

# Exhibitor Form

**2012 Legislative Conference**  
**Jan. 30 - Feb. 1, 2012**  
**Desmond Hotel & Conference Center**  
**Albany, New York**



**NYSAC**  
NEW YORK STATE  
ASSOCIATION OF COUNTIES

## Exhibitor Benefits:

- An opportunity to support the New York State Association of Counties (NYSAC).
- Listing in the NYSAC Conference Program.
- Four complimentary conference registrations for employees of your company which include attendance at all workshops, plenary sessions, special events & reduced fees for additional employees. \* See exhibitor options form for more details.
- An evening opening reception will honor our sponsors and exhibitors.
- Coffee breaks in exhibit areas (times will be announced in the conference program).
- An email from NYSAC to all conference attendees pre and post conference with notification of your company participation at this event.
- A special badge identifying you and your company as an exhibitor of this event.
- Corporate identification throughout the conference through signage.
- A special thanks in the NYSAC News Magazine and on the NYSAC website.
- Listing in Exhibitor/Sponsor Guide Book.
- NYSAC will provide delegates with printed cards to be stamped by each exhibitor. All completed cards will be eligible for a grand prize drawing.

## \$800 Exhibit Booth

One company per booth allowed. Sharing of booth with a representative of another company is strictly prohibited including consultants employed by another company. Sharing of your booth with another company can result in a second exhibit booth fee.

Company Name: \_\_\_\_\_  
Please list company as it should appear on all promotional and identification materials

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

\*Contact Signature: \_\_\_\_\_  
By signing on the line above, you agree to the terms of the exhibitor, exhibitor options and terms & conditions forms.

**List Your Four Company Employees Below: \*\*All emails are required.**

Name/Title: \_\_\_\_\_ Email: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Email: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Email: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment is required prior to the start of the Conference.** Space and booth size are available on a first-come first-served basis. Please note that the following are provided with all booths unless otherwise stated - 8ft wide x 8 ft deep exhibit booth space, back and side draping, 6ft. long draped table, 2 chairs, identification sign with company name, booth number, general overhead lighting, cleaning of exhibit area, security and 1 standard electrical outlet. Booth numbers 45, 56 - 62 are 10ft wide x 8ft deep. Check here if you require a 10ft wide booth \_\_\_\_\_

**Cancellation Policy:** Cancellation of your exhibit booth must be done via email and no later than 30 days before the event. Exhibit fees will still be due to NYSAC if cancellation is within 30 days before the event. 25% administrative fee will be taken out of any refunds we return.

**NEW! Please note: The TERMS & CONDITIONS form and Exhibitor Options form attached, must be signed and sent in with this form in order to be assigned a booth space in the NYSAC exhibit hall.**

**Don't wait! Fax your exhibitor forms in as soon as possible for optimal placement.**

**Return Forms and Payment to:** 2012 NYSAC Legislative Conference

Juanita Munguia, Marketing Specialist

NYSAC, 540 Broadway, 5th Floor, Albany, New York 12207

Phone: 518.465.1473 - Fax: 518.465.0506

Please forward any questions to Juanita Munguia at [jmunguia@nysac.org](mailto:jmunguia@nysac.org)

**Email your logo (as a .jpg or .tif file) and brief company description with contact information (as a Word file) to appear in the exhibitor/sponsor guide to [jmunguia@nysac.org](mailto:jmunguia@nysac.org) no later than January 9, 2012.**

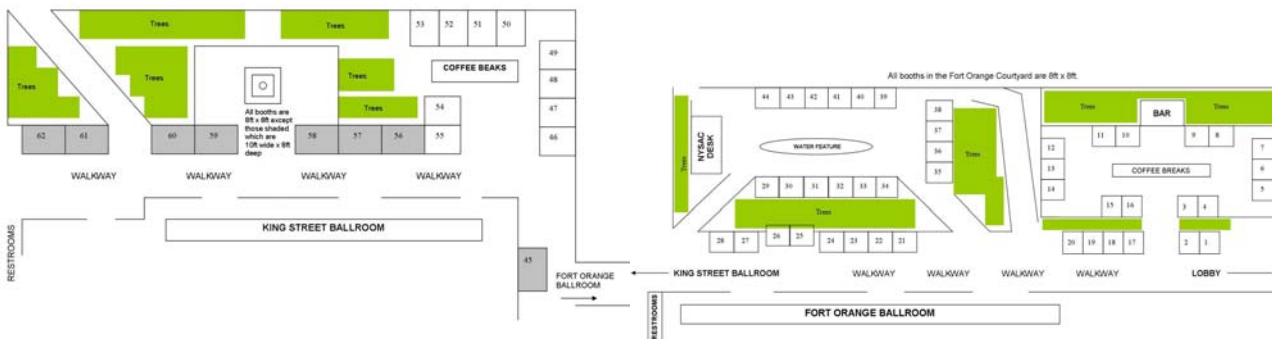
# Exhibitor Options Form

## 2012 Legislative Conference Jan. 30 - Feb. 1, 2012 Desmond Hotel & Conference Center Albany, New York



NYSAC

NEW YORK STATE  
ASSOCIATION OF COUNTIES



### BOOTH NUMBER REQUEST(S)

First Choice: \_\_\_\_\_, Second Choice: \_\_\_\_\_, Third Choice: \_\_\_\_\_

\* We cannot guarantee your requests but will do our best to accommodate you. Your registration will be processed on a first come, first served basis. If this diagram is hard to read you may visit [www.nysac.org](http://www.nysac.org) to view a larger image.

### EXHIBIT SET-UP/ BREAKDOWN HOURS:

**Set-up** Mon., Jan.30th, 7 am – 1 pm. **Breakdown** On Tues., Jan. 31st, 7:00 pm - 9:00 pm and Wed., Feb. 1st, 7:30 am - 12 noon.

**All exhibits must be set-up by Monday at 1:00 pm. All exhibits must be taken down by noon on Wednesday.**

#### Exhibit Hours -

##### Monday, January 30th

1 pm- 7:30 pm  
Reception honoring Exhibitors and Sponsors  
6:00 pm - 7:00 pm  
Scheduled coffee breaks in Exhibit Hall

##### Tuesday, January 31st

7:30 am - 7:00 pm  
For coffee breaks and networking times in the exhibit hall, please see conference program.

### MEAL TICKETS

If you are staying at the host hotel under the NYSAC room block your meal tickets will be included in your package. If not, we will have an invoice form waiting for you at the NYSAC registration desk so you can run a tab for your representatives if needed. We will bill your company after the conference for all additional charges incurred.

