

## NYSPA ANNUAL CONFERENCE: EXHIBITOR AGREEMENT

Requests for exhibit space is limited and will be reserved on a rolling basis until space is full.

Paperwork must be submitted by **April 21, 2023** to assure placement in the conference brochure.

Incomplete applications, unapproved exhibitor's applications, and applications received without deposits will not be processed. This application and contract may be cancelled at any time by NYSPA with written notice. If an exhibitor cancels a confirmed exhibit space in writing prior to **5/10/2023**, a refund will be issued minus a 25% processing fee. No refunds after this date.

**Exhibit Space Regulations:** Pre or Post exhibit storage. The Hotel does not maintain exhibit storage space. Exhibit materials must be scheduled for arrival no earlier than **6/7/2023** and must be removed by end of conference on **6/9/2023**.

**Shipping Instructions/ Deliveries/Freight Handling:** Exhibitor shipments and any shipments to be handled by the Approved Service Contractor should be shipped to their attention with the conference name clearly written on the label.

The mailing address of the hotel is:

Hilton Albany  
NYSPA 2023 Conference  
Attn: Patti-Ann Christie  
40 Lodge Street  
Albany, NY 12211

All deliveries, that are not handled through an approved service contractor must be delivered to the loading dock and arranged through the Event Manager. Any deliveries made more than two (2) days prior to the Event Dates or those delivered without the information required by this section will be refused. The Hotel shall charge receiving charges of \$7.00 per box or \$25.00 per pallet. An additional \$100.00 shall be charged to the Group for packages delivered that are over 150 pounds.

Return shipment labels must be re-packed, labeled and called in by the shipper. When the box is ready to be shipped, please contact your Event Manager. All packages are held on an unsecured dock for shipping and receiving. The Hotel is not responsible for lost, damaged, or stolen boxes. All packages remaining after 5 days will be discarded.

**Damage Responsibility:** In the event that any damage occurs to the Hotel furniture, fixtures, building, or equipment caused by installation, presence and/or removal of exhibits and exhibit materials, the Hilton Albany shall be reimbursed for the cost of such repairs or replacement as may be necessary.

The Application shall constitute a non-revocable offer by Exhibitor until such time as NYSPA notifies Exhibitor that it has assigned exhibit space. Exhibitor shall only promote, exhibit or display products/services that are approved by NYSPA. By signing the Application, Exhibitor agrees to abide by all of the policies, rules and regulations contained in the Application, and any correspondence from NYSPA or its agent (s) to the Exhibitor, its staff, officers or agents. Together these documents shall comprise the contracts between NYSPA and the Exhibitor. NYSPA shall have the right to shut down any exhibit or bar future exhibition participation if, in NYSPA's opinion, the exhibitor disregards or refuses to observe NYSPA's or Hotel's requirements and rules, or it is determined that the exhibit is offensive or not in keeping with the professionalism or standards or standard of the practice of care, or written or verbal instructions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## NYSPA ANNUAL CONFERENCE: EXHIBITOR POLICY

Statement/Policy on exhibitors at NYSPA annual conference: NYSPA strives to accept a wide variety of exhibitors and vendors to the conference to present all aspects of Perinatal care and health, and support women in all their options and choices.

While NYSPA understands that there are legitimate disagreements about the best practices in many aspects of Perinatal care and strives to represent many viewpoints, we also attempt to limit exhibitors to those practicing with the best available science, and those that refrain from methods or practices that results in shaming, blaming or marginalizing of viewpoints, providers, or women who make other choices or disagree with their recommendations.

NYSPA strives to have this wide representation within the conference exhibitors to allow attendees to benefit from the broad exposure as they help women make the best choices for themselves and their families, and to leave room for personal opinions within the care of women and families to improve Perinatal care for all of NY State.

For those exhibitors that may be particularly controversial or are likely to challenge viewpoints of attendees, the conference committee has the option to request and review proposed exhibit materials prior to acceptance, and to present and review the exhibitor/exhibitor materials with the board prior to acceptance as an exhibitor. In keeping with the points above however, presence at the conference does not necessary imply that an exhibitor represents the opinions or viewpoints of the NYSPA board, board members, or membership.

