



UPSTATE NEW YORK REGION

&



SUNY

THE STATE UNIVERSITY *of* NEW YORK

PURCHASING ASSOCIATION

May 1, 2009

Dear Prospective Exhibitor:

Thank you for taking the time to review this packet on the 2009 Conference of the National Association of Educational Procurement (NAEP) - Upstate New York Region and the State University of New York Purchasing Association (SUNYPA). Attached you'll find the complete Supplier Exhibitors packet of information, including; Introduction Letter, Booth Registration, and Hotel Application (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 Radisson Hotel Rochester Riverside in Rochester, N.Y. from October 13-16, 2009. The featured Supplier Exhibit will take place on **Wednesday, October 14th** from 3:00 p.m. to 6:00 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. With a 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: (October 14th) ON YOUR CALENDAR AND REAP THE BENEFITS OF THIS INTENSIVE MARKETING EXPOSITION!

Please take a few moments to review, complete and return the adequate forms no later than **September 1, 2008** 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 (585) 395-5149 or mstacy@brockport.edu if you have any questions. I look forward to seeing you at the Radisson Hotel in October.

Sincerely,

Mark Stacy
Director Procurement and Payment Services
The College at Brockport
2nd V.P. Upstate NY Region, NAEP

“BEST IN CLASS – PROCUREMENT OPERATIONS”

NAEP/SUNYPA 2009 ANNUAL FALL CONFERENCE

EXHIBITOR INFORMATION FORM

National Association of Educational Procurement & SUNY Purchasing Association
2009 Supplier Exhibit

**Radisson Hotel Rochester Riverside, 120 East Main St Rochester, New York 14604
October 14, 2009**

Company Name _____

Contact Person _____ *Email _____

Street Address _____

City, State, Zip _____

Telephone _____ Fax _____

Name to appear on Booth ID sign _____

Product/Service Description _____

PLEASE TYPE ALL INFORMATION FOR BOOTH REPRESENTATIVES

Representative _____ Badge Name _____

Representative _____ Badge Name _____

Representative _____ Badge Name _____

Representative _____ Badge Name _____

Do you require electric service: YES _____ NO _____

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

Please provide specifics if you can: _____

PLEASE RETURN THIS FORM WITH INVOICE NO LATER THAN September 1, 2009

***For future reminders, information or changes.**



120 East Main Street, Rochester, NY 14604 • Phone (585) 546-6400
Radisson Hotel Rochester Riverside

WELCOME NAEP VENDORS

Tuesday October 13, 2009 - Friday October 16, 2009

To reserve your guestroom, please complete this form and return it by fax to (585) 546-1341,

or mail to the above address. You may also e-mail the form to constablec@gfhotels.com

Phone reservations are accepted by calling The Reservations Department at (585) 546-6400

ALL RESERVATIONS MUST BE RECEIVED BY MONDAY SEPTEMBER 21, 2009.
Reservations received after September 21 are subject to availability and prevailing rates.

Please choose from the following room type:

_____ Two-Queen Beds _____ One King Bed
_____ Smoking _____ Non-smoking

Special room requests are not guaranteed.

The hotel will do their best to honor each individual's special request.

All rooms are on a first come first serve basis and are based upon availability.

Room Rate is as follows:

\$101.00 Single/Double/Triple occupancy

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

NOTE - to qualify for tax exempt status, you must be paying with a purchase order, check or credit card. When making your reservation, please attach 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.

Name _____ # of people _____ Roommate _____
(If sharing a room)

Arrival Date _____ Departure Date _____

Street _____ City/State/Zip _____

Telephone (____) _____ E-mail _____

Check in time is 3:00pm; check out time is 12pm.

Reservations must be guaranteed with form of payment: attached check or Purchase Order, or credit card.

Credit Card # to guarantee your reservation _____
Expiration Date _____

Cancellation Policy - to avoid a cancellation fee of one night's room & tax, cancellations must be made 24 hours prior to arrival.

SUPPLIER INVOICE

National Association of Educational Procurement
And
SUNY Purchasing Association
Supplier Exhibit
Radisson Hotel Rochester Riverside
Wednesday, October 14, 2009

Please Type or Print Clearly All Information

COMPANY NAME _____

CONTACT PERSON _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____ FAX _____

VENDOR INFORMATION

Product/Service Description: _____

Company name to appear on Booth ID sign: _____

Do you require electric service: YES _____ NO _____

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

PAYMENT INFORMATION

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

To validate this reservation a check for the total amount must accompany this original, signed invoice and be returned by September 1, 2009.

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

Mail this form with your check to:

**Mark Stacy
The College at Brockport
Procurement and Payment Services
350 New Campus Drive
Brockport, NY 14420**

***See next page for Refund Policy and Signature**

SUPPLIER INVOICE (continued)

REFUND POLICY

Full refunds will be given for cancellations received in writing on or before Wednesday, **September 14, 2009**. 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 _____

Please include a few lines about your organization and your products that you would like us to say as we plan to introduce our suppliers during the expo this year. Also, if you know the month and year your company began please include that in your comments.

Comments: _____

Exhibit Rules and Regulations

Exhibiting Time: 3:00 pm – 6:00 pm

Vendor 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, October 14, 2009 shall be considered a no-show cancellation unless the exhibitor has made previous arrangements with the NAEB/SUNYPA Supplier Exhibit Manager, Mark Stacy.

Booth and Equipment

3. Booth space includes one (1) 6' x 2' table w/cloth skirt with 8' high back drape and 32" high side drapes, (1) one wastebasket, two (2) chairs, and a 2 line identification sign. Booth dimension is approximately 8' x 10'.
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, Mark Stacy, 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. 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. **Please send any delivery prior to the show to The Radisson Hotel Rochester Riverside Attn: Carli Constable, NAEP Conference, Vendor Show.**
7. The exhibitor may access the Hotel to prepare for the exhibit beginning at noon on Wednesday, October 14, 2009, and exhibit material must be removed from the exhibit area not later than 8:00 pm Wednesday, October 14, 2009, 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.

**Request for Taxpayer
Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name
National Association of Educational Buyers

Business name, if different from above
NAEB

Check appropriate box: Individual/Sole proprietor Corporation Partnership Other Exempt from backup withholding

Address (number, street, and apt. or suite no.)
373 Pine Tree Road

City, state, and ZIP code
Ithaca, NY 14850

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Social security number

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or

Employer identification number

1	6	1	4	3	8	0	1	4
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Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person  Date **7/15/04**

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
- The type and amount of income that qualifies for the exemption from tax.
- Sufficient facts to justify the exemption from tax under the terms of the treaty article.