### List Your Additional (Exhibitor or Sponsor) Employees at Reduced Fee of \$75 Each Below:

**\*\*All emails are required.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### PAYMENT OPTIONS -

Visa       MasterCard       American Express       Discover       Check

Name on card: \_\_\_\_\_

Account number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

### WHAT INDUSTRY ARE YOU IN?

\_\_\_\_\_

### WHO ARE YOUR COMPETITORS?

Help us avoid placing you next to your competitor by listing their company names here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*Terms & Conditions form and this form must be sent in with your exhibitor form.**

# Special Event Sponsor Form

## 2012 Legislative Conference Jan. 30 - Feb. 1, 2012 Desmond Hotel & Conference Center Albany, New York



NYSAC

NEW YORK STATE  
ASSOCIATION OF COUNTIES

### Special Event Sponsorships

One company per sponsorship. Sharing of sponsorship with another company is strictly prohibited including consultants employed by another company. Sharing of your sponsorship may result in a second sponsorship fee.

- Complimentary Conference Gift Sponsorship - \$3,500**  
Only your logo and NYSAC's logo will be printed on this item. All attendees will receive this gift when they check in at our registration desk. A sponsorship form, and camera ready art must be received no later than January 2, 2012.
- Coffee Break Sponsorship - \$1,500 or \$3,000** to be the sole sponsor of a single coffee break.  
A sign with your logo will be displayed in the coffee break area. A sponsorship form and camera ready art must be received no later than January 9, 2012.
- Keynote Leadership Trainer (*National Leadership Expert*) - \$6,000**  
Signage will be displayed during the conference. Call for more details. Sponsor form must be received no later than January 9, 2012.
- Monday Night Dinner Sponsorship - \$2,500**  
A sign with your logo will be displayed during your event. A sponsorship form and camera ready art must be received no later than January 9, 2012.
- Monday Reception Sponsorship - \$1,500 or \$4,000** to be the sole sponsor of this event.  
A sign with your logo will be displayed during your event. A sponsorship form and camera ready art must be received no later than January 9, 2012.
- Tuesday Breakfast Sponsorship - \$2,500**  
A sign with your logo will be displayed during your event. A sponsorship form and camera ready art must be received later than January 9, 2012.
- Popcorn Sponsorship - \$1,500**  
Your logo and a thank you from NYSAC will appear on each popcorn box. A sponsorship form must be received no later than January 9, 2012.
- Conference Program Sponsorship - \$2,000**  
You will receive ad space in a preferred spot of the conference program. A sponsorship form and camera ready art must be received no later than January 2, 2012.

#### All Special Event Sponsors will also receive ~

- ◆ Benefits of Gold Sponsorship PLUS: ↓
- ◆ 2 additional registrations (total of 4) providing participation at all workshop sessions; as well as lunch tickets for the Tuesday lunch.
- ◆ A business card size ad in the NYSAC News Magazine. Contact Juanita to take advantage of this offer.
- ◆ The opportunity to provide company signage, tent cards or promo materials during your event for additional exposure.
- ◆ Your company may provide up to 700 promotional flyers for attendee bags. Must be a one page flyer.
- ◆ Your company may provide up to 700 promotional items such as pen, ruler, keychain, stress ball, etc. for attendee bags or registration desk.
- ◆ When you are the sole sponsor of an event, you may provide additional signage and materials to be displayed during your event.

#### List Your Four Company Employees Below:

**Please complete all fields, all emails are required.**

Name/Title: \_\_\_\_\_ Email: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Email: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Email: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Please list company as it should appear on all promotional and identification materials

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Web address: \_\_\_\_\_

What industry are you in? \_\_\_\_\_

\* Contact Signature: \_\_\_\_\_

By signing on the line above, you agree to the terms of this contract. TERMS & CONDITIONS Form must accompany this form.

\*Cancellation Policy: Cancellations must be made via email to [jmunguia@nysac.org](mailto:jmunguia@nysac.org) no later than 30 days before the event. Full payment will be required for any cancellations within 30 days before the event. 25% admin fee will apply to any refunds. Logo and brief company description is due by January 9th.

#### **NOTE: Payment must be received before the event and submitted with this form to:**

2012 NYSAC Legislative Conference  
 Juanita Munguia, Marketing Specialist  
 NYSAC, 540 Broadway, 5th Fl., Albany, NY 12207  
 Phone: 518.465.1473 - Fax: 518.465.0506  
 Email: [jmunguia@nysac.org](mailto:jmunguia@nysac.org)

#### Payment Options

Visa  
  MC  
  AMEX  
  Discover  
  Check

Name on card: \_\_\_\_\_

Acct #: \_\_\_\_\_ Exp. date: \_\_\_\_\_

\*Signature: \_\_\_\_\_ TOTAL: \_\_\_\_\_

# Gold Sponsor Form

**2012 Legislative Conference**  
Jan. 30 - Feb. 1, 2012  
**Desmond Hotel & Conference Center**  
Albany, New York



**NYSAC**  
NEW YORK STATE  
ASSOCIATION OF COUNTIES

### Gold Sponsor Benefits:

- ♦ An opportunity to support the New York State Association of Counties (NYSAC).
- ♦ Listing in the official NYSAC Conference Program.
- ♦ Two complimentary conference registrations for employees of your company, which include attendance at all workshops, plenary sessions, special events and Tuesday lunch meal tickets.
- ♦ Reduced fees for additional employees.
- ♦ \* See exhibitor options form for more details.
- ♦ An evening opening reception will honor our sponsors and exhibitors.
- ♦ Listing in Exhibitor/Sponsor Guide Book.
- ♦ An email from NYSAC to all conference attendees pre and post conference with notification of your company participation at this event.
- ♦ Daily networking breaks in exhibit areas (times will be announced in the conference program).
- ♦ A special badge identifying you and your company as a Gold Sponsor of this event.
- ♦ Corporate identification throughout the conference through signage.
- ♦ A special thanks in NYSAC News Magazine, and on the NYSAC website.
- ♦ Two complimentary county directories (\$150 value).

### \$1,000 Sponsor

One company per sponsorship allowed. Sharing of sponsorship with a representative of another company is strictly prohibited including consultants employed by another company. Sharing of your sponsorship with another company can result in a second sponsorship fee.

Company Name: \_\_\_\_\_  
Please list company as you would like it to appear on all promotional and identification materials

Address: \_\_\_\_\_  
Web Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

What industry are you in? \_\_\_\_\_

\*Contact Signature: \_\_\_\_\_  
By signing on the line above, you agree to the terms of this gold sponsor form & the terms & conditions form.

