

NEW THIS YEAR

FREE*

STUDENT BOOTH
REGISTRATION



 **NYSSBA**
98th ANNUAL
CONVENTION & EDUCATION EXPO
lake placid  **2017**

TAKING EDUCATION TO NEW HEIGHTS

STUDENT BOOTH

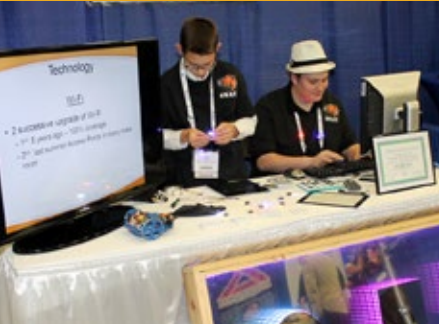
 Demonstrate how **YOUR SCHOOL DISTRICT** is 
helping students navigate 21st Century learning



**Restrictions do apply. See Rules and Regulations for more information.*

Showcase your district's creativity

at NYSSBA's 98th Annual Convention & Education Expo



NYSSBA is looking for student booths that highlight creativity in three categories:

- **Learning and Innovation** – critical thinking, problem solving, innovation
- **Digital Literacy** – technology, media, information
- **Life and Career Skills** – leadership, self-direction, adaptability, accountability

New this year!

- Student Booth registration is **FREE***.
- Space is extremely limited.
- Student booths are assigned on a first-come, first-serve basis.

Show Details

NYSSBA's Annual Convention will take place October 12-14, 2017 at the Conference Center at Lake Placid, 2608 Main Street, Lake Placid, NY 12946.

Your display must remain in place and staffed during these days and times:

- **Thursday, October 12, 3:00 – 6:00 p.m.**
- **Friday, October 13, 8:00 a.m. – 5:00 p.m.**

**Does not include internet, electricity, signage and additional furniture. These are available for a fee through the general service contractor.*



Questions:

Contact Anna O'Hara,
Administrative Coordinator, at
1-800-342-3360, or by email
at anna.ohara@nyssba.org.



Important Dates to Remember:

- **June 15** – Booth staff registration and housing opens
- **Sept. 1** – Last day to reserve a student booth
- **Sept. 29** – Booth staff registration closes
- **Aug. 1** – Last day to reserve booth to be included in Convention program book
- **Oct. 12** – Move in (10:00 a.m. – 2:00 p.m.)
- **Oct. 13** – Move out (5:00 – 7:00 p.m.)

2017 NYSSBA's Convention & Education Expo Student Booths

THURSDAY, OCT. 12 • 3:00 – 6:00 P.M. • FRIDAY, OCT. 13 • 8:00 A.M. – 5:00 P.M.



TWO CONVENIENT WAYS TO RESERVE YOUR SPACE

- 1 Email scanned contract: anna.ohara@nyssba.org
- 2 Fax application: 518-783-3540, attention Anna O'Hara

CONTACT INFORMATION

Primary contact will receive all correspondence, exhibitor instructions and the necessary forms required to exhibit. Please keep us advised of any changes to the contact person as it will affect our ability to share important information.

School District/BOCES: _____

Primary Contact Person and Title: _____

School District/BOCES Name for Booth Sign: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ - _____ Ext.: _____ Email: _____

STUDENT BOOTH DESCRIPTION

Description of Student Booth (maximum 40 words):

An online show listing is included with all exhibit space packages. This listing will include School District/BOCES name, booth number, title of display (if applicable) and 40-word description of featured program/project.

STUDENT BOOTH SPACE (BOOTH ONLY)

- **Booth Size:** 10' wide x 8' deep

AGREEMENT

The undersigned agrees to all terms, regulations and conditions set forth by NYSSBA in the 2017 Student Booth Rules & Regulations. NYSSBA solely reserves the right to reject any exhibitor that conflicts with the objectives, standards and/or programming of the Association.

Name: _____ Title: _____

Signature: _____ Date: _____

All cancellations are subject to terms included in the 2017 Rules and Regulations.

