

**Linda Widomski PO Box 290**

**NYCASE Executive Director Greenfield Center, NY 12833**

**E-mail: lwidomski@nycase.org Cell: 845-701-0855**

Dear Vendor:

**July 18-20, 2022!** Save this date for your opportunity to participate in this widely acclaimed, high quality professional development event: the **2022 New York Council of Administrators of Special Education** **20th Annual** **Summer Institute**. As the Executive Director I have met many of you, or spoken to you on the phone or shared information by email regarding your participation in this important event. For the event we will be at the beautiful Embassy Suites Hotel located at the Destiny USA Mall on the shore of Onondaga Lake in Syracuse N.Y. There is an enclosed walkway from the parking lot of the hotel to the six-story shopping and entertainment complex at Destiny USA. You may access the conference rate ($149) for hotel rooms by clicking on this link: [https://group.embassysuites.com/taxhms](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgroup.embassysuites.com%2Ftaxhms&data=04%7C01%7CDanielle.Neuser%40Hilton.com%7Cbed3ae7edf3c4f5b9ebe08d9f7a84ac5%7C660292d2cfd54a3db7a7e8f7ee458a0a%7C0%7C0%7C637813124450060485%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=R4TEIyP7tkMUKuJNsKQnBsWHVvpzXjvJVf341aSzAp8%3D&reserved=0) Be sure to book you room prior to June 16th to receive the conference rate.

Our conference title is:

**Forward Together ~ Building Bridges**

The theme for this year’s Summer Institute is Leadership and Diversity, Equity and Inclusion. You are invited you to join us for an exciting business opportunity either as a return vendor/service provider, or as a new participant at our conference. Attendees are special education administrators. leaders and practitioners who have the authority to make spending decisions. We make every effort to provide our vendors with maximum visibility and contact with conference participants. A copy of the **Exhibitor Floor Plan** is included with this letter**.**

We provided **dedicated Vendor Showcase Time** in our schedule for table visits. As you plan for the conference note that meals for vendors are included with most levels of sponsorship but not all. You are welcome to participate in meals if it is not included but there is a fee. Let us know if you need that information. Please be sure to review the chart that details the sponsorship levels before completing the registration form. Each there are updates and revisions. The information following explains NYCASE vendor policies, opportunities and levels of participation.

**To ensure optimal exhibit location and benefits, You are encouraged to fill out the Vendor Reservation Form below as soon as possible and return it by email.** If you would like to sponsor a speaker, please indicate your interest on the Form with a contact name and phone number or email address and I will contact you directly to discuss. Please be aware that the sponsorship of a speaker will include all associated costs. Do not hesitate to contact us with any further questions. Contact Information:

**lwidomski@nycase.org**

**(C ) 845-701-0855**

**Linda Widomski**

**NYCASE Executive Director**

**PO Box 290**

**Greenfield Center, NY 12833**

We thank you for your support and look forward to working with you.

Best regards,

Linda

**Vendor Showcase Schedule**

**(Times are subject to change and may vary slightly depending upon presenter needs)**

 **Sunday, July 17, 2022**

 Open for Vendor Set-up: 3:30pm-5:00pm

 **Monday, July 18, 2022**

 Open for Vendor Set-up: 7:00 AM – 9:00 AM

 Vendor Hours: 7:45 AM – 5:00 PM

 **Tuesday July 19, 2022**

 Vendor Hours: 7:45 AM – 4:00 PM

 **Wednesday July 20, 2022**

 Vendor Hours 7:45 Am – 11:30 AM

**\*\* Please note –** We host a raffle of Vendor donated items each year on Wednesday. We encourage vendors to bring an item to the conference as it increases attendee participation and table visitation. The Raffle is very popular with attendees and to qualify for the drawing, participants must get their Vendor Raffle cards initialed by each vendor, thus increasing your contacts!!

It is helpful if we know before the conference regarding the raffle items you will be donating.

