



UPSTATE NEW YORK REGION

&



SUNY

THE STATE UNIVERSITY of NEW YORK

PURCHASING ASSOCIATION

March 15, 2010

Dear Exhibitor:

Attached you'll find the complete Supplier Exhibitors packet of information, including; Introduction Letter, Booth Registration, and Hotel information (if overnight accommodations are needed), and the exhibits rules and regulations. This is also available by visiting our website: <http://www.naep-upstateny.org>.

This year's educational procurement conference will be held at the Holiday Inn, Wolf Road, Albany, N.Y. from September 28 – October 1, 2010. The featured Supplier Exhibit will take place on **Wednesday, September 29th** from 3:00 p.m. to 6:30 p.m. and will be dedicated to the exchange of product and business service information to purchasing professionals representing over seventy educational institutions within New York State. For the benefit of our suppliers we are offering the 2009 registration fee of just \$550 per booth, this will be an excellent opportunity to renew existing acquaintances or develop new business relationships within the purchasing network.

MARK THIS DATE: SEPTEMBER 29TH ON YOUR CALENDAR AND REAP THE BENEFITS OF THIS INTENSIVE MARKETING EXPOSITION!

Please take a few moments to review, complete and return the appropriate forms no later than **August 18, 2010** to reserve your booth. Please respond as early as possible to secure your space. We only have 50 spaces available this year and they are sold on a first come first served basis. NAEP and SUNYPA look forward to your participation in this year's exciting conference.

Please contact me at (607) 871-2914 or sturdevant@alfred.edu if you have any questions. I look forward to seeing you at the Holiday Inn in September.

Sincerely,

Donna Sturdevant
Director, Statutory Procurement
Alfred University
2nd V.P. Upstate NY Region, NAEP

“Make the Connection”

NAEP/SUNY PA 2010 ANNUAL FALL CONFERENCE

EXHIBITOR INFORMATION FORM

National Association of Educational Procurement & SUNY Purchasing Association
2010 Supplier Exhibit

**Holiday Inn Albany on Wolf Road, 205 Wolf Road, Albany, NY 12205
September 29, 2010, 3:00 – 6:30p.m.**

Company Name _____

Contact Person _____ *Email _____

Street Address _____

City, State, Zip _____

Telephone _____ Fax _____

Name to appear on Booth ID sign _____

Product/Service Description _____

* This year we will have a scavenger hunt/riddle to increase attendee/supplier interaction. Please indicate below if you agree to participate. For those who are participating, details will be available at a later date.

Yes my/our company will participate _____

No, we will not be participating _____

TYPE ALL INFORMATION FOR BOOTH REPRESENTATIVES

Representative _____ Badge Name _____

Representative _____ Badge Name _____

Representative _____ Badge Name _____

Representative _____ Badge Name _____

Company will provide a Raffle/Giveaway: YES _____ NO _____

Please provide specifics if you can: _____

*NOTE: 110v electrical service and Wireless High Speed Internet is provided to all booths. If additional power is required, supplier must list specific needs provided below.

Specify additional power needs _____

PLEASE RETURN THIS FORM WITH INVOICE NO LATER THAN **AUGUST 18, 2010.**

*For future reminders, information or changes.



205 Wolf Road, Albany, NY 12205 • Phone (518) 458-7250

WELCOME TO THE NAEP SUPPLIER EXHIBITORS

Exhibit to be held Wednesday September 29, 2010, 3:00 – 6:30p.m.

Reservations are accepted by calling 518-458-7250 or online at <http://www.hialbanywolf.com> – Group Booking Code: EPU or ask for the **National Association of Education Procurement Block.**

The room rate is only \$110 per night.

Complimentary Airport Shuttle Service is provided

ALL RESERVATIONS MUST BE RECEIVED BY TUESDAY, SEPTEMBER 7, 2010.

Reservations received after September 7 is subject to availability and standard rates.

Reservations must be guaranteed with form of payment: a check equal to one night's room and tax or credit card.

Check in time is 4:00pm; check out time is 12 noon.

