

Terms and Conditions

1. **Table Assignments:** The final table assignments remain the right of NYSNA. Exhibitors will be notified of their assignments by email no more than one week prior to each show. No assignment of space will be made or held unless full payment accompanies the signed application and contract.
2. **Half Tables:** Half tables are NOT available for this event.
3. **Brokers/Distributors:** NYSNA does not offer broker tables. Tables will be grouped with broker/distributor unless otherwise stated.
4. **Use of Space:** There will be one exhibitor per table. Exhibitors are not permitted to sublet or divide space or display any items of any non-exhibitor. Noncompliance will result in exclusion from future shows. Distributing of advertising is limited to the table assigned to the exhibitor. Additional tables or "back tables" will not be available onsite. Please feel free to bring your own, but keep in mind space is limited.
5. **Limitation of Liability:** It is agreed that the exhibitors will assume responsibility for any damage to host property by their exhibits. The exhibitors further agree to make no claims for any reason whatsoever, including negligence, against the New York School Nutrition Association or the host property for loss, theft or damage or removal of exhibit, nor for any injury to himself or employees while exhibits are in progress, being set up or dismantled, nor for any action of any nature of the New York School Nutrition Association and the host property which may render any exhibit area unusable nor for failure to hold the event scheduled. Organizer makes no warranties regarding the number of persons who will attend this event. Any action arising out of this agreement or the Event shall be brought in Albany, NY. Organizer shall be entitled to recover reasonable attorneys' fees and costs in any action to enforce this Agreement.
6. **General Show Policy:** As a matter of general policy, NYSNA reserves the right to restrict exhibits which, because of the noise, method of operation, materials, safety or any other reason become objectionable, and prohibit or evict any exhibit which in the Board's opinion may detract from the general character of any exhibit as a whole. This policy includes persons, things, conduct, printed matter or anything of a character which is determined to be objectionable to the exhibit. In the event of such restrictions or eviction, NYSNA is NOT LIABLE for any refunds of rentals or other exhibit expense, for a liability loss or prestige to the company, business volume loss, expense of personnel at the conference and so forth.
7. **Commodity Products:** Each processor will need to label each commodity item displayed on the table with the correct code number so the Directors are easily able to distinguish the items they would like to order. Please prepare your processed items using raw product most similar to the government commodity provided to you through diversion (i.e. having the same percentage of fat, sodium, etc.). Please plan to prepare cooked products for sampling - This event is all about tasting prepared products. Please be sure to read the special instructions for certain locations.
8. **Cancellation Policy:** There will be a \$100 processing fee for all refund requests for canceled booths submitted in writing on or before October 10, 2026 for Batavia & Troy and November 21, 2026 for Long Island & Syracuse. You may submit your cancellation request via email to addy@nyschoolnutrition.org. After these dates, NYSNA will not give refunds for table cancellations (including electric) or for NO-SHOWS.
9. **Payments:** Payment in full must be received thirty (30) days prior to the show. If payment is not received thirty (30) days prior, you will be notified, and your registration will be canceled.
10. **Event Layout:** NYSNA reserves the right to adjust event format and schedule as needed due to changes in COVID-19 regulations and restrictions.
10. **Acceptance:** Upon acceptance of the table application and contract herein provided by the New York School Nutrition Association and receipt of payment by NYSNA, there shall be a legally binding contract between the Exhibitor and NYSNA. It shall be understood by both parties that the exhibitor agrees upon the terms and conditions of exhibiting stated herein. The authorized Exhibitor must sign the application and contract.
11. **Electric:** Electric must be requested/purchased on the electric request form prior to each event. Electric cannot be ordered on site. Please be mindful of ALL your electric needs including personal items (cell phones, laptops, etc.). Exhibitor must bring own extension cords and power strips - the host properties will charge for borrowed A/V equipment. Electric requests can be submitted to NYSNA up until October 10, 2026 for Batavia & Troy and November 21, 2026 for Long Island & Syracuse. *ONE heat lamp per table - will be strictly enforced. 1000 watts per table MAX. NO ovens. NO microwaves.
12. **Kitchen:** In order to obtain access to the kitchen, the box must be checked on the application/contract form. You are responsible for bringing your own supplies and equipment. Please clean up after yourself in the kitchen. To keep food warm, we encourage you to bring sternos and chafing dishes, as you may not be able to use heat lamps in all locations.
13. **Registration Lists:** Attendee registration lists will be sent to all exhibitors no more than one week prior to the event. We will also provide a final registration list to exhibitors after the show. Registration list will be sent to the email address noted as the contact person on the form.
14. **Exhibit Break Down:** No exhibitor may begin dismantling his exhibit or pack or remove articles on exhibit until AFTER the closing hour of the exhibits. This practice is disruptive to other exhibitors, discourages full participation by our Food Service Directors and is considered to be rude.
15. **Badges:** Admission will be by NYSNA badge ONLY. Badge must be worn for entire length of show. Two (2) complimentary badges will be issued to each booth. If additional badges are required, the fee for each badge is \$25. Changes to badges can be submitted to NYSNA up until October 10, 2026 for Batavia & Troy and November 21, 2026 for Long Island & Syracuse. After these dates, on-site reprints will be \$25 per badge -- must be paid on-site at that time. ALL exhibitors must check in at registration before accessing the exhibit hall. NYSNA policy prohibits attendance at the exhibits by any non-exhibiting industry representatives. Vendors cannot give away their badge to any other person, even those within the same company.
16. **Insurance:** Exhibitor agrees to provide a certificate of insurance naming NYSNA as an additional insured on their policy, effective through December 31, 2026 when submitting the booth application/contract. This must be received by October 10, 2026 for Batavia & Troy and November 21, 2026 for Long Island & Syracuse or exhibitor will be subject to cancellation.
17. **Photography:** We ask Attendees and Exhibitors to uphold a professional and respectful environment when taking photographs and posting to social media. Exhibitors and Attendees are encouraged to share in the excitement of the event, therefore NYSNA permits still photographs to be taken in the Exhibit Hall. Exhibitors who wish to take pictures should do so in their booth only. Exhibitors planning traffic-building activities for Attendees that will be posted on social media channels, must have signage visible to Attendees in the booth stating how and where these pictures are to be posted. Attendees should ask permission from Exhibitors before taking photos of their booth unless Exhibitors have expressly granted permission otherwise. If an Exhibitor requests a person to refrain from taking pictures, and the person disregards the request, NYSNA staff should be notified immediately. NYSNA reserves the right to exclude any persons engaged in unauthorized audio or video cording from the conference facilities, meeting rooms, hotel and/or Exhibit Hall.