



Plantasia 2012

Exhibitor Handbook

The Exhibitor Handbook provides you with the information necessary for the successful operation of your exhibit. Please read the handbook completely and follow these established rules for the benefit of all and to ensure a safe and enjoyable experience.

Please Read – Updated Information

SHOW DATES/HOURS

Wednesday	March 21, 2012	5:30PM – 8:30PM
Thursday	March 22, 2012	10AM – 9PM
Friday	March 23, 2012	10AM – 9PM
Saturday	March 24, 2012	10AM – 9PM
Sunday	March 25, 2012	10AM – 5PM

The Fairgrounds Event Center and Expo Building
5820 South Park Avenue (Route 62)
Hamburg, New York 14075

For questions or further information, please contact Joyce Janson at 716-741-8047

Set-up/tear down questions must be addressed to either Kim Schichtel at 913-1779 or Mike Frank at 432-4868

- **EXHIBITOR LEASE AGREEMENT:** Sign both copies (white and yellow) of the lease agreement and return the white copy with deposit and/or balance by due date specified or it can be declared null and void. **Please read the back of your 2012 Exhibitor Lease Agreement for additional rules and regulations.**
- **INSURANCE REQUIREMENTS:** Every Exhibitor is to provide a certificate of Public Liability Insurance protecting against liability for Bodily Injury and Property Damage in limits of \$1,000,000 each occurrence, \$1,000,000 General Aggregate and \$1,000,000 Products Liability with the Western New York State Nursery and Landscape Association, Inc. (WNYSNLA, Inc.) and the Erie County Agricultural Society, Inc. as additional insured. *See last page of this handbook for a sample certificate that you can use to notify your insurance agent.*
- **NEW YORK SALES TAX NUMBER:** Anyone doing sales during the event must have an original New York Sales Tax Permit and must display it in full view at all times at their booth. Please enclose a copy of your NYS Tax Permit with your 2012 Exhibitor Lease Agreement. Contact the NY State Department of Taxation at 1-800-972-1233 or www.nystax.gov to obtain a NY Sales Tax Number.
- **UTILITIES**
Cost of 110V electric is included in your rental fee but you still need to indicate your need for electric on the application or lease agreement. **Each Exhibitor is responsible for adequate lighting in their booth. Bring your own extension cords.**

Additional electric, phone, internet and gas service is available. Please fill out the Utility Order Form found on at http://plantasiany.com/Vendor_Registration.html

***Phone Service and Wireless Internet is available and is an additional cost that is to be made payable to The Fairgrounds Event Center, 5600 McKinley Parkway, Hamburg, NY 14075 (716) 648-9733 Please do not include it with Plantasia payments.**

- **CREDENTIALS:** **All Exhibitors will need daily credentials to enter the Show.** Vendors, Landscapers and Not-For-Profit organizations will receive three (3) Exhibitor Badges per reserved vendor booth and/or landscape space. It is the responsibility of all Exhibitors (Vendors, Landscapers and Not-For-Profits) to maintain these badges for the term of the Show or to return them at the Greeter's table at front door. **These exhibitor badges are only for people working your booth/landscape space and should be worn when at your booth and turned in at the end of their shift**

Credentials will not be given out until we have received full payment, approved liability insurance, a copy of your New York State Sales Tax Number (if doing sales) and or proof of Not-For-Profit status for our files. Credentials will be available Wednesday, March 21 in Show Office and with Greeters during run of the show.

- **VENDOR BOOTH ASSIGNMENTS:** Every attempt will be made to place vendors in booth spaces as confirmed by this contract, however, the producer reserves the right to change space assignments without prior notice if the producer, in its sole discretion, deems such a change of space to be appropriate.
- **LINK YOUR WEB-SITE:** Let your customers know you are in Plantasia! Link your website to www.plantasiany.com

- **BOOTH GUIDELINES:** Your booth should look professionally designed and related to your corporate image. Each booth is to be aesthetically pleasing and in good structural condition. Exhibitors must make arrangements through the Plantasia office for tables at an additional cost of \$20 for skirted tables. All tables must be covered and skirted. All products, materials and manpower related to the operation of the exhibit must be contained within its interior walls at all times. Exhibits must remain open and attended by a representative of the Exhibitor during show hours.
- **LANDSCAPE AND VENDOR AREA SET-UP: IMPORTANT -- Vendors cannot set-up before 5PM on Tuesday, March 20.** You will be turned away if you attempt to set-up on Monday. This will be strictly enforced. Prior arrangements with Plantasia Office can be made for drop-off of large vendor display items – i.e., gazebos, sheds, etc. Landscape set-up to begin Monday, March 19 at 8AM. Vendor set-up to begin Tuesday, March 20 at 5PM. No vendor vehicles will be allowed in the building during set-up or tear down. ***PLEASE NOTE: Further set-up/tear down information will be emailed or faxed in March***

Monday, March 19, 2012

Garden set-up 8AM - 11PM

Tuesday, March 20, 2012

Garden set-up 6AM– 11PM

Vendor set-up 5PM – 11PM

NEW for 2012 Due to our Spree Preview Night Party beginning at 5:30PM, we must adhere to the following schedule. All gardens must be complete and ready for the show by 12Noon on Wednesday, March 21, 2012. All vendors are required to leave the building by 2:00PM on Wednesday, March 21, 2012.

Wednesday, March 21, 2012

Garden Set-up	6AM - 12 Noon * must be completed at Noon
Vendors set-up	6AM - 2PM * must be completed at 2PM
Judging of Gardens	1:00PM – 4:00PM
Preview Night	5:30PM – 8:30PM Vendors to be present for business

- **MOVE-OUT INFORMATION LANDSCAPERS & VENDORS:** No removal or dismantling of exhibits will be permitted before show closing, 5PM, Sunday, March 25, 2012. FAILURE TO COMPLY MAY PUT FUTURE CONTRACTS IN JEOPARDY.

Sunday, March 25

All Vendors must move out 5:00PM – 10:00PM
 All Landscapers must begin removal of display 5:00PM – 10:00PM

Monday, March 26

Landscapers must complete removal of display 8:00AM – 1:00PM

- **WASTE REMOVAL:** Exhibitors shall be responsible for restoring their booth space to broom-clean condition and for removing the entire contents of their exhibit and/or display by 1PM, Monday, March 26. Exhibiting companies leaving items at the end of the show that are not clearly marked and usable as a horticultural student donation will be charged a \$250 clean-up charge.

