructions for payment. Do you require:

- 1) Electrical outlet? Yes No
- 2) Audio visual equipment? Yes No If yes, please specify _____

Section 3: Payment

Please note that there is no charge for exhibit space for Champion, Platinum, Gold and Silver Sponsors (write Sponsor in total), and there is a discount of \$100 for Bronze Sponsors.

For profit (\$600)	\$ _____
Non-profit (\$250)	\$ _____
Less \$100 discount for \$1,000-2,499 level sponsors	\$ _____
Total	\$ _____

Please choose form of payment:

Check: Make check payable to: **Lifespan (Lifespan is the conference fiscal sponsor)**

Credit Card: VISA MasterCard Discover American Express

Card Number: _____ Security Code: _____

Expiration Date: _____ Name on card: _____

Card holder's signature: _____

Billing Address:

Street Address: _____

City: _____ State: _____ Zip Code: _____

All exhibitor fees are payable no later than March 1, 2019!

To ensure your reservation of exhibitor space, please email completed forms with payment information signed in **blue ink** to DGreen@lifespan-roch.org or mail forms and payment to conference fiscal agent:

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

Please include:

- a completed copy of this **Exhibitor Information Form**
- a **Sponsorship Form** if applicable
- **payment**, and
- a **signed Exhibitor Agreement**

Thank you for your Support!

Lifespan, the conference fiscal agent, is a 501(c)(3) organization.

New York State Caregiving and Respite Coalition is managed by Lifespan.

Note: If you have questions about exhibitor opportunities, please contact Doris Green at DGreen@lifespan-roch.org or call 585-287-6393.

