

New York State School Counselor Association Conference (NYSSCA)
Hilton Albany • November 16-18, 2023
EXHIBITOR APPLICATION (PLEASE PRINT)

Application for exhibit space at the 2023 NYSSCA Conference indicates the applicant's willingness to abide by exhibit terms and general regulations, as Management deems necessary to the success of the exhibition, as long as this does not materially alter the exhibitor's contractual rights. Reference the enclosed *Conference Exhibitor Agreement*. This application will become a contract when a confirming return email is sent by an NYSSCA authorized representative. Full payment should accompany this application. Federal and state agencies may defer payment if a purchase order is submitted with the application.

Space Requested: Exhibit space will consist of a 6' x 30" skirted table and two chairs. Exhibitors requiring electrical, computer hook-up and phone outlets must make their own arrangements with Hilton Albany. Further information concerning this and shipping information will be sent via email with the exhibitor confirmation.

Organization Name (as it is to appear in the program) _____

Website _____

Street Address _____

City _____ State _____ Zip _____

Contact Name for Exhibiting Correspondance _____

Phone _____

Email _____

I would like to donate an item for the Door Prize. Item: _____

Number of tables purchased _____	
Table #1 Name of Primary Representative _____	
Phone _____	Email _____
Table #1 Name of Additional Representative (add \$275) _____	
Table #2 Name of Primary Representative _____	
Phone _____	Email _____
Table #2 Name of Additional Representative (add \$275) _____	
Table #3 Name of Primary Representative _____	
Phone _____	Email _____
Table #3 Name of Additional Representative (add \$275) _____	

EXHIBITOR TABLE LOCATIONS:

(Required. See Floor Plan.) 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Save \$50 if you register by August 15, 2023

First Table \$500
Additional Tables \$400 each

Payment due by October 16, 2023

	Quantity	Amount
First Exhibitor Table	1	\$500
Additional Tables (\$400 each)		
One Additional Representative Per Table (\$275 each)		
Less the Early Bird Discount (Good through August 15, 2023) -\$50		
TOTAL DUE:		

METHOD OF PAYMENT

CHECK
Please make check payable to NCYI, and mail it, along with this completed application to:
NCYI, P.O. Box 22185, Chattanooga, TN 37422-2185

CREDIT CARD
 Visa MasterCard Discover American Express
Card # _____
Name on Card _____
Billing ZIP _____ Expiration _____ 3-Digit Sec. Code _____
Signature _____
Email _____

If you pay by credit card, you may either mail (see address above), fax, or scan/email your completed application to:
FAX: 423.899.4547 / Scan/Email: exhibitors@ncyi.org

REFUND POLICY:

See Section 12 on the "Conference Exhibitor Agreement"

HOTEL RESERVATION INFORMATION:

The NYSSCA Conference will be headquartered at the Hilton, Albany. To make your reservations, visit the conference webpage at www.ncyionline.org/nysscac.

Questions? Contact NCYI at 866-318-6294