

**SEHSA Environmental Health and Safety Association 2018 Fall Conference  
November 4-7, 2018  
Exhibitor Registration Form**

**1. Please print or type all information**

Name:		Badge Name:	
Organization:			
Address:			
City:		State:	Zip:
Phone:	Fax:	Email:	

**2. Sponsorship Levels** (Please see Sponsor Packet on website below for more information on sponsor level benefits)

<input type="checkbox"/> <b>GOLD SPONSOR \$2500</b>	Additional registrants included with sponsorship level. ALL exhibitors must be registered. (Please enter additional badge names and indicate dinner below):  1. _____  2. _____
<input type="checkbox"/> <b>SILVER SPONSOR \$1500</b>	Additional registrants included with sponsorship level. ALL exhibitors must be registered. (Please enter additional badge name and indicate dinner below):  1. _____
<input type="checkbox"/> <b>BRONZE SPONSOR \$750</b>	Includes registration for one exhibitor and booth space. ALL exhibitors must be registered.
<input type="checkbox"/> <b>EXHIBITOR \$600</b>	Includes registration for one exhibitor and booth space. ALL exhibitors must be registered.
<input type="checkbox"/> <b>ADDITIONAL EXHIBITOR \$300</b>	Includes registration for an additional exhibitor at registered exhibitor booth space from one of the above. ALL exhibitors must be registered.

**Total Payment: \$ \_\_\_\_\_**

If paying by check, please make checks payable to SEHSA and mail or fax completed form to:  
  
**SEHSA  
4385 Recreation Dr. Suite 1032  
Canandaigua, NY 14424**

**SEHSA Federal Employer ID#: 51-0547499**

**SEHSA Environmental Health and Safety Association Spring Conference**  
**November 4-7, 2018**  
**Exhibitor Rules and Regulations**

1. Exhibitors must register online or send a completed Exhibitors Registration Form, accompanied by check (see <http://www.sehsa.org/vendorreg.html>). Confirmation of receipt of registration form will be sent. Full payment must be made before booth assignment will be issued. All exhibitors will receive booth assignments by approximately November 2, 2018. Space assignments will be made by the SEHSA Conference Committee. The SEHSA Conference Committee reserves the right to make final determination of space assignments in the best interests of the Conference. Registrations will not be processed or booth space assigned without the required payment.

2. Exhibitor withdrawal policy:

Written notification must be sent to:

Ed Evans  
Cornell University EHS  
Suite 210, East Hill Office Building  
395 Pine Tree Rd.  
Ithaca, NY 14850

Phone: (607) 882-3736  
Fax: (607) 255-8267  
Email: [ece22@cornell.edu](mailto:ece22@cornell.edu)

A full refund, less \$100 administrative fee per booth, will be granted if cancellation is made by midnight, October 27, 2018; if cancellation occurs between October 28<sup>th</sup> to November 2, 2018, a 25% refund will be given; thereafter, no refund will be given. If any exhibitor fails to occupy the contracted space without prior notice, no refund will be given.

3. Exhibitor eligibility: Products and services must be related to the practice of hazardous waste, environmental health and safety, occupational safety or similar activities.
4. The conference will be held at the Crown Plaza 101 Olympic Dr, Lake Placid, NY 1294
5. Exhibitors may send materials to the conference center arriving one day before the day of the event (November 4<sup>th</sup>) between the hours of 10am and 3pm. **If a shipment of over 60 lbs. is coming to the Crowne Plaza, the hotel must be notified one week prior.** The hotel will not accept shipments more than five (5) days prior to the conference. Mailed items should be addressed as follows:

**SEHSA -Company Name/Booth Number**  
**c/o Crowne Plaza Lake Placid**  
**101 Olympic Drive**  
**Lake Placid, NY 12946**

6. **Exhibitors may start setting up displays at the venue on Monday, November 5th at 8:00am. SEHSA activities will start at 1:00 pm on Monday, November 5<sup>th</sup>, 2018. Tear down must be completed by 3:30 p.m. on Tuesday, November 6<sup>th</sup> 2018.**
7. Exhibit space will consist of a 6 x 3 table and 2 chairs.
8. Exhibitors cannot share exhibit space. Each company must contract for its own space.
9. No one shall distribute printed material, samples, souvenirs, and the like except from within rented space.
10. Use discretion and care with the use of audio/visual equipment. Sound levels must be maintained at a conversational level and not interfere with neighboring exhibits. Special effects and any equipment usage must be reviewed by the SEHSA Conference Committee before their use.
11. Exhibitors must carry insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person and property to others. Exhibitors are responsible for securing any valuable material/equipment. SEHSA and the High Peaks Resort are not liable for lost or damaged items.
12. Cost of repairing any damages to the exhibit hall will be billed to the responsible exhibitor. Nothing can be posted on, tacked to, nailed to or attached to the columns, walls, floors, ceiling, furniture, or other properties of the High Peaks Resort.
13. Exhibitors are responsible for delivery, setup and removal of all exhibit materials. Conference organizers will not provide staff or equipment. Further details regarding set up and shipping will be sent with confirmation of registration.
14. If an act of God or government terminates the Conference, the contract for exhibit space will be terminated without prejudice. SEHSA and the High Peaks Resort will not incur liability for damages sustained by Exhibitors as a result of such termination.
15. Specifications, rules, regulations, concerns, disagreements and decisions not addressed herein are completely at the discretion of the SEHSA Conference Committee.
16. For further information, contact Clifford Knee, Stony Brook University Environmental Health & Safety, Stony Brook, NY 11794, (631) 632-3725, or email at [Clifford.knee@stonybrook.edu](mailto:Clifford.knee@stonybrook.edu) .