**List Your Two Complimentary Employees Below: \*All emails are required.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_

**PAYMENT OPTIONS** -  Visa  MasterCard  American Express  Discover  Check

Name on card: \_\_\_\_\_

Account number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_ \* Signature: \_\_\_\_\_

**Please Return Form and Payment to:** 2012 NYSAC Legislative Conference, Juanita Munguia, Mrktg Specialist  
NYSAC, 540 Broadway, 5th Floor, Albany, New York 12207, Phone: 518.465.1473 - Fax: 518.465.0506  
Please forward any questions to Juanita Munguia at [jmunguia@nysac.org](mailto:jmunguia@nysac.org)

**Cancellation Policy:** Cancellations must be made via email to [jmunguia@nysac.org](mailto:jmunguia@nysac.org) no later than 30 days before the event. Full payment will be required for any cancellations within 30 days before the event. 25% admin fee will apply to any refunds.

**NEW! Please note: The TERMS & CONDITIONS form attached, must be signed and sent in with this form in order to process your NYSAC sponsorship.**

**Email your logo (as a .jpg or .tif file) and brief company description with contact information (in a Word file) to [jmunguia@nysac.org](mailto:jmunguia@nysac.org) to appear in the exhibitor/sponsor guide no later than January 9, 2012.**

# Silver Sponsor Form

**2012 Legislative Conference**  
Jan. 30 - Feb. 1, 2012  
Desmond Hotel & Conference Center  
Albany, New York



**NYSAC**  
NEW YORK STATE  
ASSOCIATION OF COUNTIES

### Silver Sponsor Benefits:

- ♦ An opportunity to support the New York State Association of Counties (NYSAC).
- ♦ Listing in the official NYSAC Conference Program.
- ♦ One complimentary conference registration for an employee of your company which include attendance at all workshops, plenary sessions, special events and a Tuesday lunch meal ticket.
- ♦ Reduced fees for additional employees. \*See exhibitor options form for more details.
- ♦ An evening opening reception will honor our sponsors and exhibitors.
- ♦ Listing in the Exhibitor/Sponsor Guide Book.
- ♦ An email from NYSAC to all conference attendees pre and post conference with notification of your company participation at this event.
- ♦ Daily networking breaks in exhibit areas (times will be announced in the conference program).
- ♦ A special badge identifying you and your company as a Silver Sponsor of this event.
- ♦ Corporate identification throughout the conference through signage.
- ♦ A special thanks in NYSAC News Magazine and on the NYSAC website.
- ♦ One complimentary county directory (\$75 value).

### \$500 Sponsor

One company per sponsorship allowed. Sharing of sponsorship with a representative of another company is strictly prohibited including consultants employed by another company. Sharing of your sponsorship with another company can result in a second sponsorship fee.

Company Name: \_\_\_\_\_  
Please list company as you would like it to appear on all promotional and identification materials

Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

What industry are you in? \_\_\_\_\_

\*Contact Signature: \_\_\_\_\_  
By signing on the line above, you agree to the terms of this silver sponsor form & the terms and conditions form.

**List Your One Company Employee Below:** \*All emails are required.

Name/Title: \_\_\_\_\_ Email: \_\_\_\_\_

**PAYMENT OPTIONS** -  Visa  MasterCard  American Express  Discover  Check

Name on card: \_\_\_\_\_

Account number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_ \* Signature: \_\_\_\_\_

**Please Return Form and Payment to:** 2012 NYSAC Legislative Conference  
Juanita Munguia, Marketing Specialist  
NYSAC, 540 Broadway, 5th Floor, Albany, New York 12207  
Phone: 518.465.1473 - Fax: 518.465.0506

Please forward any questions to Juanita Munguia at [jmunguia@nysac.org](mailto:jmunguia@nysac.org)

**Cancellation Policy:** Cancellations must be made via email to [jmunguia@nysac.org](mailto:jmunguia@nysac.org) no later than 30 days before the event. Full payment will be required for any cancellations within 30 days before the event. 25% admin fee will apply to any refund.

**NEW! Please note: The TERMS & CONDITIONS form attached, must be signed and sent in with this form in order to process your NYSAC sponsorship.**

Email your logo (as a .jpg or .tif file) and brief company description with contact information (in a Word file) to [jmunguia@nysac.org](mailto:jmunguia@nysac.org) to appear in the exhibitor/sponsor guide no later than January 9, 2012.

# Platinum Sponsor Form

**2012 Legislative Conference**  
Jan. 30 - Feb. 1, 2012  
**Desmond Hotel & Conference Center**  
Albany, New York



**NYSAC**  
NEW YORK STATE  
ASSOCIATION OF COUNTIES

A Platinum Sponsorship allows you to register for two consecutive Winter and Fall conferences while taking advantage of every benefit we have to offer at our conferences and **SAVE MONEY TOO!**

## Platinum Sponsor Benefits:

- Up to six registrations for each conference for employees of your company including attendance at all workshops, plenary sessions, specials events and up to six sets of meal tickets.
- Exhibit booth at both conferences.
- Breaks and receptions in the exhibit hall for sponsors and exhibitors to network with our county members.
- Up to five County Directories
- A special thanks in the *NYSAC News Magazine* and on the NYSAC website.
- A listing and ad in the NYSAC Conference Program for both conferences
- Corporate identification throughout the conference
- An email from NYSAC to conference attendees informing them of your participation at the event.
- Listing in the Sponsor/Exhibitor Guide

## \$3,500 Sponsor

Website: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Please list your company as you would like it to appear on promotional and identification materials

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

What industry are you in? \_\_\_\_\_

\*Contact Signature: \_\_\_\_\_

By signing on the line above, you agree to the terms of this contract & the terms & conditions form.

The only thing you have to do is fill out this form and fax it back to us. We will call and email you before each conference to arrange your Platinum Sponsor needs.

**PAYMENT OPTIONS** -  Visa  Mastercard  American Express  Discover  Check

Name on card: \_\_\_\_\_

Account number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_ \* Signature: \_\_\_\_\_

**Please Return Form and Payment to:** 2012 NYSAC Legislative Conference  
Juanita Munguia, Marketing Specialist, New York State Association of Counties  
540 Broadway, 5th Floor, Albany, NY 12207  
Phone: 518.465.1473 - Fax: 518.465.0506

Please forward any questions to Juanita Munguia at [jmunguia@nysac.org](mailto:jmunguia@nysac.org)

**Cancellation Policy:** Cancellations must be made via email to [jmunguia@nysac.org](mailto:jmunguia@nysac.org) no later than 30 days before the event. Payment will be required for any cancellations within 30 days before the event. 25% admin fee will apply to any refund.

