

## ESSENTIAL SHOW INFORMATION:



### SHOW DATES AND HOURS

Friday, February 9		3:00pm – 8:00pm
Saturday, February 10		10:00am – 6:00pm
Sunday, February 11		10:00am – 5:00pm

**LOCATION:** Albany Capital Center, 55 Eagle Street • Albany, NY 12207

Prior to booking your booth and to alleviate any problems that may arise during the move-in, set-up, move-out, or the show itself, please take a few minutes to thoroughly read these materials carefully and call with any questions.

### SHOW CONTACT:

**Olivia Dunn at (518) 454-5828 or [odunn@timesunion.com](mailto:odunn@timesunion.com)**

Please read this manual in full **PRIOR** to booking your booth. Due to a new location, there are several things that have changed from years prior.

### ABOUT YOUR BOOTH

Each booth available is 10-feet deep x 8-feet wide. Side rails and curtains are 3-feet high, and the backdrop curtain will be 8-feet high. Please be sure that the back of your booth(s) is appropriately designed if higher than 8 feet. A booth may not be higher than 10-feet in the back and 4-feet on the sides unless the show management gives special permission.

Booths are priced at \$1,125 each for 10'd x 10'w and \$975 each for 8'd x 10'w.

### FLOOR PLAN

To view the floor plan and your booth location go to: [timesunionhomeexpo.com/floorplan](http://timesunionhomeexpo.com/floorplan)

**IMPORTANT NOTE:** Due to the change in venue there are new height restrictions for move in. Please see move in section pages 5&6.

## **RULES AND REGULATIONS OF BOOTHS:**

- 1) No glass containers are permitted on the exhibit floor, in meeting rooms, or ballrooms without the prior written consent of the ACC.
- 2) Signs, decorations, and related materials may not be taped, tacked, stapled, nailed, etc. to doors, painted surfaces, columns, fabrics, or decorated surfaces in the Albany Capital Center (the ACC).
- 3) ACC permanent signs banners, etc. may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent ACC signage.
- 4) No banner larger than 5' x 8' can be hung in the ACC without prior written approval from the operator.
- 5) Under no conditions will signs or banners be taped, hung, or otherwise attached to the ACC's operable walls and doors.
- 6) The use of helium balloons is prohibited. Costs associated with the violation of this are responsibility of the exhibitor.
- 7) Adhesive backed stickers, decals, and chewing gum may not be distributed in the ACC. Costs associated with the removal of stickers/decals are the responsibility of the exhibitor.
- 8) The use of glitter and confetti are not permitted in the ACC. Costs associated with the clean up or glitter, confetti, or similar/related materials is the responsibility of the exhibitor.
- 9) All floor load capacities should be strictly observed
- 10) The sale of any foodstuffs, including refreshments, is strictly prohibited. See the Food & Beverage Guidelines for addition details.
- 11) No music.

## **DECORATOR SERVICES:**

You will be provided with pipe and draping for your booth. You will also be able to order tables and chairs for an additional cost.

**PLEASE NOTE:** ACC has a protection of property policy that will require certain exhibitors to rent carpet through decorative services to put under their booth. Landscaping booth displays that include pavers/bricks need to rent or bring a carpet to place underneath.

## **FOOD AND BEVERAGE SAMPLES:**

Food and/or beverage samples may be offered if the product being sampled is served by the exhibiting company. A current health permit and/or NYSLA marketing permit must be on file with the catering office.

Sample sizes are as follows:

- Alcohol: Ask event planner
- Food: Not more than two (2) ounces
- Non-Alcoholic Beverages: Not more than four (4) ounces

To apply to serve samples at your booth, [please submit this application](#). You must have confirmation certificate at the event to serve samples. The confirmation certificate will be sent via e-mail to the address provide on the form.

## **DÉCOR:**

Exhibitors are prohibited from having open flames or sparklers at the event. The use of bubbles is limited and no confetti is allowed. DIY décor may incur additional fees; inquire with your event planner for details and pricing. A signed waiver and/or additional cleaning fees may apply.

## **FURNITURE RENTAL:**

All furniture and décor rentals are exclusively through Total Events, LLC. Each booth comes with pipe and draping that is set-up prior to your move-in time. If you need tables or chairs please [click here](#) to see full details and pricing.

## **FUEL TANKS:**

The Display of any and all vehicles that are powered by a combustion engine require fuel tanks be less than ¼ full. The cap for the fuel tank must be locked or taped closed and at no time in the removal or addition of fuel allowed in or around the ACC. Vehicle electrical systems must be disconnected by either removing battery, battery cables, or disconnecting battery cables and taping contact with nonconductive electrical tape.

