LIFE
Low-Income Forum on Energy

Len Silverstein
LIFE Chairman

•New York State Department of Public Service

•Association for Energy Affordability

•Cattaraugus Community Action

•Central Hudson Gas & Electric Corporation

•Community Power Network of New York State, Inc.

•Consolidated Edison Company of New York

•Honeywell

•National Fuel Gas Distribution Company

•National Grid

•New York State Community Action Association

•New York State Department of State

•New York State Electric & Gas Corporation

•New York State Energy Research and Development Authority

•New York State Homes and Community Renewal

•New York State Office for the Aging

•New York State Office of Temporary and Disability Assistance

•New York State Weatherization Directors' Association

•Orange and Rockland Utilities, Inc.

•Rochester Gas and Electric Corporation

•United Way of Orange County

Dear Exhibitor:

The New York State Public Service Commission (PSC) and the New York State Energy Research and Development Authority (NYSERDA) are proud to announce the 2012 Low-Income Forum on Energy (LIFE) Statewide Conference. The LIFE Conference will convene on May 22 and May 23 at the Albany Marriott, 189 Wolf Road, Albany, NY 12205.

As the nation's longest running statewide dialogue on the energy needs of low-income customers, LIFE has built a reputation as an interactive exchange of ideas. The statewide conference is a great place to meet and network with others who share your commitment to helping low-income energy customers.

In attendance will be over 200 individuals representing service providers, advocates, and policy makers gathered to discuss the energy issues that low-income New Yorkers face. This is your opportunity to highlight how your services, programs, or products can help New York meet the energy needs facing our low-income households.

See the attached materials to learn more about exhibitor opportunities. Space is limited, so reserve your spot today. For additional information please contact the LIFE Conference Events Manager, Colleen McDonough, Gove Group, Inc. at cmcdonough@gove.org.

Sincerely,

Len Silverstein
LIFE Chairperson

Attachments

2012 LIFE Statewide Conference
Exhibitor Registration Form

Please complete this form and return with your payment by **April 23, 2012**. Space is limited and will be reserved on a first-come-first-served basis. **Payment must accompany this form.**

Exhibiting Organization Information:

Organization Name: _____

Contact Name: _____ Title: _____

Address: _____ Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail: _____

Booth Personnel:

Note: The $275 Exhibitor Registration fee includes **one** conference registration.
The fee for additional representatives (Representative #2, #3, etc.) is $145 each.

Representative #1: _____ Title: _____

Representative #2: _____ Title: _____

Representative #3: _____ Title: _____

Display Content:

Please supply a brief description of the product(s), service(s), and/or program(s) you will display.

_____

Payment:

#___Exhibitor Registration Fee	$275
#___Additional Booth Personnel	____ (# additional personnel x $145/person)
TOTAL DUE	____

Check #_____ Purchase Order / Invoice # _____
Please make checks, purchase orders and invoices payable to Gove Group, Inc.

Credit Card: ☐ MasterCard ☐ Visa ☐ American Express
(Please print clearly)
Card#:_____ Exp. Date: _____
Name on Card: _____
Signature of Card Holder:_____

Please Send Completed Registration Form With Payment To:
LIFE Exhibitor Registration * 226 Paul Street * Pittsburgh PA 15211
fax: 412.431.5214 ph: 412.431.5087

For Office Use Only

Date Received_____

Date Confirmed_____

PO/Invoice # _____

Check #_____

2012 LIFE Statewide Conference
Exhibitor Briefing Information

Exhibitor Space
The $275 Exhibitor Registration Fee includes: **one (1) six-foot (6') skirted tabletop, one (1) chair, one (1) Conference Registration** (which includes meals) **and access to one (1) 110 volt electrical outlet with power cords**. There is a fee for registration of additional representatives from your organization at $145 per representative.

Information regarding technical needs (such as electricity), ordering audio visual equipment or shipping materials can be found on the attached Albany Marriott Hotel Vendor Request Form.

Exhibit Hours

Tuesday, May 22, 2012	8:00 am – 5:15 pm
Wednesday, May 23, 2012	7:00 am – 3:45 pm

- Exhibit set up on Tuesday begins at 6:00 am and must be completed by 7:30 am.
- All exhibits must be dismantled by 4:30 pm on Wednesday.
- If you need to ship exhibit items before the conference, please ship to:

  Albany Marriott
  Hold for Arrival: Your Name/Company/Name
  2012 LIFE Conference, May 21-23, 2012
  189 Wolf Road
  Albany, New York 12205

Please make sure that all boxes are clearly marked with your name, your organization name, LIFE Conference and the total number of boxes. Packages should be shipped to arrive no earlier than May 16th. The Albany Marriott will assess a storage fee should your packages arrive earlier than May 16th (please see attached Albany Marriott Hotel Vendor Request Form). Exhibitors are responsible for shipping expenses to and from the conference, for setting up and dismantling their displays and for arranging for pickup/shipping at the designated time. Please contact John Krysinsky, Gove Group Inc., at johnk@gove.org for special handling instructions.

Hotel Accommodations
Exhibitors are responsible for making their sleeping room reservations directly with the Albany Marriott Albany at 518.458.8444 or via Marriott Central Reservations at 1.800.443.8952. A conference rate of $127/night plus tax has been secured for attendees of the LIFE 2012 Statewide Conference.

Registration & Further Information
Please submit the completed Exhibitor Registration Form, with payment, by April 23, 2012. Space is limited and will be reserved on a first-come-first-served basis. If you have any questions, please contact John Krysinsky, LIFE Conference Events Manager johnk@gove.org.

189 Wolf Road, Albany, NY 12205 (518) 458-8444

VENDOR REQUEST FORM

The Albany Marriott is pleased to host your upcoming event. We offer a number of services to enhance your exhibit area. If you are interested in ordering any of the following items, please fill out the information below, provide us with a credit card number and we will reserve the items for you.

High Speed Internet Line (Select One) Wired or Wireless	$50.00 per connection per day plus 22% event technology fee and 8% sales tax
110 Volt Electrical Outlet with Power Cords	$25.00 each per day plus 22% event technology fee and 8% sales tax
32" Flat Screen Monitor	$95.00 each per day plus event technology fee and 8% sales tax

SHIPPING and RECEIVING

Small packages for meetings may be delivered to the Hotel no more than five days prior to the program due to minimal amount of storage space. Packages should be marked "Hold for Arrival" and list the group name and date of the program clearly on all labels. If boxes are shipped prior to one week, a $5.00 storage fee per day per package will be added to your final bill. The return shipment of all packages/boxes is the responsibility of the group. Any packages/boxes left at the Hotel for more than 5 days, will be discarded.

SECURITY

The Hotel will not assume any responsibility for damages or loss to any merchandise or articles left or sent into the Hotel prior to, during, or following your banquet or meeting. Arrangements may be made in advance for security of exhibits, merchandise or articles set up for display prior to or during the planned event.

TO ORDER EQUIPMENT, PLEASE FILL OUT THE FOLLOWING AND FAX TO 518-482-7809.

NAME OF ORGANIZATION: _____

NAME OF THE CONFERENCE/DATES:_____

CONTACT NAME:_____**EMAIL ADDRESS:**_____

ITEMS REQUESTED:_____**DATES REQUESTED:**_____

Name as it appears on the credit card: _____

Card type: ☐ Visa ☐ MC ☐ Amex ☐ Diners/CB ☐ Discover ☐ JCB

Account type: ☐ Individual (personal credit card)

☐ Corporate | Company Name: _____

Account number: _____ Exp. date: _____

Address:
(where statement is mailed) _____

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____