**NEW! Please note: The TERMS & CONDITIONS form attached, must be signed and sent in with this form in order for your NYSAC sponsorship to be processed.**

**Email your logo (as a .jpg or .tif file) and brief company description with contact information (in a Word file) to appear in the exhibitor/sponsor guide to [jmunguia@nysac.org](mailto:jmunguia@nysac.org) no later than January 9, 2012.**

# Corporate Sponsor Form

**2012 Legislative Conference**  
Jan. 30 - Feb. 1, 2012  
Desmond Hotel & Conference Center  
Albany, New York



**NYSAC**  
NEW YORK STATE  
ASSOCIATION OF COUNTIES

A Corporate Sponsorship allows you to register for two consecutive Winter and Fall conferences, take advantage of every benefit we have to offer at our conferences and advertise with us too!

## Corporate Sponsor Benefits:

- Up to six registrations for each conference for employees of your company including attendance at all workshops, plenary sessions, special events and up to six sets of meal tickets for your employees.
- Exhibit booth at both conferences (preferred placement).
- A special thanks in the NYSAC News Magazine and on the NYSAC website.
- A web link and ad on the NYSAC website.
- Half page black & white ad in the *NYSAC News Magazine*
- An ad in the NYSAC Conference Program for both conferences
- An email from NYSAC to attendees informing them of your participation at the event.
- Corporate identification throughout the conference
- Listing in the Sponsor/Exhibitor Guide
- Up to five County Directories

## \$5,000 Sponsor

One company per sponsorship allowed. Sharing of sponsorship with a representative of another company is strictly prohibited including consultants employed by another company. Sharing of your sponsorship with another company can result in a second sponsorship fee.

Company Name: \_\_\_\_\_  
Please list company as you like it to appear on your materials and identification sign

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

What industry are you in? \_\_\_\_\_

\*Contact Signature: \_\_\_\_\_  
By signing on the line above, you agree to the terms of this contract & the terms & conditions form.

All you have to do is fill out this form and fax it back to us. We will contact you before each conference to arrange your Corporate Sponsor needs.

**PAYMENT OPTIONS** -  Visa  MasterCard  American Express  Discover  Check

Name on card: \_\_\_\_\_

Account number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_ \* Signature: \_\_\_\_\_

**Please Return Form and Payment to:** 2012 NYSAC Legislative Conference  
Juanita Munguia, Marketing Specialist, New York State Association of Counties  
540 Broadway, 5th Floor, Albany, NY 12207  
Phone: 518.465.1473 - Fax: 518.465.0506

Please forward any questions to Juanita Munguia at [jmunguia@nysac.org](mailto:jmunguia@nysac.org)

**Cancellation Policy:** Cancellations must be made via email to [jmunguia@nysac.org](mailto:jmunguia@nysac.org) no later than 30 days before the event. Payment will be required for any cancellations within 30 days before the event. 25% admin fee will apply to any refund.

**NEW! Please note: The TERMS & CONDITIONS form attached, must be signed and sent in with this form in order for your NYSAC sponsorship to be processed.**

**Email your logo (as a .jpg or .tif file) and brief company description with contact information (in a Word file) to appear in the exhibitor/sponsor guide to [jmunguia@nysac.org](mailto:jmunguia@nysac.org) no later than January 9, 2012.**

# NYSAC EXHIBITOR AND SPONSOR TERMS AND CONDITIONS

## 2012 Legislative Conference Exhibitors-

Companies/Agencies are required to submit an exhibitor form and exhibitor options form with these terms and conditions, signed. By submitting said forms, you agree to the terms stated therein. Additionally, you acknowledge that once you submit said forms, your company is responsible for any fees incurred before and during the event whether or not employees of your company attend this event. **Payment is due immediately upon receipt of invoice** unless you have received your first invoice just 15 days before the event, payment is due no later than 30 days after the event. NYSAC reserves the right to resell and reassign space if exhibitor fails to pay for exhibit on or before the first day of the event. If you must cancel your booth reservation or any other fees incurred, you must follow the instructions on the exhibitor form referring to NYSAC's cancellation policy. Cancellation of your hotel room does not cancel your NYSAC exhibitor package nor does cancelling your exhibitor package cancel your hotel room. You must cancel both separately. The sizes of exhibit booths available are listed on your exhibitor form. If you should bring a display that does not fit in your booth space, neither NYSAC nor the venue is responsible to accommodate your display. NYSAC reserves the right to decline or prohibit any exhibit or part of any exhibit, or prohibit or restrict any activity or conduct within the exhibit area which, in its opinion, is not appropriate or would cause NYSAC to be in violation of its contract with the hotel. Exhibitors shall not sponsor or hold an event for attendees at any time when conference program events are taking place. All of your company employees must be registered either before or during the event. Your package includes a total of four registrations and to register additional employees, please see the exhibitor options form. Additional employees are \$75 each. Only employees of your company/agency can register under your exhibitor package. Only one company can be registered under a single exhibitor package. All private sector representatives must register their own company/agency under their own exhibitor or sponsorship package unless their company is a NYSAC Associate Member and therefore, Associate Members can register via the member county official registration form. It is your company/agency's responsibility to arrange for delivery and shipping with the venue. NYSAC is not responsible for handling exhibitor equipment. Usage of any equipment that disturbs the event such as, but not limited to, microphones, bullhorns, etc. is strictly prohibited. The contact person listed on your exhibitor form is responsible for reviewing all correspondence, invoices/confirmations and distributing all event information to their registered employees. Your contact person is designated to contact the NYSAC Marketing Specialist for any and all event needs unless otherwise stated.

## 2012 Legislative Conference Sponsors-

Companies/Agencies are required to submit a sponsor form with these terms and conditions, signed. By submitting said form, you agree to the terms stated therein. Additionally, you acknowledge that once you submit said form, your company is responsible for any fees incurred before and during the event whether or not employees of your company attend this event. **Payment is due immediately upon receipt of invoice** unless you have received your first invoice just 15 days before the event, payment is due no later than 30 days after the event. If you must cancel your sponsorship or any other fees incurred, you must follow the instructions on your sponsor form referring to NYSAC's cancellation policy. Cancellation of your hotel room does not cancel your NYSAC sponsorship package nor does cancelling your sponsorship package cancel your hotel room. You must cancel both separately. NYSAC reserves the right to prohibit or restrict any activity or conduct within this event, in its opinion, is not appropriate or would cause NYSAC to be in violation of its contract with the hotel. Sponsors shall not hold an event for attendees at any time when conference program events are taking place. Only employees of your company can attend under your sponsorship package. All of your company employees must be registered either before or during the event. Your sponsorship package includes a total of registrations stated on your sponsorship form and to register additional employees, please see the exhibitor options form. Additional employees are \$75 each. Only one company can be registered under a single sponsorship package. All private sector representatives must register their company/agency under their own exhibitor or sponsorship package unless their company is a NYSAC Associate Member and therefore, Associate Members can register via the member county registration form. Usage of any equipment that disturbs the event such as, but not limited to, microphones, bullhorns, etc. is strictly prohibited. The contact person listed on your sponsor form is responsible for reviewing all correspondence, invoices/confirmations and distributing all event information to their employees. Your contact person is designated to contact the NYSAC Marketing Specialist for any and all event needs unless otherwise stated.

