

**SEHSA Environmental Health and Safety Association Spring Conference**  
**April 1-3, 2012**  
**Exhibitor Rules and Regulations**

1. Exhibitors must register online or send a completed Exhibitors Registration Form, accompanied by check (see <http://www.sehsa.org/vendorreg.html>). Confirmation of receipt of registration form will be sent. Full payment must be made before booth assignment will be issued. All exhibitors will receive booth assignments by approximately March 19, 2012. Space assignments will be made by the SEHSA Conference Committee. The SEHSA Conference Committee reserves the right to make final determination of space assignments in the best interests of the Conference. Registrations will not be processed or booth space assigned without the required payment.

2. Exhibitor withdrawal policy:

Written notification must be sent to:

Sarah Klein  
The College at Brockport  
350 New Campus Dr  
Brockport, NY 14420

Phone: (585) 395-2495  
Fax: (585) 395-2502  
Email: [sklein@brockport.edu](mailto:sklein@brockport.edu)

A full refund, less \$100 administrative fee per booth, will be granted if cancellation is made by midnight, March 1, 2011; if cancellation occurs between March 2 through March 9, 25% refund will be given; thereafter, no refund will be given. If any Vendor fails to occupy the contracted space without prior notice, no refund will be given.

3. Exhibitor eligibility: Products and services must be related to the practice of hazardous waste, environmental health and safety, occupational safety or similar activities.
4. The conference will be held at the Hotel Albany (formerly the Albany Crowne Plaza) (518) 462-6611.
5. Exhibitors may send materials to the hotel to arrive just immediately prior to the event (from March 27-31st). Mailed items should be addressed as follows:

Hotel Albany  
Attn: SEHSA MEETING (April 1-3, 2010)  
State & Lodge Street  
Albany NY 12207

6. Exhibitors may start setting up displays at the Hotel Albany on Monday April 2, 2012 at 8am. SEHSA activities will start at 1 pm on Monday April 2, 2012. Tear down must be completed by 5 p.m. on Tuesday, April 3, 2012.
7. Exhibit space will consist of a 6ft X 30" table with linen and skirting in an area measuring approximately 8'x8', and 2 armless chair.
8. Exhibitors cannot share exhibit space. Each company must contract for its own space.
9. No one shall distribute printed material, samples, souvenirs, and the like except from within rented space.
10. Use discretion and care with the use of audio/visual equipment. Sound levels must be maintained at a conversational level and not interfere with neighboring exhibits. Special effects and any equipment usage must be reviewed by the SEHSA Conference Committee before their use.
11. Exhibitors must carry insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person and property to others. Exhibitors are responsible for securing any valuable material/equipment. SEHSA and the Hotel Albany are not liable for lost or damaged items.
12. Cost of repairing any damages to the exhibit hall will be billed to the responsible exhibitor. Nothing can be posted on, tacked to, nailed to or attached to the columns, walls, floors, ceiling, furniture, or other properties of the Hotel Albany.
13. Exhibitors are responsible for delivery, setup and removal of all exhibit materials. Conference organizers will not provide staff or equipment. Further details regarding set up and shipping will be sent with confirmation of registration.
14. If an act of God or government terminates the Conference, the contract for exhibit space will be terminated without prejudice. SEHSA and the Hotel Albany will not incur liability for damages sustained by Exhibitors as a result of such termination.
15. Specifications, rules, regulations, concerns, disagreements and decisions not addressed herein are completely at the discretion of the SEHSA Conference Committee.
16. For further information, contact Sarah Klein, The College at Brockport, 350 New Campus Dr, Brockport, NY 14420 (585)395-2495 or [sklein@brockport.edu](mailto:sklein@brockport.edu).