## **ELECTRICAL & INTERNET:**

If your booth needs electrical or internet, [please see full details here](#). If interested, please contact Olivia Dunn and 518- 454- 5828

**WATER:** We will not be offering water services this year due to restrictions of our new location.

## **DELIVERIES:**

Due to limited storage space, the Albany Capital Center will not accept advance freight deliveries. Any and all freight must be moved in during designated move-in hours. Any freight scheduled for delivery to the Albany Capital Center during move-in periods must be to the attention of the decorator company. The Albany Capital Center will not accept C.O.D. shipments under any circumstances. The Albany Capital Center will not accept responsibility for costs associated with freight delivery/pick-up during non-assigned periods. The Albany Capital Center will not be liable for the security of freight left in the facility following the conclusion of your moveout date(s), nor can we assume responsibility for the shipping of such freight. Freight including empty crates or pallets left on the show floor will be disposed on at licensee's expense. Exhibitor Shipments and any shipments to be handled by an Approved Decorator Service should be shipped to the Decorator Service's attention with the show name and booth number clearly written on the label in the following format:

Name of Event  
Shipper Name  
Attn: Approved Decorator Service  
Albany Capital Center - Loading Dock  
55 Eagle Street  
Albany, NY 12207

Shipments for this event without an Approved Decorator Service should be clearly labeled to the show manager with the show name and location in the building that the shipment is to go to in the following format:

Your Event, Shipper Name  
Show Manager Name  
Delivery Location  
Albany Capital Center - Loading Dock  
55 Eagle Street  
Albany, NY 12207

All deliveries that are not handled through an Approved Decorator Service must be arranged through your Event Manager to be delivered to the loading dock.

Any deliveries made more than 2 days prior to contracted event date or without information regarding their show will be refused. Receiving charges are \$25.00 per pallet. The shipper will be responsible for all associated costs. Return shipments must be re-packed, labeled, and called in by the shipper. When the box is ready to be shipped, please contact your Event Manager. All packages are held on an unsecured dock for shipping and receiving. The Albany Capital Center is not responsible for lost, damaged, or stolen boxes. All packages remaining after 5 business days will be discarded.

## **PARKING**

Parking is available on the street during move in days. There will be no parking allowed in the parking garage directly connected to the loading dock.

Please call Olivia Dunn at 518-454-5828 to arrange for oversized parking.

Parking is FREE at the Albany Capital Center parking garage during the show hours.

Three levels of parking garage are located beneath the Albany Capital Center with additional spaces available in the connected Times Union Center Parking Garage.

The entrance to the Albany Capital Center Parking Garage is located on Wendell Street. The GPS Address for the parking garage entrance is: 7 Wendell Street, Albany, NY, 12207.

There are many other parking garages throughout the immediate area. Please go to [www.parkalbany.com](http://www.parkalbany.com) for more information.

## **EXHIBITOR IDENTIFICATION WRISTBANDS**

Wristbands will be provided for each booth at the time of move-in. The identification bands will allow exhibitors to exit and re-enter the show free-of-charge.

**IN ORDER TO ENTER THE BUILDING WITHOUT PAYING, EXHIBITORS MUST SHOW THEIR EXHIBITOR IDENTIFICATION BAND EACH DAY AT THE BOX OFFICE ENTRANCE (LOWER OR UPPER LEVEL).**

Please let us know at check-in if you have different staff working the Expo and are NOT able to arrange the pass of the Exhibitor Identification bands to them to allow for entry into the show the next day. We will add the name to our entry list. Workers will need to show ID at the box office entrance to obtain the band.

## - MOVE IN -

Dimensions to move in and out of the building have changed due to the Home Expo's relocation. Please read thoroughly.

Emails will be sent to the "Administrative Contact" that you listed at the time of registration with your specific move in time. If you need to change or review who your "Administrative Contact" is go to <http://timesunionhomeexpo.com/vendor-registration> and login to your account. You will need your password.

**Access to Level 1 and Level 2 via the loading dock is through the freight and/or service elevators.**

### **Room Descriptions:**

#### **LEVEL 1 -**

MEETING ROOMS Meeting rooms on the first floor include The Capital Room, Meeting Rooms 1A, 1B, 2A, 2B, and 2C.

General Measurements:

- Ceiling height inside of the first level meeting rooms is 15 feet.
- Floor Load Capacity: 150 lbs. per sq. ft.
- Doors leading into the first level meeting rooms are 5' 5" wide by 8' 3" high.

Electrical:

- Floor box capacities: 1-30 amp 120/208v 3phase 5 wire receptacles and 3-120v duplex receptacles.

[To see floor plan click here.](#)

#### **LEVEL 2 -**

General Measurements:

- Floor Load Capacity: 150 lbs. per sq. ft.
- Doorways: The largest doorway leading into the multipurpose room is 9' 6" wide by 7' 8" high via the service corridor. Regular doorways are 5' 6" wide x 7' 8" high

ELECTRICAL:

- Floor box capacities: 2-30 amp 120/208v 3phase 5 wire receptacles and 4-120v duplex receptacles.