\*\***please note** that Vendors may choose the days they wish to participate. Please complete this information

on the form that follows.

**Vendor Gallery Floor Plan \*\* subject to change**

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**Vendor Responsibilities**Vendors must contact NYCASE in advance for any special requests or custom needs to arrange displays. Additional fees may be charged depending on the need.

* Vendors are responsible for bringing the necessary extension cords required to operate electrical devices. There are a limited number of outlets. You will need to contact Danielle Neuser Hotel Event Manager at Danielle.Neuser@hilton.com for those arrangements.
* All electrical devices must conform to fire codes of the Embassy Suites Hotel.
* Displays must not obstruct the view of, nor interfere with traffic to other exhibits or speaker presentations. Exhibits that exceed the allotted space, will incur an additional table fee of $150.
* No part of the exhibit may be pasted, nailed, taped, glued, tacked, stapled or otherwise attached to walls, doors, etc.
* Demonstrations, interviews, and distribution of materials must take place at the exhibitor’s table, unless specific arrangements are made in advance with NYCASE, and must not infringe upon the privileges of other exhibitors. Volume must be at a level that does not intrude on other exhibitors’ conversations, presentations or adjacent speaker activity.
* NYCASE reserves the right to approve the character of the exhibits and the right to refuse exhibit displays or materials.
* Exhibits may not be set up earlier than 5:00 pm on Sunday, July 17, 2022. There are also opportunities for set up on Monday morning. Tables will be in the pre-function space and assigned to each vendor/exhibitor by NYCASE.
* Exhibitors sending boxes by mail should not do so more than 5 days prior to the event. Mail boxes to the hotel noting NYCASE Summer Institute in the address if you are **not staying at the hotel**. If you are a guest of the hotel you may use your name and the hotel address. If you have questions reach out to the sales office or Danielle Neuser.
* Vendors must dismantle and remove all materials by 1:00 PM, Wednesday July 20, 2022.
* If you require special accommodations due to medical or physical needs, please notify the NYCASE Executive Director.
* Parking spaces for vendors are located in the hotel parking lot. There are no parking fees.
* **Vendors are asked not to schedule a social event Monday prior to 5:30pm as NYCASE holds its President’s Reception that afternoon (4:00-5:30pm). If there are any questions please contact the NYCASE Director at (845)-701-0855 or email lwidomski@nycase.or**g

**Payment Agreement**NYCASE guarantees exhibit space and/or sponsorship as soon as payment is received. Payment is to be made by check or money order made payable to NYCASE and mailed to NYCASE, PO Box 290, Greenfield Center, NY 12833. Payment should be sent prior to the Summer Institute Conference.

**Cancellation Policy**

NYCASE requires written notice of vendor cancellation. **NYCASE provides no refund for cancellations**

**made after May 1, 2022.**  NYCASE will provide a 25% refund if the cancellation occurs between April 1 -

April 31, 2021. NYCASE will provide a 50% refund if the cancellation occurs before April 1, 2021

If in the event a vendor does not notify NYCASE that he/she is unable to attend the conference and/or does not

appear at the conference site to set up, there is no refund.

**Liability Policy**

The vendor’s property is displayed at his/her own risk. Neither the conference site, its representatives, nor

NYCASE shall assume any responsibility thereof. The exhibitor shall assume all responsibility for any

loss incurred due to accident, fire, theft, flood, lightning or other circumstance beyond the control of

the conference site management and NYCASE. All exhibitors shall assume full liability and shall hold the

conference site and NYCASE harmless from any and all claims arising from any act of omission on the

part of the vendor, his employees or agents.

**Compliance with Laws**

Exhibitors shall comply at all times with all federal, state, and local laws, including the rules of the venue.

**Non-Assignment**

This agreement, or any part thereof, may not be assigned or transferred.

**Disclaimer**

NYCASE makes no guarantees, opinions or promises, expressed, or implied, regarding the number of people who will attend the event, the amount of revenue the exhibitor may expect to generate from the event, or any other matters regarding the event.

