



Exhibitors Information

Show dates and times:

Move-in:

Tuesday, March 14 - 8am - 8pm
Wednesday, March 15 - 8am - 8pm
Thursday, March 16 - 8am - 3pm

Show Times:

Thursday	March 16	4 pm-8pm
Friday	March 17	2 pm-8pm
Saturday	March 18	10am-8pm
Sunday	March 19	10am-5pm

Move Out:

Sunday March 19 5pm - 8:00pm
Monday March 20 8am - 4:00pm

Move-In Notification

Move-in will begin on Tuesday, March 14th. **Exhibitors will be notified of their specific day and time frame by postcard *two weeks before the show*.** Please comply with your assigned time. If for any reason you are unable to arrive at the assigned time, call Janice @ 315-463-6261 or on her cell at 315-729-9824 and we will try to accommodate your needs.

Booths numbered **under 2000** are located in the **Exhibit Center** those numbered **above 2000** are located in the **Center of Progress Building at the New York State Fairgrounds.**

For directions to the Fairgrounds visit: <http://www.nysfair.org/about-us/directions/>

Signage at the Fairgrounds will help you to find your assigned building.

Payment

Certificates of Insurance and full payment **must be submitted by December 1st.** All payments are made payable to:

Home Builders & Remodelers of CNY and mailed to 3675 James St., Syracuse, NY 13206.

Credit card payments are accepted (Visa, Master & Discover Card only). To make these arrangements call the HBR Office (315) 463-6261.

Set-Up

Arrival at your building:

Upon arrival at your building you must first sign in at the Show Office. You will be able to pick up badges and parking tags at this time. Then you will report to the building Floor Manager to review your booth space and be clear on the load in door closest to your booth space. **Do not** move anything into the building until you are sure you are in your assigned booth space; if anything is placed in an area other than your own you will be required to move.

Exhibitors who have large items to move in (*such as: landscapers, spas, walls, etc.*) will be allowed to drive on the floor, **ONLY TO UNLOAD!** **There will be no vehicles allowed on the floor after 8PM Tuesday.** If it is necessary for you to bring a truck on the exhibit floor and you are not scheduled for Tuesday move-in, please call and arrange for a Tuesday move-in time. Please understand that you will be placed on a wait list in order to accomplish this. Again, vehicles are allowed on the exhibit floor only to unload! Once unloaded it must be immediately removed from the floor. No exceptions.

If you have questions or problems prior to set-up, call Janice (315) 463-6261 or (315) 729-9824

Loading Docks

The loading dock in the Exhibit Center is located after your first right turn when you enter the Fairgrounds at gate 2 and then left at the back corner of the Exhibit Center building. Throughout the Exhibit Center there are eight overhead doors for your convenience. Locate the door closest to your exhibit space, or ask your building manger, then **STOP and check your overhead clearance before entering the building**. Clearance in this building varies greatly - the lowest point being 10'6". We will have security personnel located at doors to help assist, but **YOU are responsible so please be careful!**

In the Center of Progress Bldg. the dock is located at the back center of the building. In this building, there are three large overhead doors and many walk-through doors for your convenience. There is **no power lift** on the dock in this building. Use the door closest to your exhibit space for access to load in, there will be security personnel located at the doors to assist you.

Note: Gate 2 at the Fairgrounds is open **ONLY** during load in – during show hours everyone will enter at gate ? .

Pipe and Drape

Standards booths have 8' high pipe & drape (*pipes that fit into each other with drapes hanging from them*) and 3' high side rails, as space dividers. We recognize that with a show of this nature, many exhibitors choose not to use the pipe & drape. **Please let us know this in advance.**

Exhibitors with bulk space (4 or more booths in end cap form) will be expected to adjust your back divider curtain to approx. 10' wide of the possible 20' available leaving 5' on each side, since this is the back of your booth but the side of the exhibitor behind you. This allows for appropriate viewing of all exhibitors from the aisle.

If you have an interest in building larger side dividers or walls (example: 8' high x 10'), we have space to accommodate you, however as this would block the view of both your exhibit and your neighbors as patrons walk down the aisles, there are areas of the show floor that we can not allow this. If you wish

to build hard walls of any kind on the sides of your booth, please submit a drawing for approval. Please do not hesitate to call with questions – we'll help to ensure we make it work, to the very best of our ability.

