

Exhibitor Information

1. Move-In Scheduling

- Exhibitors will receive a scheduled **day & time window** by email no later than **2 weeks** prior to the show.
- NYS Fairgrounds Address:** 581 State Fair Boulevard, Syracuse, New York 13209
- Payment:** Booths must be **paid in full** prior to exhibiting.
 - Checks:** Home Builders & Remodelers of CNY, 3675 James St., Syracuse, NY 13206
 - Credit Cards:** Call 315-463-6261 Visa, MasterCard, Discover, AmEx; 3.5% service charge applies
- Insurance:** Certificates must be on file before moving in.

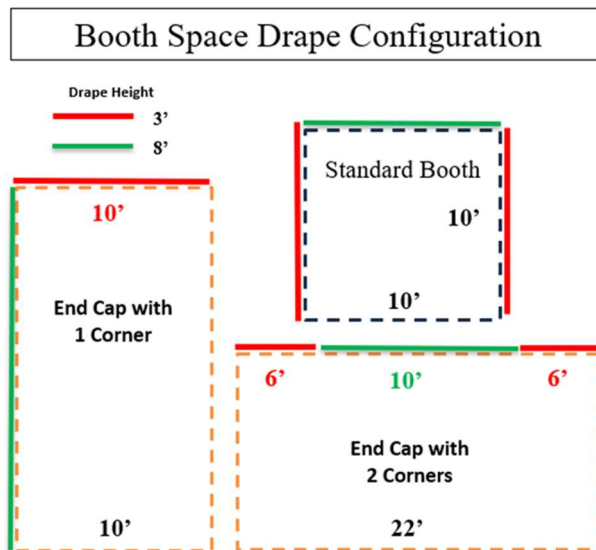
2. Booth Guidelines

Standard Booths:

- 8' high draped back wall
- 3' high draped side rails as space dividers
- Exhibitors may choose **not to use the pipe and drape** but must notify show management in advance.

End Cap Booths

- 1-Corner End Cap:**
 - 8' tall back wall along the full booth length
 - 3' tall × 10' wide dividing wall
- 2-Corner End Cap:**
 - 8' tall × 10' wide back wall
 - 3' tall × 6' wide section on each side for visibility
- Displays **must not obstruct** neighboring exhibitors; show management may **relocate non-compliant booths**.



3. Tables, Chairs & Colors

Please Note: Tables & chairs are **not included** in your booth package. (Standing and actively engaging with attendees is recommended for best results.)

- Tables:**
 - 8' skirted tables can be pre-ordered for \$55.
 - Late orders are available at higher cost or bring your own.
- Additional Furnishings:** Order via **Hale Northeastern, Inc.** (www.HaleExpo.com)

4. Exhibitor Sign

- Your booth includes a 7" × 44" sign for booth identification during move-in
 - Displays **Company name listed on registration** unless otherwise notified in advance
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5. Exhibitor Badges & Parking Tags

- **Pick-Up:** Exhibitor Packets are picked up on your scheduled move in day
 - **Allocation:**
 - First 10'×10' booth: 4 badges & 4 parking tags
 - Additional 10'×10' booths: +2 badges & +2 parking tags per booth
 - **Additional badges/tags:** \$10 each; email office@hbrcnyc.com or call 315-463-6261
 - **Rules:**
 - Badges must be always worn during show hours, clearly displaying the name
 - No sharing badges: business cards are not valid for entry
 - Exhibitor entry permitted **1 hour before show opening**
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6. Admission Tickets

- Your registration includes (4) complimentary Good for Any Day Admission tickets
 - Additional Good for Any Day Admission tickets can be pre-ordered for \$5 each
 - Pre-order via email or phone, or purchase at Show Office until Friday, March 27th, 10 AM
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7. Exhibitors' Responsibilities

- **Entrance:** Use main entrance or exhibitor door near loading docks; badge required
- **Booth Staffing:** Required during show hours unless prior approval obtained
- **Prohibited:** Smoking, microphones, disruptive sound, unauthorized solicitation, popcorn machines
- **Food Sampling:** Food sampling is subject to **Onondaga County Health Department** regulations
 - Contact 315.435.3252
- **NYS Fair Policy:** **ABSOLUTELY NO HELIUM BALLOONS** can be displayed or distributed at the show
- **Vehicles/Farm Equipment:** Less than ¼ tank fuel, batteries disconnected, no propane
- **Sales/Health Permits:** Exhibitors are responsible for compliance with sales tax and Health Dept. regulations
- **Booth Conduct:**
 - Remain within assigned space
 - Hard walls/supports must stay within your booth
 - Courteous behavior: do not block aisles, remove vehicles promptly, do not encroach on other booths
- **Move-Out:** Not before 5 PM Sunday; all items removed by **Noon on Monday, March 22nd**

8. Electric & Internet Service

- **Standard electrical service** (Household electric outlet): included in booth fee
 - **Additional 208V (220V):** Must be pre-ordered \$175 per connection
 - **Special devices:** exhibitor responsibility
 - **Floor protection:** Required for dirt, mulch, or water near electrical boxes
 - **Wi-Fi:** Free
 - **Hardwired internet** can be pre-ordered for \$100
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9. Forklift Service

- **Forklift service:** Must be pre-ordered \$98/hour
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10. Move-Out

- **Booth breakdown:** After 5 PM Sunday
 - **Aisle carpet removal:** No vehicles will be permitted on the floor until carpet has been removed.
 - **Building hours:** Open until 11 PM Sunday, doors reopen 7 AM Monday, March 22nd
 - **All exhibits must be removed:** Noon on Monday, March 22nd
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11. Email Correspondence

- **Email notifications:** Additional information will be provided via email from the following email addresses:
 - no-reply@many-dynamics.com
 - jderedita@hbrcnyc.com
 - office@hbrcnyc.com
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