



9th Annual Over 50 Fair

Sunday, September 30, 2018 10 a.m. – 4:30 p.m.
Long Island Hilton/Huntington – 598 Broad Hollow Road, Melville
516-621-1446 www.Over50Fair.com

Company or Organization Name (how you wish to be listed on the website and in the program book): _____

Contact Name: _____

Office #: _____ Cell #: _____ Please asterisk (*) which is to be printed.

E-mail: _____ Website: _____

Street Address (indicate if we should not print): _____

City: _____ State: _____ Zip Code: _____

CLASSES

Please indicate your first, second, and third choice of time slots:

[] 10:30–11:15 [] 11:30–12:15 [] 12:30–1:15 [] 1:30–2:15 [] 2:30–3:15 [] 3:30–4:15

Smaller Room (capacity 30) \$225

Larger Room (capacity 60) \$300

Screen + \$ 65*

**Note: screen cost may increase if added after August 23, 2018.*

Please indicate if you are interested in pricing for use of a projector, laptop or other A/V equipment.

Title of your Presentation: _____

Name(s) of Speakers: _____

By August 23, 2018, please send a 50-70 word description plus .jpg of your headshot or logo.

Purchase an Exhibitor Space and either a Class Space or Rent a Room and deduct \$50 from your total.

RENT A ROOM (Not available currently for financial services/insurance)

Please indicate your preference:

	Smaller Room	Larger Room	Screen*
<input type="checkbox"/> Full day 10:00 – 4:30	<input type="checkbox"/> \$700	<input type="checkbox"/> \$975	<input type="checkbox"/> +\$130
<input type="checkbox"/> Half Day	<input type="checkbox"/> \$450	<input type="checkbox"/> \$650	<input checked="" type="checkbox"/> + \$ 65
<input type="checkbox"/> 10:00 – 1:00 (must be out by 1:15)	<input type="checkbox"/> 1:30 – 4:30 (may not enter until 1:15)	<input type="checkbox"/> No preference	

**Note: screen cost may increase if added after August 23, 2018.*

Please indicate if you are interested in pricing for use of a projector, laptop or other A/V equipment.

How will you be using this space? Title? Description? _____

Name(s) of Speaker(s): _____

EXHIBITOR SPACES – Please see draft map online for important information regarding location of Exhibitor spaces.

Note that if rear pipe and drape is not purchased/included, you may not hang a sign or banner at the rear of your booth.

501(c)(3) non-profits, please call for discounted rate.

<u>Ballroom</u>		<u>Rear Pipe and Drape</u>	<u>Rear Pipe and Drape and Side Rails</u>
<input type="checkbox"/> 6 x 6 ft. Table Space ("blue")	\$500	included	<input type="checkbox"/> +\$50
<input type="checkbox"/> 6 x 6 ft. Corner Table Space ("emerald")	\$600	included	<input type="checkbox"/> +\$50
<input type="checkbox"/> 6 x 6 ft. Wall Table Space ("denim")	\$600	<input type="checkbox"/> +\$50	<input type="checkbox"/> +\$85
<input type="checkbox"/> 10 x 10 ft. Wall Table Space ("turquoise")	\$900	<input type="checkbox"/> +\$70	<input type="checkbox"/> +\$100

Gateway

<input type="checkbox"/> 6 x 6 ft. Table Space ("gray")	\$450	<input type="checkbox"/> +\$50	<input type="checkbox"/> +\$85 (not recommended)
<input type="checkbox"/> 6 x 8 ft. Table Space ("orange")	\$650	<input type="checkbox"/> +\$50	<input type="checkbox"/> +\$85
<input type="checkbox"/> 10 x 8 ft. Table Space ("peach")	\$900	<input type="checkbox"/> +\$70	<input type="checkbox"/> +\$100
<input type="checkbox"/> Large Trapezoidal Table Space ("violet")	\$1100	please call to discuss	please call to discuss

Location at Over 50 Fair's discretion – Over 50 Fair will select a location for you

Half of a 6' table \$300

Standard Electric +\$50 "Dog House" Electric +\$200

WiFi (preferred) I will pay the Huntington Hilton directly on September 30, 2018 by mobile device. Please send me the instructions for their \$18 payment.