Room Cancellation Policy – to avoid a cancellation fee of one night's room & tax, cancellations must be made by 6:00pm on the date of arrival with no penalty.

All room rates are subject to 14% sales and occupancy tax.

NOTE - to qualify for tax exempt status, you must provide a ST-119.1 NYS Tax Exempt Certificate to your reservation form – or – you may also provide it upon check-in. Your form of payment must match your NYS Tax Exempt Certificate. If you are paying with your own personal credit card, check, or cash, then you are not exempt from paying 14% sales and occupancy tax.

SUPPLIER REGISTRATION/INVOICE

National Association of Educational Procurement
And
SUNY Purchasing Association
Supplier Exhibit
Holiday Inn Wolf Road
Wednesday, September 29, 2010

Please Type or Print Clearly All Information

COMPANY NAME _____

CONTACT PERSON _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____ FAX _____

SUPPLIER INFORMATION

Product/Service Description: _____

Company name to appear on Booth ID sign: _____

Company will provide a Raffle/Giveaway: YES _____ NO _____

PAYMENT INFORMATION

Booth rental fee: \$550.00/ea x # of booths _____ = \$ _____

Dinner Registration: \$35.00 per person x _____ = \$ _____

Total Payment Enclosed \$ _____

To validate this reservation a check for the total amount must accompany this original, signed invoice and be returned by August 18, 2010.

Make check payable to: **NAEP Upstate N.Y. Region.**

Mail this form with your check to:

**Donna Sturdevant
Director, Statutory Procurement
Alfred University
1 Saxon Drive
Alfred, NY 14802**

REFUND POLICY

Full refunds will be given for cancellations received in writing on or before Wednesday, **AUGUST 31, 2010**. Thereafter, a refund will be given only if the contracted space can be resold. If space is resold, the canceling company will be assessed a 25% administrative charge and refunded the balance of money collected. If the space can not be resold, no refund will be given.

AUTHORIZED SIGNATURE _____

TITLE/DATE _____

Exhibit Rules and Regulations

Exhibiting Time: 3:00 pm – 6:30 pm

Supplier registration table:

Space Assignments

1. Applicants for exhibit space are required to execute and forward a Supplier Invoice for Booth Space form to NAEP together with the \$550.00 payment. All fees are payable in U.S. funds only. To be valid, all applicants must comply with the payment policy.

Failure to Occupy Space

2. Any exhibitor not set-up or checked-in by 1:00 pm on Wednesday, September 29, 2010 shall be considered a no-show cancellation unless the exhibitor has made previous arrangements with the NAEB/SUNYPA Supplier Exhibit Manager, Donna Sturdevant.

Booth and Equipment

3. Booth space includes one (1) 6' x 2' draped and skirted table with 8' high back drape and 32" high side drapes, two (2) chairs, and a 2 line identification sign. Booth dimension is approximately 8' x 10'. All booths are equipped with 110v outlets and Wireless High Speed Internet.
4. No exhibitor shall assign, sublet or share the whole or any part of the booth space allotted without the approval of NAEP/SUNYPA at least 30 days prior to the Supplier Exhibit.

Exhibit Raffles/Giveaways

5. While encouraged, raffle prizes/giveaways are not required. Please notify the Supplier Exhibit Manager, Donna Sturdevant, if your firm would like to raffle an item during the exhibit. Raffle prizes should not exceed \$100.00 in value, **unless** the item is a product you manufacture or represent. Exhibitors are responsible for collecting entries (business cards) within their assigned booth space. NAEP/SUNYPA will pull all winning entries and announce winner(s) names. All entries must be in the drawing basket to ensure fairness to all participants; pre-drawn entries will be put back into the basket and drawn again. NOTE: Winner(s) must be present to win.