Tables & Show Colors

One skirted 8' table (in white) is included with your booth rental, ***but must be ordered in advance.*** **If you do not order your table before the show - tables will be available from the decorator at their cost – your expense.**

You may bring tables & chairs, or you can order extra from the Show decorator- *whose information can be found below.*

No chairs are included in your booth package. *(A good salesperson will stand and be attentive to their potential customers – it's the best way to engage people).*

We must know in advance how you want your sign & badges to read *(or we will use the name you provided on your contract)* **and if you will need the 8' table.**

For 2017- Both buildings will have **Lime Green & White drape** and the **aisles carpeted in Black.**

Exhibitors have two ways to order additional booth furnishings; Download your Hale Northeastern, Inc. service manual by going directly to their website at www.HaleExpo.com or contact Hale Northeastern, Inc. directly @ 800-333-4253 and ask to have a Hale Manual faxed or mailed. They have a wide variety of booth furnishings & extras that can really help your booth stand out!

Exhibitor Sign – for your booth

The exhibitor sign provided is a 7" x 44" booth identification sign. This sign is used for booth identification placement while moving in; however, if you choose to, you may leave it in place during the show. Your booth / exhibitor sign will be printed with the Company name on it, as your contract says, unless you tell us otherwise – in advance. We can not adjust booth ID signs during load in or during the show without a substantial fee to you.

Badges & Exhibitor Parking Tags

Badges & parking tags **will not** be mailed; they will be available for pick up in your specific buildings' show office starting Tuesday, March 14 thru Sunday, March 19 from 10am-5pm.

Each exhibitor will receive four (4) badges & (4) parking tags for the first 10' X 10' booth space reserved. In addition, (2) additional badges & (2) parking tags will be given for each additional 10' X 10' booth. *(Example: an exhibitor with three (3) booths will receive eight (8) badges & (8) parking tags)*

Additional badges / parking tag combinations can be purchased for \$8 each from the show office or by completing the attached form. Do not badge children or give them to family & friends. If ordered and paid in advance by cash or credit card your order will be ready for pick-up at the show office.

Badges & parking tags must be distributed to your workers before the start of the show; absolutely no one will be able to park in the exhibitors parking area or enter the building without a badge and parking tag. Badges must be worn at all times during the show hours and must display the name of the person wearing the badge. **Badges are not to be exchanged between workers; and business cards will not be**

allowed as your entry to your booth. Please note: badges are modified from year to year to avoid duplication.

Again, exhibitor badges are required for admittance & there will be no admittance earlier than one hour prior to show opening & only to the building in which you are exhibiting. Should you find the need to enter the show floor prior to the 1 hour rule, you will need to make arrangements in advance with Janice or the building manager.

During the show:

Throughout the show set-up, show hours and move-out, there will be a Floor Manager in each building to help you. Our Show Manager, Janice Ridgeo, will also be available throughout the show to answer any questions or help with any problems that may arise. **Please tell us if we can help you, if we don't know it's broken, we can't fix it!**

Janice can be reached at any time throughout set-up, during show hours and move-out by asking any of the show personnel to call her; we all have radios for that purpose.

****The parking tag is your only access to the exhibitor parking area (around the buildings) on the Fairgrounds property, so they must be distributed to all booth workers prior to the show.****

Parking

Due to the reconstruction of the NYS Fairgrounds – parking for the 2016 Home and Garden show is currently under review and TBD

Thursday Night Tickets

Each exhibitor will receive ten free tickets good for Thursday night only. Please pass these out to your customers. Thursday night is customer appreciation night & the best night for show guests to relax and 'shop', since the weekend crowd tends to be much heavier.

Complimentary Ticket offer for Exhibitors only

Half price complimentary tickets for business associates, clients, or friends, are available for \$5.00 each. They may be pre-ordered in advance (see order form on last page) or purchased from the show office until opening night- Thursday March 17th at 4PM in both buildings. This is an exhibitor benefit; we encourage you to take advantage of this discount for family, friends or those clients that cannot take advantage of the complimentary Thursday night tickets.

Security

Security will be provided from the start of move-in Tuesday, March 14, until Sunday March 19 at 5PM. To ensure the security is beneficial to all, it is important that all exhibitors' personnel conform to the rules.