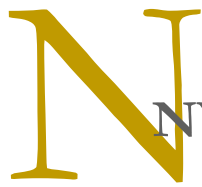
By signing this form, I understand and agree to the terms of participation.

Print Company Name: \_\_\_\_\_

X

\_\_\_\_\_  
Exhibitor/Sponsor Authorized Signature Required  
To Process Your Booth or Sponsorship Package.

\_\_\_\_\_  
Date



## NYSAC 2012 Legislative Conference

January 30 - February 1, 2012  
The Desmond, Albany, New York

### Conference Overview

This year's Legislative Conference will include a broad array of timely programs and sessions designed to support the day-to-day efforts of county officials struggling to balance dwindling budgets and an ever changing landscape of issues.

NYSAC has developed a comprehensive program of workshops, plenary sessions, training programs and networking opportunities to help county officials explore solutions and share new approaches to a path towards better times for county government.

### Conference Objectives

- **LEARN** about what other counties are doing to manage during austere times.
- **PARTICIPATE** in a variety of key workshops on topics essential to efficient county government.
- **COMMUNICATE** with your counterparts from across the state and build a strong connection for regional and state-wide support.
- **SHARE** your counties' concerns face-to-face with private sector representatives, opening a productive dialogue for public/private sector partnerships that can create new efficiencies in your county.

### Who Should Attend

- Legislators/Supervisors
- County Executives
- County Chairs of Legislative Boards
- County Administrators
- County Clerks
- Clerks of Legislative Boards
- Finance & Budget Officers
- County Attorneys
- Personnel Officers
- Department Heads
- All Employees of County Government
- State and Federal Representatives
- Private Companies that wish to network with County Officials by becoming an Exhibitor or Sponsor

### 4 Convenient Ways to Register!

- **ONLINE—Preferred Method!**  
(County Officials ONLY)  
<https://www.regonline.com/nysaclegconf2012>
- **FAX**  
NYSAC Registration Form (to NYSAC)  
(518) 465-0506  
  
Hotel Reservation Form (to Desmond)  
(518) 869-7659
- **MAIL**  
NYSAC, 540 Broadway, 5th Floor  
Albany, NY 12207
- **ONSITE**  
You may register as a walk-in on site at any time throughout the Conference at



# AGENDA

## NYSAC 2012 LEGISLATIVE CONFERENCE

### Monday, January 30th

- 8:30am-7:00pm Registration
- 9:30am-5:00pm *Orientation for Newly Elected County Officials*
- 10:00am-11:30am **NYSAC Standing Cmt. Mtgs. (Track I)**  
Native American Affairs  
Economic Development, Environment & Rural Affairs  
Taxation & Finance  
Public Health/Mental Health  
Transportation & Public Works
- 11:30am-1:00pm **NYSAC Standing Cmt. Mtgs. (Track II)**  
Children with Special Needs  
Medicaid & Human Services  
Public Employee Relations  
Public Safety  
Intergovernmental Relations
- 1:00pm-2:00pm NYSAC Blue Ribbon Task Force on the Future of Farming
- 1:00pm -2:00pm NYSAC Standing Committee Luncheon
- 1:00pm-7:30pm Exhibits Open
- 2:00pm-3:00pm NYSAC Legislative Committee Meeting
- 2:00pm-3:15pm **Workshop Session I**
- 2:00pm-5:00pm NYSAC Board of Directors Meeting
- 3:15pm-6:00pm Resolutions Committee Meeting
- 3:15pm-3:45 pm Coffee Break in Exhibit Hall
- 3:45pm-5:00pm **Workshop Session II**
- 5:00pm-6pm NYMIR Member Reception
- 6:00pm-7:00pm Reception Honoring NYSAC Exhibitors & Sponsors
- 7:00pm-9:00pm NYSAC Dinner Banquet

### Tuesday, January 31st

- 7:00am-5:00pm Registration
- 7:30am-5:00pm Exhibits Open
- 7:30am-8:45am General Breakfast
- 8:45am-10:15am **Opening General Assembly**
- 10:15am-10:45am Coffee Break in Exhibit Hall
- 10:45am-Noon **Workshop Session III**
- Noon-1:30pm NYSAC Business Meeting Part I  
Legislative Luncheon
- 1:30pm-2:00pm Time to Visit Exhibit Hall
- 2:00pm-3:15pm **Workshop Session IV**
- 3:15pm- 3:45pm Coffee Break in Exhibit Hall
- 3:45pm-5:00pm Joint Meeting:  
County Executives,  
County Chairs of Legislative Brds,  
County Administrators
- 3:45pm-5:00pm **Workshop Session V**
- 5:30pm-6:30pm **NYSAC Reception Sponsored by  
*The Desmond***

### Wednesday, February 1st

- 8:00am-9:00am General Breakfast
- 8:00am-9:00am Joint Intercounty Breakfast
- 9:00am-10:30am NYSAC Business Meeting: Part II  
Resolutions  
Closing General Assembly: *Mandates*



# G GENERAL INFORMATION

## Important Deadlines

### **HOTEL RESERVATION**

#### **DEADLINE - JANUARY 13th**

(or until the Conference room block is sold out)

PLEASE FAX YOUR HOTEL FORM DIRECTLY TO THE DESMOND AT 518.869.7659.

### **CONFERENCE PRE-REGISTRATION**

#### **DEADLINE - JANUARY 23rd**

(please register at the Conference registration desk as a walk-in after this date.)

### **REGISTRATION CANCELLATION DEADLINE - JANUARY 23rd**

Paid registrations cancelled PRIOR to Jan. 23rd will be refunded and subject to a 25% administrative fee. Cancellations made after this date cannot be refunded.

