



NYSAPCSO ANNUAL CONFERENCE VENDOR/SPONSOR PARTICIPATION FORM

DEADLINE: APRIL 1, 2023

VENDOR INFORMATION:

Company Name: _____

Representative Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Web Site Address: _____

Nature of Business: _____

Vendor Information will be printed in the conference program as shown above, unless otherwise indicated.

_____ \$375 (Vendor table and listing in program)

SPONSORSHIP OPTIONS:*

_____ \$500 Bronze Sponsor
(Vendor table, listing in program, 2023 sponsor listing on NYSAPCSO website)

_____ \$750 Silver Sponsor
(Vendor table, listing in program, business card size ad, 2023 sponsor listing on NYSAPCSO website)

_____ \$1000 Gold Sponsor
(Vendor table, listing in program, half-page ad (4¼ x 5½), 2023 sponsor listing on NYSAPCSO website)

_____ \$2000 Platinum Sponsor
(Vendor table, listing in program, full-page ad (8½ x 5½), 2023 sponsor listing on NYSAPCSO website)

_____ Diamond Sponsor – The Top Financial Sponsor Above Platinum Level
(Vendor table, listing in program, full-page ad on program back cover (8½ x 5½), 2023 sponsor listing on NYSAPCSO website)

**An ad may be placed without attending the conference by deducting the \$375 vendor fee from the size ad you wish to place and following the payment and deadlines outlined below.*

SPONSORSHIP ADS: Please submit camera-ready artwork in **PDF format**, preferably in black and white, no later than **April 1, 2023** to: Kim Godreau at kim.godreau@franklincountyny.gov; phone: 518-481-1675. *There is a risk of ads received after April 1 not appearing in the program.*

PRIZE DONATION: Vendors and Sponsors are asked to donate a prize for the drawing held on Tuesday afternoon. Please indicate prize to be donated, *(if known)*: _____

PAYMENT SUBMISSION: Make checks payable to **NYS Association of Personnel & Civil Service Officers** and mail with this form by **April 1, 2023** to:

Laura Granger, Personnel Officer
Seneca County Personnel Department
1 DiPronio Drive
Waterloo, NY 13165

(Please keep a copy for your records.)



NEW YORK STATE ASSOCIATION OF
PERSONNEL & CIVIL SERVICE OFFICERS
ANNUAL TRAINING CONFERENCE
The Saratoga Hilton
Saratoga Springs, New York
(May 7 – 10, 2023)



ONE (1) FORM IS REQUIRED PER ATTENDEE - DO NOT SEND THIS FORM TO HOTEL

Name	_____	Job Title	_____
Municipality	_____	Address	_____
Phone	_____		_____
E-mail	_____	Package Selection	<input type="checkbox"/> (3) DAY <input type="checkbox"/> (2) DAY <input type="checkbox"/> COMMUTER
Food Allergies	_____	Amount Enclosed	\$ _____

REGISTRATION PAYMENT POLICY

Registration fee for each attendee must accompany this registration form by check payable to NYS Association of Personnel & Civil Service Officers by **April 1, 2023**. Send this form and your payment to:

Laura Granger, Seneca County Personnel Department (NYSAPCSO Treasurer) - 1 DiPronio Drive, Waterloo, NY 13165

CONFERENCE REGISTRATION PACKAGE OPTIONS - * NEW REGISTRATION FORMAT *

ALL Conference Registration Packages include conference registration, applicable day participation at program workshops, meals, breaks, staff service charges, and complimentary hotel parking. Dinners are included with overnight packages

HOTEL ROOMS WILL BE BOOKED SEPARATELY – Reservation information below*

Package Options (Does not include hotel room)	Member Cost	Non-Member Cost
(3) Days - (Sunday – Wednesday)	<input type="checkbox"/> \$550.00 / person	<input type="checkbox"/> \$625.00 / person
(2) Days - (Select one)		
<input type="checkbox"/> Sunday – Tuesday OR <input type="checkbox"/> Monday – Wednesday	<input type="checkbox"/> \$452.00 / person	<input type="checkbox"/> \$528.00 / person
<i>*If you selected Sunday – Tuesday, Tuesday night dinner not included in package *</i>		
Commuter - (Select all that apply)	Registration Fee <input type="checkbox"/> \$75.00 / person	<input type="checkbox"/> \$150.00 / person
*Optional add-ons:	Monday <input type="checkbox"/> \$128.00 / person	
<input type="checkbox"/> *Complimentary* Monday Night Dinner/Event	Tuesday <input type="checkbox"/> \$128.00 / person	
<input type="checkbox"/> Tuesday Night Dinner – \$100.00	Wednesday <input type="checkbox"/> \$35.00 / person	
TOTAL COMMUTER COST (Cost of registration and meals to be paid)	\$ _____	

Tuesday Night Dinner Selection (Select one only if it applies to you) Beef Chicken Vegetarian

HOTEL RESERVATION/CONFERENCE REGISTRATION PROCEDURES

Step 1: Complete the Conference Registration Form and send it to Laura Granger along with your payment, prior to **April 1, 2023**.

Step 2: Make your hotel reservation by clicking on the link provided. Hotel cost per night is \$159.99. Hotel reservations must be secured prior to **April 7, 2023**. [Saratoga Hilton Hotel Reservation Link](#)

Step 3: When making your hotel reservation, the credit card used to reserve the room will not be charged until you check-in at the hotel. At the time of check-in, you are required to produce the credit card you want your stay charged to. If you do not physically have the card or are unable to bring the card, a Credit Card Authorization Form MUST be completed in advance and provided at check-in. Hotel Tax Exempt MUST also be provided at the time of check-in. Click on the links to access the forms: [Credit Card Authorization Form](#) / [Hotel Tax Exempt Form](#)

Cancellation Policy – Conference registration cancellations received within 7 days of the conference will not be refunded.