If an exhibitor requires admittance to the building(s) when the show is closed, you must have prior permission from show management. A list is kept of those needing to enter the building(s) during the time the show is closed and made available to security. Please make sure your name appears on that list if you need to enter. You will be required to show proper ID upon entry. Security depends on your cooperation.

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Exhibitors Responsibilities

Exhibitors are to enter the building throughout the show at either the main entrance or the designated Exhibitors entrance door only – with your exhibitor’s badge.

Exhibit Center exhibitor’s entrance is located at the rear south corner of the building.
Center of Progress Building exhibitor’s entrance is at the south end of the building.

Exhibitors will be admitted to the show floor one hour before the show opening time each day. To expedite admittance be sure you have your badge ready to be checked for entry. Do not wait until the public is entering the show and then expect to push in front of your potential customers to enter the show. Please have your badge with your name on it in the holder provided in full view to help us with this process.

PLEASE HELP US, HELP YOU. If you have a problem, inform the show management, so we can work to address your issue in a timely manner. Many items are simply solved if we know about them. The people in the show offices are in radio contact with floor managers and will let them know you have an issue ASAP. Again, if we don’t know it’s broken, we can’t fix it!

Smoking is prohibited in all buildings of the NY State Fairgrounds.

No vehicles (truck or trailer) will be allowed for display purposes unless they have been pre-approved. We have outside space available, call if you need information.

Dispensing of food to patrons in sample form is subject to Health Dept. regulations and could be inspected by the agency at any time during the show.
Onondaga County Health Dept. phone (315)435-3252 for additional information and health permit info.

It is the sole responsibility of the exhibitor to have the necessary sales tax numbers, etc. if selling at the show, as well as any Health Dept. certificates required.

If you sell merchandise at the show too large to hand carry you must notify Janice and/or Building Manager to arrange for the proper paperwork to allow your customers to enter the Fairgrounds for Pick-up. Forms will be made available in the Show Office for this process.

Any Exhibitor requiring the use of propane, helium or other like products must notify Janice prior to the show set-up, to obtain safety rules.

Balloons can be distributed at the show if they are weighted in such a way to keep them from rising into the overhead heat ducts. (Make sure the weights used are child safe). Washers work really well and are easy to tie to the strings but should be large enough to keep a child from choking.

The use of sound equipment is prohibited; it becomes distracting to other exhibitors and patrons. If sound in any form is found to be disruptive to other exhibitors, you will be asked to stop immediately. No microphones are allowed.

If an exhibitor uses accessories or materials for display in their booth not sold by their own company, no signage of any kind will be allowed in return for that use, unless the company is also exhibiting in the show.

No popcorn machines or distribution of popcorn is allowed.

No soliciting by any person other than exhibitors of this show is permitted. If you are approached by anyone from outside the show, who solicits funds or your business, please notify the Show Office immediately. Also, please notify us if you receive flyers or other written materials from anyone not exhibiting in our show.

Exhibitors are required to staff their booths at all times during the show.

HBR reserves the right to remove or drape at exhibitors expense- any display which is not in accordance with rules of the show or which causes an unsightly view for another exhibitor

We encourage exhibitors to be courteous to each other:

- Do not block the aisles or doorways.
- Do not leave empty vehicles on the floor; remove vehicles ASAP to make room for someone else.
- Do not have any part of your display in the aisle - If you purchased 10' x 10' booth space that is what you have to occupy. We will ask you to move your product to with-in your booked space.

For your own convenience, please do not set-up until you have confirmed the space with the Floor Manager. Booth assignments are marked on the floor, you must stay within your assigned area.

If hard walls are being used in your display, be sure to stay within your booth space not on the perimeter- this includes the supports and braces. If you infringe on another booth space, you will be expected to move the display.

According to the terms of the contract, Exhibitors are not to dismantle exhibits until **5PM on Sunday when the show ends**. The doors will not be opened for move-out until the rugs have been removed from the aisles. The time to dismantle your booth is after 5pm on Sunday when the show closes and the patrons have left the building.

It is the responsibility of the exhibitor to remove all portable items and cartons from the building immediately after the close of the show on Sunday. Exhibitors are responsible for their possessions after 5PM on Sunday when the doors are opened for move-out. Your security depends on YOU.

Damage done 'by you' & your associates or 'to you' must be reported to show management before you leave the Fairgrounds, so it can be dealt with in a timely manner.