**Hotel Accommodations**

**Embassy Suites Syracuse at Destiny USA by Hilton**

**311 Hiawatha Blvd W Syracuse, NY 13204**

[**Hotel Information**](http://www.gideonputnam.com/Destinations_MapsTransportation.aspx)

Please visit the Embassy Suites Hotel website at[www.syracusedestinyusa.embassysuitesbyhilton.com](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.syracusedestinyusa.embassysuitesbyhilton.com%2F&data=02%7C01%7CDanielle.Neuser%40Hilton.com%7Cd807254694e747f040b408d6fbc9c50a%7C660292d2cfd54a3db7a7e8f7ee458a0a%7C0%7C0%7C636973241340488023&sdata=gn2WmPuryOYEprOdFFipKwLc2MsbHwbBgqDTAim06A4%3D&reserved=0)

The hotel is located not far from the Syracuse Hancock International Airport <https://syrairport.org/> and the Amtrak station https://www.amtrak.com/stations/syr

**Vendors are responsible for their own accommodations.** You are invited to take advantage of our

NYCASE association special room rate as noted below and as long as you make your reservations prior to close of business on **June 16, 2022**

 $149/night Standard Room

 **Please Note**: In order to secure a hotel reservation, **you must use the booking**

 [https://group.embassysuites.com/taxhms](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgroup.embassysuites.com%2Ftaxhms&data=04%7C01%7CDanielle.Neuser%40Hilton.com%7Cbed3ae7edf3c4f5b9ebe08d9f7a84ac5%7C660292d2cfd54a3db7a7e8f7ee458a0a%7C0%7C0%7C637813124450060485%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=R4TEIyP7tkMUKuJNsKQnBsWHVvpzXjvJVf341aSzAp8%3D&reserved=0)  **or call the hotel directly at 315-313-1650 and reference**

 **NYCASE.**

If you have any problems with conference rate for your hotel reservation, please contact the NYCASE Executive Director by phone: 845-701-0855, or by email: lwidomski@nycase.org

Please be aware that if you select Platinum or Gold level Sponsorship, we must have your company link/advertisement on or before **June 1, 2022** in order to place it on the Mobile App. Also, please know that the Embassy Suites Hotel has free wireless internet access available in their conference rooms; however, should you require a dedicated internet access line, there will be an additional charge.

We are looking forward to your participation in what we know will be an outstanding Summer Conference and opportunity for you. Please indicate your interest by completing the following **Vendor Form** and e-mail it to me at **lwidomski@nycase.org**. **Please know that early registration will ensure a vendor space**. Please make business checks, personal checks or purchase orders **payable to NYCASE** and mail directly to

**NYCASE**

**PO Box 290**

**Greenfield Center, NY 12833**

**See form on next page**

**2022 20th Annual Summer Institute Vendor Reservation Form
July 18-20, 2022**

**Company Name:** \_\_\_\_\_

**Contact Person(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

**Vendor Attendees: \_ \_\_\_ Title Title**

 **\_\_\_\_**

**Address:** \_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fax:** E-mail:

**Level of Participation:**

🞎 **I would like to sponsor a speaker** (which will include all associated Costs including travel) **and in addition to the Conference/Exhibitor Sponsor Fee**

Name: email/phone

**Conference Sponsor/Exhibitor Fee**

🞎 **Platinum: Co-Sponsor/or Presidents’ Reception Sponsor $5000+ \_\_\_\_\_\_\_\_\_\_\_\_ (note here amount)
🞎 Gold: Meal Sponsor $3000
🞎 Silver: Association Sponsor $2000
🞎 Bronze $1500**🞎 **Patron level I $1000**🞎 **Patron level II $ 500**🞎 **Add On – Coffee Break Sponsor $725-$1450 (half/full day)
🞎 Add On – Snack Sponsor $650**