WiFi \$30 paid to Over 50 Fair including \$12 service charge to Huntington Hilton and Over 50 Fair

Table Representatives' Names (max. 2): _____

Product(s) or Service(s) you will be Promoting/Selling: _____

Will you be offering anything free at your booth (health screenings, chair massage, etc.)? _____

Categories my business fits into: Chiropractic/Wellness Medical Dental Food*

Health/Wellness/Beauty Products Housing/Living Arrangements Financial

Insurance/Legal Exercise/Hobbies/Travel Self-Improvement Other: _____

**If food is sold or sampled, it must be individually packaged.*

PROGRAM BOOK ADVERTISING:

10% DISCOUNT on all ads purchased in addition to a Class, Rent a Room or Exhibitor Space until July 31, 2018.

- Business card B/W ad \$ 35
- Quarter page B/W ad \$ 65
- Half page B/W \$ 125 Color \$ 250
- Full page B/W \$ 225 Color \$ 450
- Inside Cover - Color \$ 800
- Back Cover - Color \$ 1000
- I am sending a printed (paper) ad instead of .jpg
 - +\$5 for business cards
 - +\$10 all larger ads

For best results, all ads should be submitted in print quality .pdf or high quality .jpg format. Attendees, Exhibitors, Speakers and Sponsors will receive a copy of the Over 50 Fair Program Book. Please send ads by August 23, 2018 to **Barbara@Over50Fair.com**

ITEMS IN EVENT BAGS

We will put your personalized pen, flyer, business card or other give-away into all Event Bags. Sure to be seen by all!

\$400

SPONSORSHIPS:

*** All Sponsors will be included in our Advertising, Press Releases and more ***

- Event Bag Sponsor \$1500 Have your logo imprinted onto our Event Bag. Includes Items in Event Bags
- Gateway Main Sponsor \$1000 A large sign in the Gateway with your name/logo
- Gateway Sponsor \$750 A small sign in the Gateway with your name/logo
- Website Sponsor \$500 We will add your logo to every page of our website as a Sponsor

INFORMATION TABLE

We will put your items onto a shared, unmanned table in a central location. A great option for all, especially those who cannot attend.

- Up to 300 flyers, business cards, postcards, or tri-folds (one page maximum) – same item \$25
- Up to 300 catalogs, brochures, or other non-paper items including samples – same item \$50

RAFFLES:

I will donate a raffle prize(s) to benefit The INN (Interfaith Nutrition Network), a 501c3 charity. Items received by August 31, 2018 may be listed in the program book. If so, please list (truly free items only, please):

Total Payment Enclosed: \$ _____

It is hereby agreed that the undersigned will abide by the rules and regulations in this agreement. Acceptance of this application by or on behalf of the Over 50 Fair shall constitute a contract.

Signature: _____

Make check/money order to: Over 50 Fair LLC. \$35 returned check fee.

Mailing Address: Over 50 Fair, P.O. Box 312, Roslyn Heights, NY 11577-0312.

Or, pay online at www.Over50Fair.com and use your credit card or Paypal account.

Over 50 Fair LLC (dba Over 50 Fair) is a for profit company.

Additional Details

Refund policy: All costs are subject to change without notice. All sales are final. There are no refunds for any reason (including cancellation by Payor/Exhibitor/Speaker), but substitutions are allowed with permission.

Event Location: Hilton Long Island/Huntington (AKA Huntington Hilton), 598 Broad Hollow Road, Melville, New York, just over a mile south of the Long Island Expressway.

Video/Photo Release: The Over 50 Fair reserves the right to video and photograph portions of each lecture and the Exhibitor areas for use in promoting our future events.

Speakers: Podiums may be available for your use in select classrooms. Please indicate above if you wish to reserve a screen. Screens reserved at a later date may incur an additional fee. If you require any other equipment, such as a projector or laptop, contact the Over 50 Fair for pricing information. Speaker agrees to provide Over 50 Fair with a photo/logo for use on signage plus 50-70 word description of their class for publication in the Over 50 Fair program book. **Speakers are required to check in at the Registration Desk at least 30 minutes prior to their Classroom time. Failure to do so may result in a substitute Speaker without refund.**

Exhibitors: Booth spaces include either one or two 6-foot tables and tablecloths plus two chairs. Items may be sold (no alcohol or tobacco products or any products not legal to sell in the state of New York), samples may be distributed, and funds may be solicited in your space. All distribution or solicitation is fully restricted to the confines of your space (e.g. 6 ft. x 6 ft.). Exhibitors will be listed on our website, our Exhibitor map, and in the program book with contact information if submitted by deadline. A paper sign will be at each Exhibitor's space for identification purposes.

Exhibitors are advised to bring a power cord if electric has been purchased.

