



2016 SLEDNY Educational Forum Vendor Expo & Groomer Show Information

(SLEDNY is the 501 © (3) educational arm of NYSSA)

When: Friday, April 29 and Saturday, April 30, 2016

Show times: Friday 3:00 pm – 7:00 pm Saturday 8:00 am - 5:00 pm

Where: Conference Center at Lake Placid, <http://www.lakeplacid.com/meetings>
2608 Main Street, Lake Placid

(Information specific to vendors will be added and distributed to vendors as it becomes available. Load in and load out details, etc.)

Hotel Information:

Reservation Link: <https://reservations.meetingslakeplacid.com/start.php?i=37>

-- or use the paper form on the last page.

DO NOT CALL HOTELS DIRECTLY FOR RESERVATIONS!

Room block ends Friday, March 25, 2016!!

Art Devlin Motor Inn, \$98/night single or double!

2764 Main St
Lake Placid, NY 12946

The Golden Arrow Resort, \$109/night single or double!

2559 Main St
Lake Placid, NY 12946

The Hampton Inn & Suites, \$125/night single or double includes breakfast!

801 Mirror Lake Dr
Lake Placid, NY 12946



2016 SLEDNY Educational Forum Vendor Expo Registration Form

(please return by March 31, 2016)

April 29 & 30, 2016
Lake Placid Conference Center
Please print clearly!

Register Online at www.nyssaforum.com – after February 1, 2016.

Registration for a 10 x 10 booth includes Friday Night Social, Saturday luncheon and Saturday dinner banquet tickets for 1 person.

Organization Name _____ Website _____

Contact Person (if different from registrant) _____

Address _____

City _____ State _____ Zip _____

Phone _____ e-mail _____

Registrant(s)	(1) _____	email _____	<i>included</i>
	(2) _____	email _____	\$ 90
	(3) _____	email _____	\$ 90
	(4) _____	email _____	\$ 80
	(5) _____	email _____	\$ 80

Standard Booth (Indoor): 10' x 10' indoor space \$300

(includes meals for one participant, no chairs or tables are included)

Add: Electric Needed at Booth? (Standard 120v) No (no charge) Yes \$ 50

(Electric service charges are subject to change by the venue)

Additional Space: (In addition to Standard Booth Space Above)

* **add 10' for total space** 10' x 20' (mid-sized grooming equipment) \$100

* **add 20' for total space** 10' x 30' (large grooming equipment) \$200

* **add 30' for total space** 10' x 40' (multiple pieces of equipment) \$300

Most Groomer Displays will also be INDOORS this year! We have secured the ICE ARENA! The entrance to the arena is 9ft by 9ft. If your trailer, groomer or drag is unable to fit through the entrance, we will have an outdoor display area in the parking lot next to the Conference Center. You must make prior arrangements with us.

Total \$ _____

Description of Additional Display/Equipment that is being displayed: _____

Please note, those displaying grooming equipment will need to bring their own materials to protect the floor.

Please send the completed Vendor Expo Registration form & payment to:
NYSSA, PO Box 1040, Pine Bush, NY 12566
by **March 31, 2016**. Sorry, no refunds.



Business Name: _____
Contact Name: _____
Address: _____
Phone Number: _____
Conference attending: _____
Dates: _____ **Booth Number:** _____

The Olympic Center will provide the following electrical services for your convention needs:

<u>Number Required</u>	<u>Outlet Item</u>	<u>Regular Price</u>
_____	120 vac @20 amp	\$50.00 each, \$30.00 each additional
_____	208-230 vac @20 amp	\$55.00 each, \$35.00 each additional
_____	208-230 vac @30 amp	\$55.00 each, \$35.00 each additional
_____	208-230 vac @40 amp	\$55.00 each, \$35.00 each additional
_____	208-230 vac @50 amp	\$55.00 each, \$35.00 each additional
_____	3 phase voltage/ampage	\$75.00 each, \$55.00 each additional

Rental Fees

_____	25' Single Gang Extension Cord (20 amp)	\$10.00 each per day
_____	25' Double Gang Extension Cord (20 amp)	\$15.00 each per day
_____	50' Single Gang Extension Cord (20 amp)	\$20.00 each per day
_____	50' Double Gang Extension Cord (20 amp)	\$25.00 each per day

Internet / Phone*

_____	Hardwire Internet	\$150 each
_____	Preferred Wireless Access	\$175 each
_____	Dedicated Phone Line	\$150 each

*Location of booth in the 1932 Rink or 1980 Rink will determine our ability to provide this service.

