

NEW YORK INSURANCE ASSOCIATION, INC. (NYIA)

1. REPRESENTATIVES

The exhibitor registration includes admission for ONE representative only. Each additional representative will need to register as a member or nonmember attendee by visiting <https://nyia.org/2022-conference-reg>.

2. APPLICATION & PAYMENT

Application registration must be received by NYIA by May 2, 2022. Full payment is required with each exhibitor application registration. Space will not be reserved or assigned until payment is received in full by NYIA.

3. LOCATION ASSIGNMENT

Table location assignments will be given after May 15, 2022. NYIA reserves the right to change location assignments at any time, as it may, in its sole discretion deem necessary.

4. ADMISSION

NYIA shall have sole control over all admission policies at all times. Non-exhibiting suppliers or vendors of goods and services will be prohibited from entering the exhibit area. Badges must be worn at all times for admission into exhibit and refreshment areas.

5. SHIPPING EXHIBIT MATERIALS

The Turning Stone Resort does not provide exhibit storage space. Exhibit materials must be scheduled for delivery when an exhibitor representative is on site.

Shipping Address:

Turning Stone Resort
c/o Your Name, Company, NYIA Conference
5218 Patrick Road
Verona, NY 13478

6. EXHIBIT TABLE SET-UP

The exhibit set-up time is from **2:00 p.m. to 4:30 p.m. on Wednesday, June 1.**

Display materials or equipment at the sides of the booth shall not extend beyond the front of the exhibit table.

Exhibitors are prohibited from erecting backdrops or display panels that block visibility.

All material used by an exhibitor for decoration, i.e., paper, cardboard, cloth, etc., shall be a flame-retardant type.

Safety and fire exits and equipment must be left accessible and in full view at all times.

7. EXHIBIT HOURS

The exhibit will be held on Thursday, June 2, 2022 from 7:30 a.m.–1:00 p.m. There will be designated times during this block that are exclusively for networking with exhibitors. By application contract, all exhibits are mandated to be functional and participating throughout the exhibit show hours on June 2, 2022.

8. CANCELLATION

An exhibitor applicant that desires to cancel their registration must provide written notice to NYIA **prior to the end of the day on April 17, 2022** to receive a refund of their payment minus a 50 percent handling fee. If the notice of cancellation is received by NYIA on or after April 18, 2022 the exhibitor applicant will not receive a refund, regardless of cause.

9. RULES GOVERNING EXHIBITS

Distribution by exhibitors of any printed matter, souvenirs, or other articles shall be restricted to the space occupied by their booth exhibit only.

Throwing souvenirs, obstructing aisles or other exhibits, loud shouting, etc. will not be permitted.

Serving of alcoholic beverages in booths must be pre-approved by NYIA, subject to facility approval and at the expense of exhibitor.

Use of booth materials other than those supplied by the exhibit facility and NYIA, (i.e., extra tables, additional hardware, draping, etc.) must be pre-approved by NYIA and at the expense of the exhibitor.

10. REGULATIONS

Exhibitor shall comply, at exhibitor's sole cost and expense, with all applicable national, state, city, municipal and other governmental regulations, including, but not limited to, fire and safety laws and with the applicable rules and regulations of the facility in which the exhibition is held.

11. IMPORTANT RESTRICTIONS

- No compressed or bottled gas
- No flammable materials
- No open flames or cooking on exhibit floor
- Nothing taped, nailed or affixed to wall surfaces
- No animals permitted inside facility
- Pre-approval by NYIA is required for all food and beverage

12. INSURANCE

Insurance of exhibit contents and personnel is recommended. NYIA does not insure exhibitor property. NYIA shall use reasonable care in providing security during the exhibit show. Beyond this, NYIA, the exhibit facility, their respective officers, directors, employees and/or agents shall not be responsible for the safety or protection of the property or of the exhibitor, its employees and agents from any cause. Exhibitors shall provide to NYIA copies of all insurance and/or policy riders which includes NYIA as a coinsured. Exhibits will be in a public location—**DO NOT LEAVE ITEMS OF VALUE UNATTENDED.**

13. LIABILITY

By exhibiting, the exhibitor for and on behalf of itself, its agents, employees, invitees, and each other, releases and waives any and all claims, demands or actions against NYIA, and the exhibit facility and their respective officers, directors, employees and agents resulting from any act or omission of exhibitor, its employees, agents and invitees.

In addition, exhibitor agrees to hold harmless and indemnify NYIA, officers, directors, employees and agents, and each of them for any and all claims, demands or actions arising out of or as a result of any act or omission on the part of exhibitor, its officers, directors, employees, agents or invitees, and each of them as a result of its exhibit or otherwise related to the exhibit.

14. NO SUBLETTING OR ASSIGNING

No exhibitor may sublet, assign or apportion any part of the space allotted, or represent, advertise or distribute literature for any other firm or individual without prior written request and approval by NYIA. Exhibitors may share a booth/table with another firm, with permission. Please contact sdawes@nyia.org for details.

15. DISCLAIMER

Every effort has been made to present, as accurately as possible, all the information contained in this document. NYIA, its members, exhibitors will not be held responsible for any changes in content or cost for all or any general or specific information contained therein. Any cost and content are subject to alteration without notice.

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