



The 2019 New York Sustainable Energy
Conference and Trade Show
April 24, 2019
DoubleTree by Hilton | Tarrytown, NY

Application for Exhibition and Sponsorship

Please email completed form to:
Marissa Gross at GEE@grassrootsinfo.org
or 516-883-0887

Mail payment to:
Grassroots Environmental Education
52 Main Street, Port Washington, NY 11050

Exhibiting Packages:

- 10x10 Booth (Before 4/1/19).....\$1,350
- 10x10 Booth (After 4/1/19).....\$1,550
- 6' Tabletop (Before 4/1/19).....\$ 750
- 6' Tabletop (After 4/1/19).....\$ 950

Sponsorship Opportunities (Includes booth space):

- Seminar Sponsor(5 Available).....\$4,500
- Lunch Sponsor.....\$3,500
- Breakfast Sponsor.....\$3,000
- Beverage & Snack Sponsor (2 Available)....\$2,500
- Lanyard Sponsor.....\$2,500

Company Name _____

Primary Contact _____ **Email** _____

Phone _____ **Cell** _____

Company Address _____

City, State & Zip _____

Products and Services (check all that apply):

- | | | | |
|--------------------------------------|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Solar | <input type="checkbox"/> Heat Pumps | <input type="checkbox"/> Financing | <input type="checkbox"/> Building materials/techniques |
| <input type="checkbox"/> Geo Thermal | <input type="checkbox"/> Wind | <input type="checkbox"/> Consulting | <input type="checkbox"/> Other (Please Specify) _____ |

Payment Type: Credit Card Check (payable to Grassroots Environmental Education)

Your signature signifies your commitment to pay for all sponsorships/exhibit spaces as stipulated herein.

Signature: _____ Date: _____

Cancellation & Payment Policy:

Payment is required to guarantee booth space and/or sponsorship. Payment must be made in U.S. dollars. We reserve the right to re-sell booth space for any reservation not paid in full by April 1, 2019.

Refunds: Cancellations made after April 1, 2019 are subject to a \$500 cancellation fee.



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Exhibitor Badges

Two exhibitor badges are included with the exhibition spaces. Please list first and last name of personnel, along with the company name and job title.

First Name: _____

First Name: _____

Last Name: _____

Last Name: _____

Company Name: _____

Company Name: _____

Job Title: _____

Job Title: _____

Guest Passes

Guest show passes can be used for additional company personnel or guests. Promo codes for guest passes and registration information will be provided with contract.

All attendees **MUST** register to be admitted to the show.

Please email the list by April 19, 2019:

Marissa Gross at GEE@grassrootsinfo.org For additional questions call 516-883-0887



**The 2019 New York Sustainable Energy
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Exhibitor Hotel Reservations

We have reserved a block of rooms for our exhibitors at the DoubleTree Hotel for the night before the conference April 23, 2019.

All reservations must be made by **March 23, 2019**.

For reservations:

Call: 914-524-6418

Reserve Online: tarrytown.DoubleTree.com

Group Code: SEC

Address: 455 South Broadway, Tarrytown, NY, 10591

For Directions [click here](#).



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Exhibitor FAQs

Where is the trade show?

Tarrytown Doubletree Hotel
455 S Broadway, Tarrytown, NY 10591

Where can I park?

The hotel has 450 parking spaces on site. Parking is free.

How do I access the ballroom? How does loading/unloading work?

Access to the Grand Ballroom is through the main lobby of the hotel. Bellmen and carts are available for transporting boxes and equipment to your booth or table.

What is the timeline for the trade show?

Setup: At this time, we can only guarantee access to the ballroom at 6am on the day of the show. We are hoping to be able to access the ballroom on the afternoon of the 23rd, and we will be able to confirm this by April 1st.

Trade Show: Wednesday, April 24th 8:30 am to 4:30 pm.

Breakdown: Wednesday, 4:30 to 8:00 pm

Where can I stay?

The Doubletree hotel tends to fill quickly at this time of year, so please make your reservations early. There are also additional hotels nearby.

Tarrytown Doubletree Hotel (show hotel) (914) 631-5700

Courtyard by Marriott Tarrytown (914) 631-1122

Westchester Marriott (914) 631-2200

Sheraton Tarrytown Hotel (914) 332-7900

How do I ship items to and from the show?