## Hotel Accommodations

A block of rooms has been reserved at The Desmond in Albany, NY. To make a hotel reservation, please complete the enclosed hotel reservation form and return it **DIRECTLY TO THE HOTEL**. **SPACE IS LIMITED!** Rooms will be sold on a first come, first served basis, so make sure to send in your hotel forms as early as possible to assure that you get a room. The deadline for hotel reservations is January 13th. It is important to note that the deadline does not mean that you are assured a room if you register before this date. The deadline means that our room block is being held until this date. Remember that the room block can sell out **before** the deadline so please don't wait to send in your hotel forms. If you need to cancel your hotel reservation once registered, please do so directly with the hotel. NYSAC cannot process hotel arrangements.

### **HOTEL RATES INCLUDE MEALS!**

## Registration Fees

### **Full Conference Registration - \$ 185**

Includes participation at all workshops, plenary sessions, exhibit hall, receptions and coffee breaks on Monday through Wednesday. (Please note that this registration rate does not include meals. Meals are part of the hotel package rate OR you may purchase a la carte meal tickets at our registration desk.)

### **One-Day Registration - \$ 125**

Includes participation at all workshops, plenary sessions, exhibit hall, receptions, and coffee breaks on ONE DAY ONLY. Please note that we cannot combine partial days into a one day fee. (Please note that this registration rate does not include meals. Meals are part of the hotel package rate OR you may purchase a la carte meal tickets at our registration desk.)

## Hotel/Meal Packages

NYSAC conferences offer what is known as a FULL AMERICAN PLAN hotel package rate. A Full American Plan includes both MEALS and HOTEL ACCOMMODATIONS.

### **PACKAGE 1 Arrival 1/30 Depart 2/1**

Hotel room for Monday and Tuesday nights  
Monday lunch, dinner –Tuesday breakfast, lunch -  
Wednesday breakfast, gratuities

### **PACKAGE 2 Arrival 1/30 Depart 1/31**

Hotel room for Monday night only  
Monday lunch, dinner –Tuesday breakfast, lunch,  
gratuities

### **PACKAGE 3 Arrival 1/31 Depart 2/1**

Hotel room for Tuesday night only  
Tuesday breakfast, lunch- Friday breakfast, gratuities

# Educational Credits . Sponsor Opportunities . Newly Elected Orientation .

## Earn Dennis A. Pelletier County Government Institute Credits at the Legislative Conference!



The Dennis A. Pelletier County Government Institute is a structured educational program designed for elected and appointed county officials. It is designed to make county officials more knowledgeable of the issues and better prepared to find ways to address them in a cooperative manner. A Certificate of Achievement is awarded to each county official who completes the Institute's course requirements.

To obtain a certificate of achievement from the Pelletier Institute, registrants must enroll in the Institute and complete 34 credits of instruction. Classes are offered at NYSAC conferences and other events throughout the year. The Pelletier Institute is also expanding the use of on-line sessions to bring courses right to your desktop. To obtain a certificate, participants must complete 20 credits in required "core" courses, 11 credits awarded for elective sessions and four continuing education credits.

Look for the Dennis A. Pelletier County Government cap and diploma symbol in the workshop program to find out which of our conference workshops are eligible for earned credits.

## Private Sector Registration, Sponsorship & Exhibitor Opportunities

Private sector companies wishing to expand their customer base and raise awareness of their products and services among county government officials can greatly benefit from supporting the conference as a sponsor or exhibitor. NYSAC offers a broad range of sponsorship levels to meet your needs. Some of the benefits of sponsorship or exhibiting include:


- Recognition of your company through signage, program listings, and sponsor and exhibitor guides.
- Networking opportunities at receptions, meals, workshops and plenary sessions.
- Unprecedented access to county decision makers.

Complete details and registration forms regarding sponsorship and exhibiting opportunities can be found at [www.nysac.org](http://www.nysac.org) or by contacting Marketing Specialist Juanita Munguia at [jmunguia@nysac.org](mailto:jmunguia@nysac.org). Don't miss this unique opportunity to get the word out about your


Welcome  
Newly  
Elected  
County  
Officials!


The Dennis A. Pelletier County Government Institute is once again pleased to offer a special *ORIENTATION FOR NEWLY ELECTED AND APPOINTED COUNTY OFFICIALS*. The session will provide new county officials or existing county leaders an opportunity to refresh their knowledge with an overview of the complex issues they will face as county leaders. Basic instruction on the duties and responsibilities of county officials, county organizational structures, government ethics, adopting the county budget, open meeting law requirements, the state legislative process and a description of the issues confronting counties in the year ahead will be included in this orientation session. There is a separate \$50 registration fee for participation in this session in addition to the NYSAC conference fee. Lunch, breaks and materials are included. (*see conf. registration for details*)


# Workshops


**Dennis A. Pelletier County Government Institute Orientation for Newly Elected & Appointed County Officials**  The Pelletier Institute orientation program, a joint presentation of NYSAC and Cornell University, provides new county officials or existing county leaders looking to refresh their knowledge, with an overview of the complex issues they will face as county leaders. Basic instruction in the duties and responsibilities of county officials, county organizational structures, government ethics, adopting the county budget, open meeting law requirements, the state legislative process and a description of the issues confronting counties in the year ahead will be included in this orientation session. There is a separate \$50 registration fee for participation in this session in addition to the NYSAC conference fee. Lunch, breaks and materials are included. **Monday, 1/30, 9:30am-5pm**

**Meeting of Many Minds! Statewide EI and Pre K Consortium** Members of the Capital Region Early Intervention Preschool/EI Coordinators (CEIPAC), the Downstate Early Intervention Coordinating Officials (DECCO) and the Early Intervention West (EI West) groups will come together for the first time to discuss the statewide impacts of New York State policy, regulatory and fiscal proposals affecting the county Early Intervention and Preschool Special Education programs. **Monday, 1/30, 2pm-3:15pm Part 1, 3:45pm-5pm Part 2**

**Complete Streets: Coming To a Street Near You?**  More than 22 percent of total traffic deaths in New York State are pedestrians, almost double the national average. For older adults, the numbers are even more startling. Complete streets are designed to enable all people, including pedestrians, bicyclists, motorists, and public transportation users of all ages and abilities, to get around their communities safely. This session will discuss the recently passed state Complete Streets Law and the implications this law will have on counties. **Monday, 1/30, 2pm-3:15pm**

**Using What You've Got: How Planning Can Support Your County**  County governments are trying to do more with less. Despite local budgetary constraints, planning departments have the capacity to help your county. From preparing grant applications, to emergency management plans to coordinating economic development projects, planning departments are a one-stop shop for a variety of important projects. This panel will discuss how counties are using their planning offices to support their counties through tough times. **Monday, 1/30, 2pm-3:15pm**