Installation, Storage and Dismantling

6. The exhibitor will make their own arrangements for delivery and receipt of shipments prior to the exhibit time. **Packages will be accepted beginning Friday, September 24, 2010. Arrangements for delivery of package should be made through the Event Manager. Exhibitor must prepay all packages sent to and from the Hotel. Packages are to be sent to:**
Attn: Maria Guido, Event Manager
Holiday Inn Albany on Wolf Road
205 Wolf Road, Albany, NY 12205

Mark all packages: Hold for: Name of Guest, NAEP Conference

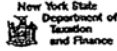
7. The exhibitor may access the Hotel to prepare for the exhibit beginning at noon on Wednesday, September 29, 2010, and exhibit material must be removed from the exhibit area not later than 8:00 p.m. Wednesday, September 29, 2010, unless special arrangements have been made with the Hotel.

Liabilities and Insurance

8. Exhibitors agree to maintain such insurance that will fully protect NAEP/SUNYPA from any and/or all claims of any nature, including claims under the Worker's Compensation Act, and for damages for personal injury, including death, which may arise in connection with the operation of exhibitor's display. Damage to inadequately packed property is exhibitor's own responsibility. In the event the exhibitor damages the building, they agree to reimburse the owner of the building for the cost of repairing such damages.
9. NAEP/SUNYPA will not be liable for the failure to hold the exhibit as scheduled. In the event of cancellation, all exhibitor payments will be returned.

Security

10. Exhibitors are advised to set-up products and materials without blocking emergency exits or normal traffic patterns.



New York State and Local Sales and Use Tax Exempt Organization Certification

This form may not be used to make tax exempt purchases of motor fuel or diesel motor fuel*

To vendor:

You must collect the tax on a sale of taxable property or services unless the purchaser gives you properly completed exemption document within 90 days after delivery of the property sold or service rendered.

Vendor

Name	
Mailing address	
City, village or post office	
State	ZIP code

Exempt organization making purchases

Name National Association Educational Buyers - Upstate New York Region	
Mailing address	
1414 West Tower	
City, village or post office	
Ithaca	
State	ZIP code
New York	14850-7070

This certification is acceptable if the purchaser has entered all information required.

I certify that the organization named above holds a valid exempt organization certificate,

EX 213566, and is exempt from state and local sales taxes on its purchases.
(Enter number from Form ST-119)

Signature of officer of organization <i>Robert Mudge</i>	Title Treasurer - Robert Mudge	Date prepared
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Certification may be given only when an exempt organization is the direct purchaser and payer of record. Any bill, invoice or receipt given by the vendor must show the above named organization as the purchaser. Payment must be from the funds of the exempt organization.

The exemption from New York State and local sales and use tax does not extend to officers, members or employees of the organization. Personal purchases made by such individuals are subject to sales tax. An organization's exemption does not extend to its subordinate or affiliated units. When making purchases, subordinate units may not use the exemption number assigned to the parent organization. Such misuse may result in the revocation of the exemption granted.

Substantial civil and/or criminal penalties will result from the misuse of this form. In addition, where a certification is received later than 90 days after the delivery of the property sold or the

services rendered, the burden of proof that the sale was exempt will fall on both the seller and the purchaser.

Certification must be given to each vendor at the time of the first purchase from that vendor. A separate certification is not necessary for each subsequent purchase provided the exempt organization's name, address, and certificate number appear on the sales slip or billing invoice. The certification is considered part of each order given to the vendor and remains in force unless revoked.

Vendors must retain this *Exempt Organization Certification* for at least three years after the date of the last exempt sale substantiated by the certification.

You can get additional copies of this Form ST-119.1 at any district tax office or by writing to the Taxpayer Assistance Bureau, W. A. Harriman Campus, Albany, New York 12227. This form may be reproduced without prior permission from the Department of Taxation and Finance.

* No. 2 heating oil falls within the definition of diesel motor fuel; therefore, exempt organizations may not use this form (Form ST-119.1) to purchase No. 2 heating oil tax exempt. Any exemptions from tax on such fuels may only be claimed by using the appropriate diesel motor fuel exemption documents, Form FT-1020, *Exemption Certificate for Certain Taxes Imposed on Diesel Motor Fuel and Propane* or Form FT-1025, *Certificate for Exemption from Certain Taxes Imposed on Diesel Motor Fuel*.