



NYSAPCSO CONFERENCE VENDOR/SPONSOR REGISTRATION FORM



The Saratoga Hilton – June 1, 2025 – June 4, 2025

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

Company Name

(To be used on Badge)

Attendees Names:

(To be used on Badge)

Company Address

Main Contact E-mail

Set-up (complete the following information regarding your set-up requirements):

1 Table **Included** ☐ Access to electric outlet ☐ Tablecloth/linen needed

of Chairs _____ ☐ Extension cord needed

Vendor Conference Attendance Fee: \$550

Includes: Vendor table, listing in program, all meals (including special events for 2 persons), snacks at breaks, and parking.

Each additional attendee: \$175 per person.

Meal Selection: To better accommodate dietary needs and ensure accurate meal planning, please indicate the number of attendees participating in each meal.

Monday

	Attending		# of people eating
Breakfast	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Lunch	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Dinner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

Tuesday

	Attending		
Breakfast	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Lunch	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Dinner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

Wednesday

	Attending	
Breakfast	<input type="checkbox"/> Yes	<input type="checkbox"/> No _____

Monday Night Semi-Formal Dinner Select one of the meal options below as well as specify any known food allergies:

Name of Attendee # 1:	Allergies:	<input type="checkbox"/> Beef	<input type="checkbox"/> Chicken	<input type="checkbox"/> Vegetarian
Name of Attendee # 2:	Allergies:	<input type="checkbox"/> Beef	<input type="checkbox"/> Chicken	<input type="checkbox"/> Vegetarian
Name of Attendee # 3:	Allergies:	<input type="checkbox"/> Beef	<input type="checkbox"/> Chicken	<input type="checkbox"/> Vegetarian
Name of Attendee # 4:	Allergies:	<input type="checkbox"/> Beef	<input type="checkbox"/> Chicken	<input type="checkbox"/> Vegetarian

ADD ON SPONSORSHIP OPTIONS: **Please select one of the following options to enhance your exposure**

_____ \$750 Bronze Sponsor
(listing in program, website sponsor listing, welcome boards at the conference)

_____ \$1000 Silver Sponsor
(business card ad, website sponsor listing, welcome boards at the conference)

- _____ \$1,500 Gold Sponsor
(half-page ad, website sponsor listing, welcome boards at the conference, Featured sponsor in event-related posts on social media platforms)
- _____ \$2,500 Platinum Sponsor
(full-page ad, website sponsor listing, welcome boards at the conference, Featured sponsors in event-related posts on social media platforms, sponsor logos on table tents)
- _____ \$3,500 Diamond Sponsor – The Top Financial Sponsor Above Platinum Level
(full-page ad, website sponsor listing, welcome boards at the conference, featured sponsors in event-related posts on social media platforms, sponsor logos on table tents, priority booth placement, Recognize sponsor in email communications to attendees before and after the conference)

Additional Sponsorship Opportunities:

(Signage will be placed in respective areas acknowledging sponsorship)

- _____ Sunday Reception: \$1,250
- _____ Monday Dinner: \$2,000
- _____ Monday Dinner Entertainment Sponsorship: \$500
- _____ Tuesday Dinner: \$2,000
- _____ Tuesday Dinner Entertainment Sponsorship: \$500
- _____ Daily Breakfast Sponsorship: \$1,250
- _____ Daily Lunch Sponsorship: \$1,500
- _____ Daily Break Sponsorship: \$1,500
- _____ AV/Wi-Fi Sponsorship: \$1,000
- _____ Other Sponsorship: \$ _____

***Non-Attendance:** For businesses not planning to attend the conference in-person but want to be a sponsor, Please submit your payment based on the sponsorship options above.

*Please note, that should excess funds be received for a specific “Additional Sponsorship Opportunity”, funds will be used to further offset costs associated with the 2025 NYSAPCSO conference.

Sponsorship Ads:

Please submit camera-ready artwork in **PNG, JPEG, etc. format** no later than **April 28, 2025** to: Julie Bell at julie.bell@oswegocounty.com.

Prize Donation:

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

Hotel Reservation – Conference Registration - Payment Process:

- Step 1:** Complete one (1) Vendor/Sponsor Registration Form. E-mail or mail the completed form to Diane Hayden at dhayden@dutchessny.gov, or address provided below. Submit form and payment by **April 15, 2025**.
- Step 2:** Payment Method (check one):
- ☐ Credit Card – (if selected, an invoice will be e-mailed to you with further payment instructions).
 - ☐ Check – Make check payable to: NYS Association of Personnel & Civil Service Officers
Mail check and completed registration form to:
Diane Hayden, Dutchess County Human Resources (NYSAPCSO Treasurer)
22 Market Street
Poughkeepsie NY 12601
- Total Payment Amount: \$ _____
- Step 3:** Make your hotel reservation by clicking on the link provided. Hotel cost per night is \$187.00. Hotel reservations must be secured prior to **April 28, 2025**. ([Saratoga Hilton Room Reservation Link](#))
- Step 4:** 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. The Hotel Tax Exempt Form 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.