Display: No signs or decorative materials may protrude into the aisle or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageway, lobby or exits leading to any fire extinguishing devices. If you run any wires or cords, they must be secured. **The Huntington Hilton does not permit the use of any adhesives except Funtak to secure items to the wall, glass, or curtain at the rear of your booth. For this reason, we are stating that unless rear pipe and drape is purchased or included in Exhibitor space purchase, no items may be hung.**

Installation/Dismantling: All displays must be installed and completely arranged by 10:00 a.m. when the event begins. **If an Exhibitor has not arrived and registered by 10:00 a.m., Over 50 Fair Director reserves the right to substitute Exhibitor without refund.** It is the sole responsibility of each Exhibitor to have materials packed and cleared by 5:30 p.m. **All displays must remain intact until the official close of the Fair. No Exhibitor may dismantle, move out or package before the close of the event (4:30 p.m.)**. Arrangement and payment for transporting goods to and from the Fair, receiving, decorating, and removal of exhibits are the responsibility of the Exhibitor.

Eligibility/Exhibit Booth Personnel: There is a limit of two (2) representatives per table space. All representatives must be registered at the Registration table in the Gateway. Any additional representatives must purchase an admission ticket unless authorized by the Over 50 Fair. Representatives working tables are not permitted to attend classes other than at a time for which they have paid to speak unless a ticket is purchased. There is to be no smoking inside the building. All federal and state laws pertaining to fire and safety must be observed and adhered to.

Information Table: All items must be received at least one week prior to the event unless other arrangements have been made. Items should be sent by USPS to Over 50 Fair, P. O. Box 312, Roslyn Heights, NY 11577-0312. Please do not mail any materials to the event location.

Program Book Advertisers: Ads must be submitted electronically in print quality .pdf format or high quality .jpg format OR you may pay an additional fee for us to scan or create your ad. Program books will be distributed to Attendees, Exhibitors, Speakers, and Sponsors. All advertising images and text are subject to the review and approval by the Management of the Over 50 Fair. **Please email files to: Barbara@Over50Fair.com. ALL ADS MUST BE RECEIVED BY AUGUST 23, 2018.**

Insurance and Hold Harmless Clause: Exhibitors and Speakers assume entire responsibility and hereby agree to protect, indemnify, defend and save Over 50 Fair and its owners and employees harmless against all claims, losses, and damages to persons or property, governmental charges or fines, expenses and attorney's fees arising out of or caused by each Exhibitor's installation, removal, maintenance, occupancy or use of the premises or a part thereof excluding any such liability caused by the sole negligence of Over 50 Fair's owners, employees and agents. In addition, each Exhibitor and Speaker acknowledges that Over 50 Fair does not maintain insurance covering Exhibitor's or Speaker's property, and it is the sole responsibility of the Exhibitor or Speaker to obtain business interruption and property damage insurance covering such losses by Exhibitor or Speaker. By signing this contract, Exhibitors and Speakers agree to hold harmless the Over 50 Fair from any claims, financial or otherwise made by any individual or entity. Exhibitors and Speakers shall abide by and observe all federal, state, and local laws, codes, ordinances, rules, and regulations. Exhibitors and Speakers who prepare, distribute and/or sell any food or beverage products hereby indemnify the Over 50 Fair from any claims or damages relating to the preparation, distribution, sale or consumption of such products.

Food/drinks: You may bring your own food/drink for personal consumption. Food is also available at the Starbucks shop in the hotel near the event and may also be available at vendors' tables. Lunch will not be delivered via food service to the Exhibitor spaces. Exhibitors are permitted to give away samples. All vendors who sell or distribute food samples must sign a food waiver, are required to have insurance, and may be required to fill out paperwork for and pay a fee to the Suffolk County Department of Health Services.

Space Assignment: All Exhibitor space assignments will be made at the sole discretion of the Over 50 Fair and are subject to change. Please see Draft Map on the Over 50 Fair website to understand the difference between the types of Exhibitor locations. A map of Exhibitor spaces will be available and distributed at the event on September 30, 2018 at 8:30 a.m. The Over 50 Fair reserves the right to fully determine the eligibility of any company, person, product and/or service in the Exhibitor areas. Displaying materials or selling goods deemed offensive, inappropriate for the venue, or substantially differing from what was previously represented constitute grounds for rejection or ejection. Over 50 Fair reserves the right to reject, eject or prohibit any Exhibitor for violation of these rules without monetary refund.

For More Information: Barbara Kaplan, Director, 516-621-1446. Barbara@Over50Fair.com.