PRE-FUNCTION General Measurements:

- Ceiling height of the second-floor pre-function area ranges from 17' to 21'
- Floor Load Capacity: 150 lbs. per sq. ft.

[To see floor plan click here.](#)

Motorized vehicles and equipment (i.e. carts, forklifts, etc.) and other moveable equipment (i.e. dollies, pallet jacks, etc.) are not permitted in the lobby, pre-function, or meeting rooms without the prior written approval of the operator. CARTS WILL NOT BE PROVIDED THIS YEAR. YOU MUST BRING YOUR OWN CART TO MOVE IN ITEMS.

**THE ONLY WAY TO MOVE IN ITEMS FOR YOUR BOOTH IS THROUGH THE DESIGNATED FREIGHT ELEVATOR PLEASE MAKE NOTE OF DIMENSIONS.**

**ELEVATOR MEASUREMENTS:**

Freight elevator:

- 7'11" height x 21' depth and 12' doorway (width)
- 15,000 lb. capacity

Service Elevator

- 10' height x 8' depth and 4' x 7' doorway (width)

Main elevator

- 8' height x 6' depth and 4' x 7' doorway (width)

Passenger elevators and escalators are to be used by the general public and should not be used for any freight or equipment movement.

**LOADING DOCK:**

Access to the loading dock is via Howard Street. A loading dock with three (3) bays is available for loading and unloading of trucks and other vehicles. 1 POV ramp is also available. The loading dock is located on the Howard Street side of the facility, adjacent to the 3rd level of the parking garage and all access to the main levels of the convention center is through the freight and service elevators. There are no restrictions on loading dock measurements.

**FORKLIFT:**

If you need the assistance of a forklift during move in please reach out to Olivia Dunn no later than Tuesday, January 23<sup>rd</sup>. Contact info: (518) 454 – 5828 or [odunn@timesunion.com](mailto:odunn@timesunion.com).

Please make note that the fork lift will not be able to lift your items higher than the height restrictions of the freight elevator.

**- Advertising -**

**ADVERTISEMENT – AD DEADLINE FRIDAY, JANUARY 8**

As part of your booth fee, you receive a free ad in the Times Union newspaper to be published on Sunday, February 5. We have sent out emails to all exhibitors notifying you to get your ad copy or camera ready ad to us by January 8. If we DO NOT receive information from you by Friday, January

8, you will have missed the opportunity to have your ad in the newspaper. Contact Olivia Dunn at (518) 454-5828 or [odunn@timesunion.com](mailto:odunn@timesunion.com) if you have any questions regarding your ad.

## - Additional Rules and Regulations -

- 1) Holes may not be drilled, cored, or punched into any part of the ACC or exterior premises.
- 2) Animals and pets are not permitted in the ACC except in conjunction with an approved exhibit, display, show, etc. Seeing eye dogs are permitted.
- 3) The following materials are prohibited without written consent of the ACC: open flame devices; vehicles; welding, cutting, or brazing equipment; ammunition radioactive devices; flammable liquids; pressure vessels, exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents or explosives; flammable cryogenic gases; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment; other equipment, materials and operations that increase risk to fire and life safety.
- 4) All bunting, table coverings, drapes, signs, banners, and like materials must be flame resistant and are subject to inspection and flame testing by Fire Marshall.
- 5) All electrical equipment must conform to the National Electrical Code and be UL approved.

### **SECURITY**

Security Guards will be on the show premises on Thursday, Friday and Saturday nights from the time the show closes until it opens to the exhibitors the next day. We do suggest you store your items within your booth; the Home Expo is not responsible for any missing items.

### **INSURANCE**

Each exhibitor is responsible for his own equipment and merchandise. Neither the Times Union Newspaper, nor the Times Union Center, nor any of their respective officers, service contractors, or employees, shall be responsible for any damage suffered by an exhibitor, his agents or employees, in transit to, at, or leaving the show, whether from theft, fire, or any other cause. Exhibitors desiring insurance on their goods must place the same at their expense.

### **AMENDMENTS**

Show Management shall have the authority to enforce, interpret and amend these regulations, and to make additional rules and regulations at its discretion, which shall be in the best interest of the Show.

### **HOTELS AND MOTELS**

For a list of Hotels and Motels in the area go to our website: <http://timesunionhomeexpo.com>

- Click Become an Exhibitor
- Click Exhibitor Links
- Click Hotel and Motel List

QUESTIONS REGARDING THE ALBANY CAPITAL CENTER AND PARKING OPTIONS CONTACT:

Ana Purritano Albany Capital Center at (518) 487- 2028 or

[Ana.Purritano@albanycapitalcenter.com](mailto:Ana.Purritano@albanycapitalcenter.com)

SHOW MANAGEMENT AND DURING SHOW ON SITE CONTACT:  
Olivia Dunn at (518) 454-5828 or [odunn@timesunion.com](mailto:odunn@timesunion.com)