**County Responsibilities in New York's Health Insurance Exchange**  As with many things in New York, something that appears to be a federal and state responsibility will inevitably require county government involvement. Under federal health reform New York has decided to operate a state controlled health insurance exchange that will help New Yorkers find affordable health insurance; but it will also enroll people in Medicaid, Family Health Plus or CHIP. Find out what New York's health insurance exchange may look like, what it is intended to do, and the likely role counties will play in bringing the new system on line. **Monday, 1/30, 2pm-3:15pm**

**Ethics In Government**  This session will provide an overview of the codes of conduct and other related legal requirements of county elected and appointed officials under state and local ethics laws, policies and procedures. The session will describe state and local laws governing gifts and inducements, conflicts of interest, financial disclosure requirements, operations of county ethics boards and other areas relating to integrity in government. This session is one of the core course requirements under the Dennis A. Pelletier County Government Institute (4 credits awarded). **Monday, 1/30, 2pm-5pm**

# Workshops

**Hey, Hey, Good Buy! - Finding MEGA Value for Your County** Counties get inundated with offers for "low cost energy" but how do you know the deals from the scams? The MEGA program has been working for counties for nearly two decades and continues to help save counties money on their energy bills. Join us for this workshop where we review the basics of MEGAs program and show you how MEGA helps local governments avoid costly mistakes when purchasing energy. *Monday, 1/30, 3:45pm-5pm*

**Tapping the Value of Agriculture in your Community** From upstate processing facilities to downstate markets like Hunts Point in the Bronx, agriculture connects New Yorkers from across the State. Incorporating agriculture into local economic development efforts is critical to the future of New York farms. Join us for this panel discussion to hear how counties are discovering new ways to tap the true value of agriculture to ensure the long term economic viability of their communities. *Monday, 1/30, 3:45pm-5pm*

**Indigent Defense Services and Funding** William J. Leahy, the Director Office of Indigent Legal Services, will break down the current status of indigent legal defense requirements, options and funding as well as what changes he anticipates in the upcoming year. This workshop will help your county prepare and budget for indigent defense costs though this and next year and will train your county on strategies that could provide the same or better services for lower county costs. *Monday, 1/30, 3:45pm-5pm*

**Media Relations and County Communications** In our hyper-connected society, there are more ways than ever to communicate with your constituents, the public and the media. And with the changes taking place at every level of government, effective public service requires more effective communication strategies. This session will address today's communication channels that county government leaders are using to reach different audiences. *Monday, 1/30, 3:45pm-5pm*

**Change Management for County Leaders** As a result of the property tax cap and broader economic weakness, county leaders are making changes to the way needed public services are being delivered. But change at the individual and organizational level is not easy. This session will address how change management strategies and tactics can help counties restructure operations and services. *Tuesday, 1/31, 10:45am-12pm*

**Taking Deadbeat Properties to the Bank!** Vacant, abandoned, and tax-delinquent properties can scar a community and hinder economic development. In this workshop, representatives from Empire State Development will explain how your county can create a land bank to help return blighted properties to productive use and revitalize your county's economy. *Tuesday, 1/31, 10:45am-12pm*

**The Eye of the Storm: Lessons Learned from Tropical Storms Irene and Lee – Impacts on Public Safety, Transportation and Public Infrastructure – Part 1 of 2** Tropical Storms Irene and Lee had devastating effects on many counties. Join us for this dynamic panel to discuss what happened during these storms, what counties learned, and how we can use these lessons to plan for the future. *Tuesday, 1/31, 10:45am-12pm*

**What Counties Need to Know About the 2012-13 State Budget** The State of New York continues to face significant fiscal challenges. The State budget shortfall for next year could reach \$3.5 billion and will grow each year thereafter. Multi-year solutions used in the State's current budget will make closing next year's gap more difficult. A review of Governor Cuomo's Executive Budget Recommendation will provide insight into how the state budget will impact counties. *Tuesday, 1/31, 10:45am-12pm*

# Workshops

## Get the Skinny for Your County: National Public Health Accreditation

This workshop will provide information regarding how your county can achieve National Public Health Accreditation. National public health accreditation provides consistent standards so that people have access to the same range and quality of services, despite their location. It also helps maximize dwindling resources by encouraging strategic investments to improve people's health, demonstrates accountability to residents and elected officials, and spurs innovation as counties and their local health departments work to meet their communities' needs. **Tuesday, 1/31, 10:45am-12pm**

## Turning Leadership Qualities into Leadership Actions

In this session, keynote presenter David Rabiner will take the next step from his keynote presentation, "The New Normal in Leadership," and show us how to take the idea of leading better – and change that idea into effective leadership acts! **Tuesday, 1/31, 2pm-3:15pm**

**The Eye of the Storm: Lessons Learned from Tropical Storms Irene and Lee: Impacts on Public Health and Primary Care, PART 2 of 2** The recent natural disasters to hit New York State taught us that emergent situations require, among many things, a specific attention to public health and primary care. This session will focus on the multiple roles local departments of health during Irene and Lee, as well as the lessons learned about how counties' role in primary care is essential to recovery efforts. **Tuesday, 1/31, 2pm-3:15pm**

## Working for a Living: Getting NY Open for Business

Regional economic development efforts are focusing on strategic plans to grow local economies. The goal: make New York State a great place to do business. Join us for this session to hear the latest from the regional councils, including statewide, regional and local efforts to create jobs, stimulate economic growth, and get New York open for business. **Tuesday, 1/31, 2pm-3:15pm**

## To Meet the Cap...Or Not Meet the Cap – Property Tax Cap Implementation Update

At the NYSAC Fall Seminar we heard from counties on the difficult choices they would have to consider in order to comply with the property tax cap in 2012. Now we will hear how counties actually managed their budgets in the first year of the property tax cap, what the future holds, and how important relief from state imposed mandates will be in order to make the cap workable for county taxpayers. **Tuesday, 1/31, 2pm-3:15pm**

## Understanding the Real Property Tax System

Few issues capture the attention of county constituents like property taxes and their impact on their household budgets. Terms like Equalization Rates, Assessed Value, Tax Abatements, Exempt properties, and circuit breakers are frequently used in discussions concerning property tax reform. But what do they all mean? Participants will learn the basic fundamentals on how real property values are assessed, how rates are determined, and receive definitions of the terms most commonly used in describing the real property tax system from experts in the field. Participants will receive an introduction to the real property tax system created by State law and implemented by local real property tax professionals. **Tuesday, 1/31, 2pm-3:15pm**

## Public Sector Labor/Management Relations

During this session, participants will learn about the unique labor/management relationships existing in county government as established under New York State law. Seminar participants will learn about the requirements of the Civil Service Law, New York State's Taylor Law, the operations and responsibilities of the Public Employment Relations Board (PERB), and procedures mandated under other relevant state statutes. This session is one of the core course requirements under the Dennis A. Pelletier County Government Institute. (4 credits) **Tuesday, 1/31, 2pm-5pm**