2017 NYSSBA's Convention & Education Expo Student Booth Rules & Regulations

- A. CONTRACTUAL RESPONSIBILITY.** These rules and regulations stated here are part of your school district's contract for space. New York State School Boards Association's (NYSSBA or the Association) decisions and interpretations shall be accepted as final in all cases. It is the responsibility of the exhibiting School District (District or Exhibitor) to be fully familiar with these Student Booth Exhibitor Rules & Regulations and to see that all District representatives (including students) attending the Education Expo are also familiar with them.
- B. BOOTH RESERVATIONS.** In the spirit of support for our member school districts' student achievement and educational successes, accomplishments and triumphs, NYSSBA will now provide the Student Booths/educational displays free of charge. No payment is necessary, unless the school district booth requires electrical or additional Wi-Fi connections or other special orders. The fees for those booth materials and services from the Conference Center and General Services Contractor are the responsibility of the District. Booths should be reserved by July 1, 2017, to appear in the Convention Program book, and by September 1, 2017, to be included in on the Expo floor. Exhibit space is assigned on a first-come, first-served basis. NYSSBA reserves the right to make the final determination of all space assignments in keeping with the best interest of the Education Expo. Booth cancellations must be submitted to NYSSBA by September 1, 2017.
- C. BOOTH MATERIALS.** The Official Convention General Service Contractor as named by the Association will process orders and furnish services as may be required by the Exhibitor. Nails, pins, tacks, etc., must not be used on booth posts or drapes. No products or materials shall be hung, fixed, taped, glued, nailed and/or attached to any wall, seating or column. All Exhibitors are responsible for reviewing the provided Exhibitor Manual to become acquainted with mandatory rules related to shipping, electrical connections, Wi-Fi internet connections, material handling, auxiliary services and labor, decorating, ordering additional booth materials and services in advance, storage of empty containers, etc.
- D. ATTENDANCE.** The Association shall have sole control over all admission policies at all times. Representatives of the Exhibitor will be required to register and wear an appropriate badge while in attendance in the exhibit hall. Exhibitors shall not: (1) make any material change in its exhibit or the displays therein after the initial installation; (2) **fail to keep its exhibit fully open and properly staffed during the specified exhibit hours.** The Association reserves the right to limit the number of registrations to fifteen (15) students and two (2) adults per 10' (w) x 8' (d) exhibit space. Name badges are not transferable to any other individual associated with the Exhibitor or any other exhibiting company. All representatives must be employees and/or students of the exhibiting district.
- E. ELECTRICAL CONNECTIONS.** No electrical wiring, installations or connections shall be made by or for the Exhibitor without the prior consent of the Association and the Conference Center. Such wiring installations and connections shall be made at the Exhibitor's expense and solely in such manner, by such means and through such contractors as shall be designated by the Conference Center.
- F. EXHIBIT REPRESENTATIVE.** Each Exhibitor shall name one (1) person to be its onsite representative. Such representative shall direct installation, operation and removal of exhibit and be authorized to enter into necessary service contracts.
- G. USE OF EXHIBIT SPACE.** The student booth area is for educational purposes only and is not to be used to sell a product or service. A responsible representative (see section F. Exhibit Representative) must be present at the booth during show hours. Exhibitors shall confine all activities to within the limits of their own booths. Booth activities or materials which cause people to congregate in the aisles are prohibited. The level of sound-producing materials shall be kept low enough so as not to be objectionable to other Exhibitors. The exhibit shall not obstruct the view of the adjoining exhibits. An Exhibitor shall not transfer, sublet, divide or share booth space without permission of the Expo Manager. Program Book listings are limited to one entry per District.
- H. LIABILITY INSURANCE.** To complete the booth registration process, NYSSBA requires a Certificate of Liability Insurance. A sample Certificate of Insurance is available online.
- Liability:** Neither the Association nor the Conference Center shall have any liability or responsibility for any injury or damage to the Exhibitor, its agents, representatives or employees, or for any loss, damage or destruction of any property belonging to the Exhibitor or used in connection with its exhibit or the displays therein, irrespective of the manner in which or circumstances under which any such injury, damage, loss or destruction may occur, and all claims and cases of action therefore shall be, and shall be deemed to be waived, released and discharged for all purposes. In addition, the Exhibitor acknowledges that the Conference Center does not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance insuring any losses by the Exhibitor.
- Indemnity:** Exhibitor agrees to indemnify and hold harmless NYSSBA and the Conference Center, their officers, employees and agents working on their behalf, from any and all claims, actions, suits, costs, damages and liabilities resulting from breach of this contract, negligent actions, or omissions or willful misconduct of NYSSBA and the Conference Center's guests, invitees, agents and sub-contractors.
- I. SECURITY.** Twenty-four hour security will be secured by NYSSBA throughout the entire Education Expo, including set-up and tear-down days. Any theft is to be reported to security at once. Exhibitor must provide adequate insurance in his or her own insurance policies for theft.
- J. SUCCESS OF THE EXPO.** The Association shall have power to adopt and enforce exhibit attendance, rules and regulations with respect of the kind, nature and eligibility of any exhibitors adopted by it or set forth herein, and its decision on any question relating to this paragraph which may arise shall be final. NYSSBA reserves the right to prohibit or remove any exhibit which, in its judgment, violates the character and integrity of the Education Expo and/or NYSSBA's 2017 Annual Convention, this reservation being all-inclusive as to persons, things, printed matter, products and conduct.

For More Information Contact

Anna O'Hara, NYSSBA Administrative Coordinator,
at 518-783-3710 or anna.ohara@nyssba.org