

## 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. Please do **NOT** send us a copy of your tax certificate. Dealers **CANNOT** participate in this show without a valid tax certificate.

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 New York State Sales Tax Information telephone number is 518-485-2889.

The Exhibitor Entry Form located on the back of the Registration Form must be completed and submitted to ensure access to the venue when you arrive for setup. When you submit your Exhibitor Entry Form to GTE it will be forwarded to the Office of General Services on your behalf. You do not need to send the form separately to them.

Check off the day you plan to set up your tables on the Registration Form. Dealers and exhibitors can choose to set up their tables on Saturday, December 1<sup>st</sup> between 12:00 noon and 4:00 PM or Sunday, December 2<sup>nd</sup> between 7:00 and 9:30 AM. Overnight security will be provided for anyone that sets up on Saturday. GTE staff members and free carts will be available to help you bring your merchandise into the show area. However, 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 at the venue on Saturday, December 1<sup>st</sup>. McDonald's restaurant in the concourse area and food service in the Egg lobby area should be open on Sunday, December 2<sup>nd</sup>.

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 2<sup>nd</sup>.

All dealers and exhibitors must remain set up until the 4:00 PM closing time on December 2<sup>nd</sup>. 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 31<sup>st</sup>, 2018 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. For regulations regarding the NY State facilities, please see <http://www.ogs.ny.gov/esp/CCE/BookingProcedures.asp>.

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.