# Workshops

## **Veteran Services- An Imperative County Service that Benefits Veterans and the Community**

Counties provide many essential services to their community, perhaps none are as essential as Veteran Services. This workshop delivers facts about what steps County Veteran Service Departments are taking to help those men and women that have returned home after serving our country. This workshop will highlight the challenges veterans face when they return home as well as provide idea sharing on how to improve your county's veteran services. **Tuesday, 1/31, 3:45pm-5pm**

## **Helping Your Constituents Go Green: Clean Energy Funding for Your Constituents**

Energy efficiency funding is available through a variety of sources, but where can residents go for information on their options? From incentives offered by utilities, to federal tax credits, there is money available for energy efficiency projects-if you know where to find it! Join us for a panel discussion to learn about how counties are connecting their residents with the right programs and funding for energy efficiency projects for residential properties, businesses and beyond. **Tuesday, 1/31, 3:45pm-5pm**

## **When Kids Commit the Crime, Should They Do the Time?**

The Office of Court Administration has recently proposed changing the age of criminal responsibility in New York to make 16 and 17 year olds no longer treated as adults for certain crimes. OCA has selected some counties as pilots to test this new proposal. Join us for the panel where we will hear about the programs these pilot counties are running and the various effects such a change would have on DA's, local law enforcement, the courts and probation departments. We will discuss the ramifications of such a change, including the pros and cons for counties. **Tuesday, 1/31, 3:45pm-5pm**

## **Sharing Technology Resources: Tools for Sharing and Integrating Technology**

This session will provide an update on county information technology sharing

and procurement. **Tuesday, 1/31, 3:45pm-5pm**

## **You Want Me to Do What? How State Mandates Impact Your Budget**

Over many decades, public policy in New York has not always been developed with a clear and complete understanding of how much a program may cost or how big it may become. In some instances the state immediately sought a county contribution to lower their cost of providing a statewide service, in others the local sharing requirement was added later. State mandates on local government are not easily defined and they have become increasing burdens for counties. Find out just how expansive this practice has become and what it means for county budgets and

NYSAC extends a special "Thank You" to the following affiliate organization:

**New York State Association of County Health Officials**  
for co-sponsoring the health issues track featured at this conference.



# HOTEL RESERVATION FORM

Fax or Mail this for to HOTEL  
Please DO NOT MAIL TO NYSAC

**Reservations will only be accepted via mail or fax until Jan. 13th or until sold out:**

## NYSAC 2012 Legislative Conference Hotel Reservation Form

The Desmond Hotel Reservation Manager, 660 Albany– Shaker Road, Albany, NY 12211

Fax: Reservation Manager: (518) 869.7659

**Fax**  
**518.869.7659**

**FAX OR MAIL THIS FORM TO THE DESMOND!**

Name \_\_\_\_\_

Address \_\_\_\_\_ County/Company \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email REQUIRED \_\_\_\_\_

## Hotel Packages (Please Check ✓ Package Choice)

**Package 1 Monday Arrival 1/30 Wednesday Departure 2/1**  
Single \$474/ per person Double Share \$330/ per person  
*Includes room on Monday & Tuesday Nights, Monday Lunch/Dinner, Tuesday Breakfast/Lunch, Wednesday Breakfast, Gratuities*

**Package 2 Monday Arrival 1/30 Tuesday Departure 1/31**  
Single \$295/ per person Double Share \$223/ per person  
*Includes room on Monday Night, Monday Lunch/Dinner, Tuesday Breakfast/Lunch, Gratuities*

**Package 3 Tuesday Arrival 1/31 Wednesday Departure 2/1**  
Single \$228/ per person Double Share \$156/ per person  
*Includes room on Tuesday Night, Tuesday Breakfast/Lunch, Wednesday Breakfast, Gratuities*

### Early Arrival - Sunday January 29, 2012

Single \$135/ per person     Double Share \$75/ per person (\$150 total for Double Room)

To ensure our conference is ADA accessible to all, please indicate if you require special assistance. IF YES, please specify:

\_\_\_\_\_

### HOTEL DEPOSIT: YOU WILL NEED TO GUARANTEE YOUR RESERVATION WITH A CREDIT CARD OR AN ADVANCED DEPOSIT.

Enclosed is my advance deposit of \$110, made payable to the Desmond Hotel and Conference Center.

Please guarantee my reservation to my credit card, I have authorized charges with my signature.

Cardholder's Name \_\_\_\_\_ Signature \_\_\_\_\_

Credit Card Type \_\_\_\_\_ Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_/\_\_\_/\_\_\_

Roommate Name (if Double Share) \_\_\_\_\_

Cardholder's Address \_\_\_\_\_

Cardholder's Phone \_\_\_\_\_ Guest Arrival Date \_\_\_/\_\_\_/\_\_\_ Guest Departure Date \_\_\_/\_\_\_/\_\_\_

### PLEASE READ THE FOLLOWING FOR IMPORTANT HOTEL INFORMATION

- **Hotel reservation must be received by January 13, 2012** after which time the room block will be released and reservations will be accepted based on availability. **Please note that the room block CAN sell out prior to the cut off date so register early to ensure a room in the hotel. NYSAC encourages you to make your reservation as soon as possible to avoid any inconvenience.**
- Room reservations at the Desmond are on a first come, first served basis.
- Check-in time is 4:00 pm. Guest room availability cannot be guaranteed before that time. Please confirm date of departure at check-in to avoid an early departure fee of \$25.00. Please present the hotel with a tax-exempt certificate upon registration.
- Checkout is 12 noon. Upon checking out, please pay the hotel directly by cash, check, credit card or county voucher. For your convenience, The Desmond will provide a room for storing your luggage.
- Hotel Confirmation will be sent by the Desmond Hotel as an acknowledgement of your reservation within 2 weeks of receipt of the form and once the credit card deposit is confirmed or payment is received. Please bring your confirmation to the hotel for prompt check-in.
- **If for any reason you need to cancel your reservation with the Desmond, please be sure to notify The Desmond (518)869-8110 DIRECTLY, 72 hours prior to arrival to avoid being charged for the room. If the Desmond is not contacted directly the registrant is responsible for all hotel charges. Please note that NYSAC cannot accept hotel cancellations. You may cancel this reservation 72 hours prior to your check-in date without charge. Should you fail to arrive or cancel after 72 hours prior to the check-in date, you will be charged the entire package. In the event you need to leave or change your reservation once registered, the entire value of the package will be charged.**