You may ship items to the hotel to be held for you. Items must not arrive more than 48 hours prior to the show. Address all items to:

Company Name

NYSEC&TS April 24, 2019

c/o Tarrytown Doubletree Hotel

455 S Broadway, Tarrytown, NY 10591

What's included with my tabletop or booth fee?

- 6' X 30" table, white tablecloth
- Two chairs, wastebasket
- Two exhibitor passes
- Complimentary show passes (2 for tabletops, 2 for booths)
- Free WiFi
- Listing with live link on event trade show page
- Listing in printed conference program
- Post-show attendee email list (of attendees who opt in)

All booths are located in the main ballroom which is fully carpeted. Tables are located in the foyer, which has a wooden floor.

What is your cancellation policy?

Once we have confirmed your booth space and/or sponsorship your participation is guaranteed and you assume responsibility for payment as stipulated in the contract. Payment must be made in U.S. dollars.

What about refunds?

Grassroots Environmental Education reserves the right to re-sell booth space for any reservation not paid in full by the April 1, 2019 deadline. Cancellations after April 1, 2019 are subject to a \$500 cancellation fee.

What sponsorship opportunities are there?

Please see the exhibitor page on the website for more information:
www.HowGreenIsMyTown.org/exhibit

Please read the Exhibit Rules for complete details of booth specifications and requirements.

NEW YORK SUSTAINABLE ENERGY CONFERENCE AND TRADE SHOW
Exhibit Rules and Regulations

These rules and regulations are part of the Exhibit Space Agreement for The New York Sustainable Energy Conference and Trade Show (the "Show") developed and sponsored and by Grassroots Environmental Education, Inc., a non-profit organization ("Grassroots").

The purpose of the Show is to promote renewable and sustainable energy systems and equipment to replace or augment those which rely on any type of fossil fuel. All exhibits must be in harmony with the goals of the Show. Grassroots reserves the right to reject any exhibit or portion thereof which, in the sole discretion of Grassroots, does not conform with the purposes of the Show.

LIABILITY: Neither Grassroots nor its representatives, employees or agents, specifically including the Tarrytown Doubletree Hotel ("Hotel") shall be responsible for any injury, loss or damage that may occur to the Exhibitor or Exhibitor's employees or property from any cause whatsoever including, but not limited to claims based in contracts, negligence, strict liability, or other sort. In no event shall the above mentioned be liable for any incidental or consequential damages, including any liability for failure to perform its obligations hereunder due to strikes, riots, acts of God, or any other act, circumstance, occurrence or cause beyond their control.

INDEMNIFICATION: In consideration of the mutual covenants contained herein, Exhibitor hereby agrees and shall indemnify and hold harmless Grassroots and/or Hotel, their representatives, employees, and agents, against all suits, claims, actions, losses, costs, penalties, and damages, or whatsoever kind and nature, including attorneys fees, arising out of, in connection with, or incident to the Exhibitor's participation in the Show

CARE OF THE BUILDING AND EQUIPMENT: Exhibitors must not injure or deface the walls or floors of the building and adjacent areas, including outside surfaces. If such damage appears, the Exhibitor is liable for the property so damaged. Exhibitor assumes total responsibility and liability for any and all damage due, related, or pertaining to, or caused by loading and unloading of equipment or any exhibit materials utilized by the Exhibitor.

DISPLAY AREA: All booth spaces shall be approximately 100 square feet; tabletops shall be approximately 48 square feet. Booths and tabletops are assigned on a first come, first served basis. No assignment of booth space will be made without payment. All exhibits must be confined within the area of the space designated by Grassroots.

FIRE AND SAFETY RULES AND REGULATIONS: Combustible exhibit and display materials must be flame-proofed. Explosive materials are not allowed on the premises. All exhibits must meet local fire marshal's specifications and existing fire code requirements. All electrical wiring must conform to local electrical codes.

SALES: Exhibitors are encouraged to offer special incentives to Show attendees and orders may be taken at the show. However, no cash sales of merchandise are permitted on the Show floor.

EXHIBIT AGREEMENT: Exhibitor will not be allowed to exhibit or display material unless they have executed the Exhibit Space Rental Agreement and returned the original copy with payment in full to Grassroots before the show.

These rules, regulations, and conditions have been drawn for the purpose and intention of providing a well balanced, well regulated, attractive, and successful trade show and exhibition. Grassroots and/or Hotel management shall have full power to so interpret the rules and regulations or make such and any and all amendments of the foregoing rules, regulations, and conditions which shall bind the Exhibitors.