



**NYSSBA**

**2020** >>

**SHARING** a **VISION** for **EDUCATION**

>> **OCTOBER 29-31** >> **NEW YORK CITY**

# CALL FOR STUDENT BOOTHS

**NEW YORK HILTON MIDTOWN**  
**1335 6TH AVENUE • NEW YORK CITY**



# SHOWCASE YOUR DISTRICT

at NYSSBA's Annual Convention & Education Expo and share your **VISION** of **CREATIVITY**.

## STUDENT BOOTHS

NYSSBA is looking for student exhibits that highlight students' and teachers' 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

**Please note:**

- Student Booth registration is **FREE\*** and will include:
  - o 10'(w) x 8'(d) display space, ID signage, 6' long skirted table, two (2) chairs and a wastebasket.
  - o Up to twelve (12) booth staff to include students.
  - o School District listing in our Convention Program and App.
- Space is extremely limited.
- Student booths will be assigned after May 18th.

*\* Does not include internet and electricity. These are available for a fee through the Exhibitor Service Kit to be released in Spring 2020*

## SHOW DETAILS

NYSSBA's Annual Convention & Educational Expo will take place October 29 – 31, at the New York Hilton Midtown, 1335 6th Avenue, New York, NY 10019.

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

- **Thursday, October 29:** 11:30 a.m. – 4:30 p.m.
- **Friday, October 30:** 8:00 a.m. – 4:00 p.m.



## Important 2020 DATES to REMEMBER

- May 15** Deadline to Reserve a Student Booth
- June 15** Submit Program Exhibitor Directory Information
- July 27** Booth Staff Registration Housing Reservations Opens
- Oct. 18** Booth Staff Registration Closes
- Oct. 29** Move In: TBD
- Oct. 30** Move Out: TBD

*\* Dates and times are subject to change without notice. Please check our website at [www.nyssba.org/2020expo](http://www.nyssba.org/2020expo) for up-to-date information.*

## QUESTIONS



Contact **Anna O'Hara**, Administrative Coordinator, at 1-800-342-3360 or by email at [anna.ohara@nyssba.org](mailto:anna.ohara@nyssba.org).



NYSSBA Convention & Education Expo

# Student Booth Contract

EDUCATION EXPO DATES/HOURS: THURSDAY, OCT. 29 • 11:30 A.M. – 4:30 P.M./FRIDAY, OCT. 30 • 8:00 A.M. – 4:00 P.M.

## TWO CONVENIENT WAYS TO RESERVE YOUR PACKAGE

- 1 Email: Completed contract to [anna.ohara@nyssba.org](mailto: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):

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*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.*

## 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 2020 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: \_\_\_\_\_



# NYSSBA Convention & Education Expo Student Booth Rules & Regulations

- A. CONTRACTUAL RESPONSIBILITY.** These rules and regulations stated herein 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. The District representative registering for a booth is recognized as having the legal authority to do so.
- B. BOOTH RESERVATIONS.** In the spirit of support for our member school districts' student achievement and educational successes, accomplishments and triumphs, NYSSBA provides the Student Booths/educational displays free of charge. No payment is necessary, unless the school district booth requires electrical or additional bandwidth connections or other special orders. The fees for those booth materials and services from the New York Hilton Midtown, hereinafter referred to as "Hotel" and the General Services Contractor are the responsibility of the District. Booths should be reserved by June 12, 2020, to appear in the Convention Program book. 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 18, 2020.
- 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, affixed, 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 District 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 twelve (12) booth staff to include students per exhibit space. Requests to substitute or transfer exhibitor registrations must be made by October 16, 2020, via email. Requests to substitute or transfer registrations after October 16, 2020, must be made in person at the Exhibitor registration desk. Once a badge is printed, that registration may not be transferred. All representatives must be employees 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 Hotel. 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 Hotel.
- F. EXHIBIT REPRESENTATIVE.** Each Exhibitor shall name one (1) district staff member to be its onsite representative. Such representative shall direct installation, operation and removal of exhibit and be authorized to enter into necessary service contracts consistent with the provisions set forth herein.
- 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 district representative (see section F. Exhibit Representative) must be present at the booth during show hours. Exhibitors shall confine all activities and displays 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 to be submitted by August 28, 2020. A sample Certificate of Insurance is available online.
- Liability:** Neither the Association nor the Hotel 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 Hotel 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 Hotel, their officers, employees and agents working on their behalf, from any and all claims, actions, suits, costs, damages and liabilities resulting from the exhibitor's breach of this contract, negligent actions, omissions or willful misconduct.
- I. SECURITY.** Overnight security will be provided 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 2020 Annual Convention, this reservation being all-inclusive as to persons, things, printed matter, products and conduct.
- K. APPLICABLE LAW.** The agreement shall be governed by and construed in accordance with the laws of the State of New York.

For More  
Information



Contact **Anna O'Hara**, Administrative Coordinator, at  
1-800-342-3360 or by email at [anna.ohara@nyssba.org](mailto:anna.ohara@nyssba.org).