Exhibitor Parking

Parking is TBD due to reconstruction of the Fairgrounds. We will let you know as soon as possible.

If it is necessary to bring literature or product into the show daily once the show has opened, it must be done **prior** to the show hours! (*Unless you can hand carry it in with you*). Arrangements can be made for you to park and UNLOAD ONLY, then your vehicle must be moved to the parking lot. Please be considerate and cooperate so that we can help you accomplish your task.

Electric, Telephone & Internet Service

Electric service & support labor is provided only through the New York State Fairgrounds. Access is through Show Management.

Standard electric service will be provided to each booth at no extra cost to you. This cost is covered in your booth fee.

Additional electric is \$50.00 and 208 service is \$150.00 per connection. Any special connection device needed will be the responsibility of the exhibitor.

If you need additional electric services call Janice to order: (315) 729-9824.

Telephone service is also handled by the NYS Fairgrounds through Verizon. You must call Andrea at (315) 487-7711 x 1223 for an authorization number and the contact person at Verizon.

Internet & Wi-Fi connections are only through companies approved by the NYS Fairgrounds and are **the responsibility of the exhibitor, so you must contact providers directly.**

Below are the three providers at the NYS Fairgrounds:

Time Warner Cable business class (866) 389-3835

New Visions PLC, Inc. (315) 472-6300

Verizon (877) 243-6200

Storage

Arrangements have been made for storage of large crates & boxes **only**. You should include the Company name & booth number on each crate; you are responsible for the cost of the forklift to transport them to storage area if there is a large number to be stored; inform show management of your needs. The items will be stored until Sunday night at which time they will be returned to the exhibit floor. Forklift rates of \$75.00 per hour will apply after the 1st half hour which is provided by the Home Builders and Remodelers of CNY.

Propane Gas Use

No combustible materials, flammable liquids or gases shall be used or admitted inside the building except for demonstration purposes when approved by Fairgrounds management. The use of any and all gas or solid fuel-fired heating units, either portable or stationary is prohibited except for limited duration for demonstrations. Any use of gas fueled units must be approved on an individual basis by management. When a gas or solid fuel heating unit is accepted by management, a pre-opening inspection and periodic inspections will be conducted during the course of the show. Combustible material shall be kept a minimum of three feet away from any heat source. When fuel is present there must also be a portable dry chemical fire extinguisher. A 10# ABC extinguisher is sufficient. The use of propane, no more than 11# cylinder will be acceptable per demonstration site. A 20# cylinder charged with 11# of propane would be acceptable. Propane cylinders shall be secured in vertical position and be clearly labeled for content. Storage of propane in the buildings by exhibitors is prohibited. The exhibitor is responsible for moving their fuel off site at the end of each show day. Recommended

procedures for removing the cylinders is to shut down the valve and let the fuel burn out of the line first and then disconnect the hose from the tank.

Exhibitors are responsible for making provisions for out of the building storage of spare tanks.

Management reserves the right to shut down any unit not complying with the above rules and regulations. Any questions in regard to these rules should be dealt with before the show opening.

Move-Out Instructions

Move-out does NOT begin until the carpeting has been removed from the aisles approximately 6PM on Sunday. Both buildings will be open until 8:00PM on Sunday, March 22nd.

Try to take advantage of the Sunday night move-out time; it is probably one of the easiest times for move-out. Doors will re-open at 8am - Monday morning. During move-out DO NOT BLOCK OVERHEAD DOORS or bring trucks into the building until they are ready to be loaded. Your cooperation is greatly appreciated.

All exhibits must be removed before 4PM on Monday, March 23rd

All exhibitors with one or two booths must move out on Sunday night, unless other arrangements have been made. Exhibitors with four booths or more will reverse Move-in schedule. Exhibitors who move in on Tuesday will move out Monday between Noon and 4PM. If you moved in on Wednesday, move out will be between 8AM and Noon.

We appreciate your cooperation and wish to thank you for your participation in the “2017 Home & Garden Show” and as always, if you have any questions, please do not hesitate to call Janice at 315-463-6261 or during show hours 315-729-9824.

Our best for a great show,
Janice Ridgeo, Director of Events & Marketing
Mary Thompson, Executive Officer

Home Builders & Remodelers of Central New York