

Order your labels or spreadsheets for pre and post conference mailings!

_____ Membership Mailing List - Excel Spreadsheet - \$500

Let them know you'll be in town! Connect with all ESSAE members prior to the show!

_____ Attendee Mailing List - Excel Spreadsheet - \$250

A complimentary PDF file of the pre and post attendee list will be emailed to all exhibitors.

_____ Mailing Labels - \$100

Sent as a PDF file. Avery 5160 label set up.

_____ Digital Description - \$50 _____ Add to Program - \$50 _____ Add Photo - \$25

Exhibitors can purchase a digital detailed description which will appear on the ESSAE webpage that will include a description, e-mail and a hot link. **For \$50 more you can add your description to the conference program. For an additional \$25 your photo can be added to the conference program and website.**

Exhibitors that do not purchase a description will have a name listing only on the ESSAE website. Please e-mail a description of your company (no more than 125 words) to vanessa@essae.org. Please write "Exhibitor Profile" in the subject line. Those exhibitors not purchasing the above profile will have a name listing on the page.

Advertise in the Conference Program

Select Your Ad	Type	Price
	1/8 Page Horizontal (3.5 W x 2.125 H)	\$125
	1/4 Page Vertical (3.5 W x 4.75 H)	\$250
	Half Page Horizontal (7.5 W x 4.75 H)	\$350
	Half Page Vertical (4.75 W x 7.5 H)	\$350
	Full Page (8 W x 10.5 H)	\$500
	Back Cover—Full Page Only	\$700

PRIZES - ESSAE is seeking prizes such as a flat screen television, airfare/accommodation(s) packages, cash prize, etc. Below is an estimated value scale for your convenience.

GRAND PRIZE – a \$1,250+ value

SECOND GRAND PRIZE – a \$1,000+ value

THIRD GRAND PRIZE – a \$750+ value

Description:

Door Prizes - Describe your door prize:

PRINT OR TYPE ALL INFORMATION. THE EXPO RULES, REGULATIONS AND INFORMATION ARE HEREBY MADE PART AND PARCEL OF THIS CONTRACT. READ THE ACCOMPANYING MATERIALS TO COMPLETE THIS CONTRACT AND APPLICATION.

Booth Name: (for badges and promo material): _____

How many Booths? _____ Booth Share? Yes* No *List sharing company: _____

Booth(s) in a Block? Yes No Group Block Name: _____

Contact Person Information: *This person will serve as ESSAE's main point of contact for the Trade Show.*

Name: _____ Title: _____

Company: _____

Address: _____

City/State/Zip: _____ Phone: _____

Mobile: _____ E-Mail: _____

Exhibitor Info: Please include *names and titles* of all exhibitors

Exhibitor #1: _____ Title: _____

Exhibitor #2: _____ Title: _____

Exhibitor #3 *extra fee: _____ Title: _____

Exhibitor #4 (two booths only): _____ Title: _____

Two (2) exhibitors per booth. A third rep can be added for \$200 M/\$300 NM) before April 15 and \$300/\$400, respectively after April 15, 2017.

Booth Space Preference: *ESSAE reserves the right to assign space if preferred space is occupied*

1st Choice: _____ **2nd Choice:** _____ **3rd Choice:** _____

Be sure to fill in **ALL** appropriate amounts below.

	Quantity	Total
Booth Registration	_____	_____
<i>Booth price includes lunch for two booth representatives.</i>		
Additional Lunch (\$45)	_____	_____
Membership Mailing List (\$500)	_____	_____
Attendee Mailing List (\$250)	_____	_____
Exhibitor Description (\$50)	_____	_____
Add to Program (\$50)	_____	_____
Add a Photo (\$25)	_____	_____
Mobile Floor Plan Ad (\$50)	_____	_____
Program Advertisement (\$)	_____	_____
Total:	_____	_____

Make checks payable to:
ESSAE Expo 2017
 Empire State Society of Association Executives
 1A Pine West Plaza, Albany, NY 12205

No cancellations or refunds after April 15,
 2017. *No shows will be billed.*

Who will issue payment? _____

In accordance with exhibitor rules, regulations & information, I hereby accept the Terms & Conditions and fees for exhibiting at the ESSAE Expo on June 1, 2017 and as they may be amended from time to time by ESSAE. This completed form represents a binding agreement between the exhibitor, the exhibitor's employing organization, and ESSAE.

Authorized by:

Name: _____ Title: _____

Signature: _____ Date: _____