Labor Rates

Labor rates - normal business hours, Monday-Friday (7:00am to 3:30pm)	\$50.00 per man hour
Labor rates – off hours & weekends	\$65.00 per man hour

*This order form with payment must be received no later than 15 days before the opening of the show to ensure installation in time for opening of the show. If you have special needs that are not listed above please contact Jackie Kelly 518-302-5375 email: jkelly@orda.org

We accept checks (made payable to ORDA) or Master Card, Visa, American Express or Discover.

Name on Card _____ Type of Card _____
 Billing Address _____
 Card Number _____ Expiration Date _____
 3-digit CV code _____ Amount to be charged _____ Signature _____

Send completed form with payment to: Jackie Kelly, Olympic Center, 2634 Main Street, Lake Placid, NY 12946 or email: jkelly@orda.org



2016 SLEDNY Forum and NYSSA Annual Meeting

Friday, April 29 - Sunday, May 1, 2015

Hotel Reservation Form

Complete ONE FORM PER ROOM. If copied, be sure to copy *both sides of this form.*

Name _____ Address _____

City _____ State _____ Zip _____

E-mail Address (*confirmation will be sent to this address)

Day Phone(_____) _____ Evening Phone (_____) _____

Arrival Date: _____ Departure Date: _____

Number of People 1 2 3 4 Number of Beds 1 2

Hotel Requests 1 _____ 2 _____ 3 _____

List in order of preference

Name of Roommate: _____

Special Requests: _____

Hotel	Single	Double	Triple	Quad
Art Devlin's Olympic Motor Inn	\$108.78	\$108.78	\$119.88	\$130.98
Golden Arrow Lakeside Resort	\$120.99	\$120.99	\$132.09	\$143.19
Hampton Inn & Suites	\$138.75	\$138.75	\$149.85	\$160.95

Rates above include tax. A one night's stay plus tax is required to make your reservation.

Forms must be received by March 24, 2016

Lake Placid looks forward to welcoming you!!

Reservations

Reservations may be made online or by using this form. Reservations received by mail or fax will be date stamped and hotel preferences and special requests will be accommodated on a first-come, first served basis. Every attempt will be made to accommodate preferences and requests, *but we can make no guarantees*. Reservations must be received no later than **Friday, March 24, 2016**. Thereafter, reservations will be accepted based on availability.

Deposit Requirements

A deposit of one night's stay plus tax is required. Your check or money order payable to the Regional Office of Sustainable Tourism, or credit card # with expiration date, must accompany this form. Your credit card will be charged the deposit at the time the reservation is made.

Cancellation Policy

Cancellations received by 5:00 pm on **Friday, April 15, 2016** will receive a full refund minus a \$10 handling fee. Cancellations received after **Friday, April 15, 2016** will forfeit the room deposit. "No Shows" will not be refunded and credit will not be given for late arrivals or early departures.

All cancellations and changes made prior to **Friday, March 24, 2016** must be made in writing to kristin@lakeplacid.com or faxed to 518-621-3658. After **Friday, March 24, 2016** cancellations and changes must be made directly with the hotel.

Final Payment

Final payment may be made with cash, money order, credit card or check. Checks should be made payable to the hotel.

Confirmations

A confirmation letter will be emailed or mailed to the individual who made the reservation. Confirmations will not be sent to roommates.

Payment

Please note that payment by check or credit card must be remitted with this reservation form.

If not booking on-line, please mail or fax this form and all payments to:

Regional Office of Sustainable Tourism

Attn: NYSSA Annual Meeting

2608 Main Street

Lake Placid, NY 12946

Fax: 518-621-3658

_____ I have enclosed my check(s) or money order(s) for a **one night deposit**.

_____ Please charge my credit card (we accept Master Card, Visa, and American Express)

_____ Exp. Date: _____

Signature _____ Date _____