**\*\*Dates of Participation:**

**Please check the dates you will be participating as a vendor in the conference.**

**Sunday July 17th Set Up \_\_\_\_ Monday July 18th \_\_\_\_\_ Tuesday July 19th \_\_\_\_ Wednesday July 20th \_\_\_\_\_\_**

Vendor Needs:

* Additional six foot table(s) ($150 each): additional requested: (enter # requested) \_\_\_\_\_\_\_
* **Breakfast** for your staff who are not covered within your level of participation: $18.00 per meal

Indicate Number: Tues July 19th : \_\_\_ Wed. July 20th \_\_\_\_\_\_

* **Lunch** for your staff who are not included within your level of participation: $25.00 per meal

Indicate Number: Mon July 18th : \_\_\_\_ Tues July 19th:\_\_\_\_\_

**Please Note:** Meals are only included for the following participant levels:

**Platinum** (all members**) Gold** (3 staff members) **Silver** (2 staff members)

 $5000 $3000 $2000

**Bronze** (2 staff members) **Patron I** (1 staff member)
 $1500 $1000

**Donations for the Raffle**

Yes, I would like to donate my company’s products or services for the NYCASE Summer Institute raffle.

🞎 I plan to ship my donations to the venue site.

🞎 I plan to bring my donations to the conference venue.

To help us plan, please briefly describe your donation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important Notice**

**You must submit this signed agreement when you submit your reservation. Note: if you are submitting an online Vendor Reservation Form, you must send this signature page with your payment, or separately.**

**I\* AGREE TO THE TERMS AND CONDITIONS AS**

 **Name of company representative**

**OUTLINED ON THIS NYCASE 2021 SUMMER INSTITUTE VENDOR INFORMATION AND REGISTRATION FORM. (\*SIGNATURE REQUIRED)**

Please return form (or signature page if submitting online form)) with payment on or before **June 1, 2022.** Please make checks or purchase orders payable to **NYCASE and mail directly to:**

 **NYCASE**

 **PO Box 290**

 **Greenfield Center, NY 12833**

**New York Council of Administrators of Special Education**

**Summer Institute Sponsorship Opportunities**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Benefits | $5000+PlatinumSponsor | $3000GoldSponsor | $2000SilverSponsor | $1500BronzeSponsor | $1000Patron I | $500Patron II | **Add on Option**Coffee Break or Snack SponsorCoffee Full/Half Day $1450/$725Snack $650 |
| Advertised on digital signage & Mobile App as Platinum or Presidents' Reception Sponsor |  |  |  |  |  |  |  |
| Introduction & Recognition at Presidents' Reception |  |  |  |  |  |  |  |
| Advertised as NYCASE Conference Co-Sponsor: | Co-Sponsor | Lunch Sponsor | Breakfast Sponsor |  |  |  | Coffee Break Sponsor |
| Introduction to full audience with the opportunity for 5 a minute talk | During Welcoming Address | During Meal | Announced at a Keynote |  |  |  |  |
| Complimentary Conference Attendance | 5  | 3 | 1 |  |  |  |  |
| 6- Foot Exhibit table, chairs, wastebasket & wireless connection(some table locations may require extension cord or electrical line requested from venue) |  |  |  |  |  |  |  |
| Preferred Table Location | First Choice | Preferred |  |  |  |  |  |
| Company name and or logo on digital signage |  |  |  |  |  |  |  |
| Participant List |  |  |  |  |  |  |  |
| Complimentary link to website or adon Mobile App |  |  |  |  |  |  |  |
| Company or Association name, Logo, website address, & contact info included on Mobile App |  |  |  |  |  |  |  |
| Website Link on NYCASE Website |  |  |  |  |  |  |  |
| Early Table set up available on 7/17 | 5:00pm | 5:00pm | 5:00pm |  |  |  |  |
| Complimentary meals for vendors | All reps | 3 reps | 2 reps | 2 reps | 1 rep |  |  |

3/3/22