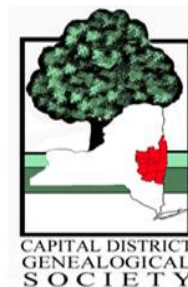


Capital District Genealogical Society  
Empire State Plaza Station  
PO Box 2175  
Albany, NY 12220-0175  
[www.capitaldistrictgenealogicalsociety.org](http://www.capitaldistrictgenealogicalsociety.org)



## Exhibitor Opportunities

The Capital District Genealogical Society (CDGS) will hold a one-day Conference on May 30, 2020 at the Desmond Hotel in Albany, NY. Information regarding the Conference is found on the CDGS website at <https://www.capitaldistrictgenealogicalsociety.org>. The Conference has space for fifteen organizations in the Exhibition area. The Conference audience are genealogists interested in repositories, tools, archives, publications and educational materials. The space is located outside the meeting room where all presentations will be held. Questions may be sent to [cdgsconference@gmail.com](mailto:cdgsconference@gmail.com). Exhibitors are required to complete the online form and make payment. Note - Conference Registration is **not** included.

- Not-for-Profit and Societies: \$80.00
- Commercial: \$160.00

### Exhibitor Benefits

- Will be listed in our Program, on the Exhibitors' page
- Our website will include a link to your website
- Your materials will be included in our Welcome! bag

### Booth Information

- One 6ft skirted table
- Two chairs
- Waste paper basket
- Power (\$20 charge additional)
- Free Internet connection wireless
- Free Onsite Parking

### Exhibit Hours

Open: 7:00 am - 3:00 pm  
Morning break: 9:30 am-10:00 am  
Mid-Day: 12:15 pm - 1:30 pm  
Afternoon breaks 15 minutes

### Cancellation Policy

CDGS requires a cancellation notice in writing sent to: [cdgsconference@gmail.com](mailto:cdgsconference@gmail.com)

- March 15th for a full refund.
- Up to and including May 1st a 50% refund.
- On or after May 2nd, 0% refund.

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/state/zip code: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Alternate#: \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Check # \_\_\_\_\_

Payment made to: CDGS at the address above or online at: [www.capitaldistrictgenealogicalsociety.org](http://www.capitaldistrictgenealogicalsociety.org) via Pay Pal or CC.

Exhibitors must comply with The Desmond Hotel policies. Stand up banners and displays are allowed. Exhibitors may indicate their preferred spot but final table location will be determined by CDGS. Booth must be adequately staffed. There is no security in the courtyard where the exhibit area is located. CDGS has no responsibility for any items in the exhibit area. The exhibitor is responsible for any damage in their table area. Setup is night before May 29, 2020, or at 7:00 am- 7:30am on the day of the Conference.