



2017 Fall Leadership Summit & Vendor Expo

October 12 - 15, 2017
Saratoga Hilton & City Center
Saratoga, New York

VENDOR PROSPECTUS

Vendor Rules & Regulations:

PAYMENT – No Vendor registration applications will be processed or assigned without the required payment in full and signed space contract.

BOOTH ASSIGNMENT and ELIGIBILITY - All booth assignments will be made at the discretion of AFDNYS. AFDNYS reserves the right to determine eligibility of any company or product to participate in the 2017 Fall Leadership Summit and Vendor Expo. Show Management can refuse rental of exhibit space to any company whose display of goods or services is not, in the opinion of AFDNYS, compatible with the educational character and objectives of the Expo.

BADGES - All exhibitors must present an exhibitor badge to enter the exhibit areas. Each person issued an exhibitor badge must be employed by the exhibiting company or be a sales representative for that company and must be covered under the exhibiting company's insurance policy.

BOOTH INSTALLATION - Vendor may set up their displays between the hours of 10:00am and 1:00pm on Thursday October 12, 2017. All Vendors MUST have their setup complete not later than 1:00pm.

VEHICLE DISPLAYS - All vehicles being displayed at the 2017 Vendor Expo are required to arrive at the staging area in the parking lot behind the city center no later than 8:00am on 10/12. Vehicles move in times will be determined by their placement on the Expo floor. **Any vehicle NOT in attendance and ready to move at the assigned time will NOT be allowed to exhibit and NO refunds will be issued. NO EXCEPTIONS.**

EXHIBIT RULES - The general rule of the exhibit floor is "be a good neighbor." No exhibits will be permitted that interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Exhibit space personnel, including demonstrators, hostesses and models, are required to confine their activities within the company's exhibit space. Apart from the specific display space for which an exhibiting company has contracted with Show Management, no part of Saratoga Springs City Center or Saratoga Hilton, may be used by any organization other than Show Management for display purposes of any kind or nature. Within the public city center property, exhibitor brand or company logos, signs, and trademark displays will be limited to the official exhibit area only. Exhibitor display, merchandise, and activities must remain within the confines of the designated space. Materials cannot flow into aisles or another exhibitor's space.

ADMITTANCE DURING NON EXPO HOURS - Exhibit space personnel will **not** be permitted to enter the exhibit after closing hours on Thursday night, reentry will be permitted beginning at 8am Friday morning. The City Center will be locked with a security guard on duty during the overnight hours. Vendors are responsible to secure all personal valuables. Neither AFDNYS, nor the City Center will be held liable for any lost or stolen items.

DISMANTLING - Exhibitor's displays must **not** be dismantled or packed in preparation for removal prior to the official closing time of 5:00 pm, Friday, October 13, 2017. Every exhibit space must be fully staffed and operational during all Fall Expo hours. The deadline for the dismantling and removal of displays will be at 10:00 pm, Friday, October 13, 2017.

LIABILITY - Neither AFDNYS, its members, nor the representatives and employees thereof, its official vendor services contractor, nor its representatives and employees, Saratoga Springs City Center, nor its representatives and employees will be responsible for injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibitor's contract. It is agreed by the parties that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in numerous exhibits, and various other factors make it reasonable that each exhibitor shall assume their own risk of any injury, loss or damage, and the exhibitor, by signing this contract, hereby assumes such risk and expressly releases the organizations and individuals referred to above from any and all claims for any such loss, damage or injury. Protection against unauthorized removal of property from the exhibit space occupied by the exhibitor shall be the exhibitor's responsibility.

5. EXHIBITOR INSURANCE - The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than \$1,000,000. Such insurance shall name AFDNYS as an additional insured. Workers Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the grounds.

CANCELATION POLICY - All cancellations must be in writing and received by Affordable Custom Event Services according to the following schedule:

Cancellations received on or before 8/04/2017 receive a 100% refund

Cancellations received 8/05/2017 - 8/18/2017 receive a 75% refund

Cancellations received 8/19/2017 - 9/01/2017 receive a 50% refund

Cancellations received 9/02/2017 - 9/15/2017 receive a 25% refund

Cancellations received after 9/15/2017 will receive NO REFUNDS.

There are no credits issued for no shows or early departures. Subletting of booth space is strictly prohibited. Participants are otherwise responsible for all charges.

SHIPPING & RECEIVING - ANY shipment arriving at the City Center prior to the day of the Fall Expo will be refused. Exhibitors should contact the Fall Expo decorator for all Shipping and Receiving needs: **Nationwide Expo, Steve Ewald, (845) 561-0832, www.nationwideexpo@hvc.rr.com** Arrangements for out-going shipments must be made in advance with Nationwide Expo. Any unclaimed items must be removed by the decorator at the vendor's cost, or be considered abandoned and discarded.

INTERNET & ELECTIC - All internet services must be ordered in advance directly from SPA.NET at (518) 581-0690 or events@spa.net. Limited free wifi is available. Electrical services will be provided for a fee by the Decorator, Nationwide Expo, and should be indicated on your vendor registration application.

REQUIRED: VENDOR AGREEMENT

I understand that AFDSNY will assign exhibitor space to us. I have read and will abide by the Vendor Rule & Regulation as stated above. I have provided current contact information and understand that any changes in convention times will be communicated through our authorized contact person listed on the front of this page.

Signature: _____

Date: _____