

CONDITIONS FOR DEALERS AND EXHIBITORS

All dealers must be registered with the New York State Sales Tax Bureau and a copy of their Sales Tax Certificate must be displayed at the show. If you are a returning vendor and we already have your Tax Certificate on file, you do not need to include a copy of the certificate with your application. Otherwise, a copy of your New York State Sales Tax Certificate must also be included with your show application. Dealers cannot participate in this show without a tax certificate. Please note that we send your Delivery Request Form to the Office of General Services which gives them your driver's license number and license plate data.

If you require a sales tax certificate, go to <http://www.tax.ny.gov/bus/st/register.htm>.

Look for "Publication 750 – A Guide to Sales Tax in New York State." If you have questions regarding the Sales Tax Certificate, the NY State Tax Information telephone number is 518-485-5889 or 518-457-0260.

Indicate on the Registration form which day you plan to set up your tables. Dealers and exhibitors can set up their tables in the Convention Center between 12:00 noon and 4:00 PM on Saturday, December 2nd. Overnight security will be provided. On Sunday, December 3rd from 7:00 to 9:30 AM, dealers and exhibitors can set up their tables in the Convention Center or the "Egg" and corridor areas. Show staff members and free carts will be available to help you bring your merchandise into the show area. (Past experience has indicated that using your own personal cart will speed up both your set-up and your departure.)

No food service will be available on Saturday, December 2nd. McDonald's restaurant in the concourse area and food service in the Egg lobby area should be open on Sunday, December 3rd.

Admission badges will be issued when you check in on Sunday and must be worn during the show.

Service ramps in the Convention Center must be removed before the general public will be allowed to enter. Therefore, all merchandise and exhibits must be set up before 9:30 AM on December 3rd.

All dealers and exhibitors must remain set up until the 4:00 PM closing time on December 3rd. The large afternoon crowd size and the inability to set up ramps for removal of merchandise before 4:00 PM makes leaving early very difficult. Also, it is unfair to those who paid admission to the show to find empty tables. Any dealer or exhibitor who leaves the show prior to 4:00 PM may be excluded from future shows.

Dealers who need power must provide their own extension cords. Be sure to identify your need for power on your Registration Form. **NOTE: Because of numerous complaints, no rotating, flashing or strobe lights will be allowed in the Convention Center.**

Written requests for cancellations must be received by October 31st, 2017 to obtain a full refund. No post-dated checks will be accepted. Anyone selling merchandise from an exhibit table will be charged \$30.00 for use of that table. Dealers/exhibitors will be charged a \$15.00 fee for returned checks.

The weekend parking fee at the Convention Center is \$5.00 per day.

If it is determined that any dealer or exhibitor has sold, is attempting to sell, or is exhibiting stolen merchandise at the show, that dealer or exhibitor will be banned from participation in future shows. If any dealer violates conduct of behavior regarding use of the NY State Convention Center and Base of the Egg facilities, that dealer or exhibitor will be banned from participation in future shows. Please see <http://www.ogs.ny.gov/esp/CCE/BookingProcedures.asp> for regulations regarding the NY State facilities.

An elevator is available just outside the *southwest* corner of the Empire State Convention Center to allow handicapped individuals to go between the level of The Main Concourse and the top level of the Empire State Convention Center. Another elevator is available at the *southwest* corner inside the Empire State Convention Center to allow handicapped individuals access to the various levels in the Center.