

# MOVE-IN INSTRUCTIONS

ALBANY CAPITAL CENTER ADDRESS: **55 Eagle Street, Albany, NY 12207**

- Albany Capital Center Parking Garage is located on Wendall Street.
- NO ACCESS or ENTRY from Eagle Street to the front of the building. You MUST go to the ACC parking garage or loading dock. Access to the loading dock must be pre-scheduled.

## MOVE-IN DATES AND HOURS

Wednesday, February 6, 2019 > HOURS: **9:00 AM – 5:00 PM**

Thursday, February 7, 2019 > HOURS: **9:00 AM – 5:00 PM**

Friday, February 8, 2019 > HOURS: **9:00 AM – 1:00 PM** >> BOOTHS MUST BE READY NO LATER THAN 2PM. SHOW OPENS AT 3PM

**\*\*LOADING DOCK ACCESS AND FORKLIFT REQUESTS – MUST BE SCHEDULED IN ADVANCE.\*\***

**CALL (518) 454-5828 TO SCHEDULE. DEADLINE: Friday, January 25, 2019**

- The forklift will NOT be available unless pre-scheduled in advance.
- The forklift will NOT be able to lift items higher than the height restrictions of the freight elevator - See pg. 2.

## **2 Ways to Move-in for the Home Expo at the Albany Capital Center.**

1. **FOR BOX TRUCKS AND BIG VEHICLES** \*\*MUST BE PRE-SCHEDULED!

ALBANY CAPITAL CENTER **LOADING DOCK – HOWARD STREET**

**YOU MUST SCHEDULE A DATE AND TIME IN ADVANCE. CONTACT SHOW MANAGEMENT at (518) 454-5828.**

- Trucks line up on Howard Street and wait to be directed by the security guard.
- Security guards will NOT allow any vehicle in the loading dock area without approval from Show Management. You MUST schedule a time in advance to have access to the loading dock area.
- NO PARKING at the loading dock. Any vehicle left unattended more than 30 minutes will be towed owner's expense.
- DIRECTIONS to Albany Capital Center loading dock: Eagle Street to 54 Howard Street

**LOADING DOCK:** 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. The loading dock has (3) bays. 1 POV ramp is also available.

2. **FOR FEW ITEMS TO DROP OFF** \*\*NOT NECESSARY TO SCHEDULE A DATE OR TIME.

ALBANY CAPITAL CENTER **PARKING GARAGE – DRIVE TO LEVEL 3 FOR DROP OFF ONLY**

**NOT NECESSARY TO SCHEDULE A DATE & TIME. COME DURING MOVE-IN HOURS. SEE ABOVE FOR HOURS.**

- **LEVEL 3** is for **DROP OFF ONLY**. NO PARKING! Any vehicle left unattended more than 30 minutes will be towed at owner's expense.
- You can park your vehicle on Levels 1 and 2. No charge. Note the garage has a **height restriction of 6' 6"**.
- DIRECTIONS to ACC parking garage: Eagle Street to Howard Street to Wendell Street

**WE SUGGEST ALL EXHIBITORS BRING THEIR OWN CARTS AS CARTS WILL NOT BE MADE AVAILABLE FOR MOVE IN OR MOVE OUT.**

## PARKING

- For Move-in, Free parking at the Albany Capital Center garage and \$4.00 parking at the Times Union Center garage.
- **ANY VEHICLE LEFT UNATTENDED ON EAGLE, WENDELL OR HOWARD STREETS WILL BE TOWED IMMEDIATELY BY ALBANY POLICE AT OWNER'S EXPENSE.**
- PARKING IS FREE at both garages during expo hours beginning at 3pm on Friday and all-day Saturday and Sunday.
- If both garages are full, there are many other parking garages throughout the immediate area. Please go to [www.parkalbany.com](http://www.parkalbany.com) for more information.

### ALBANY CAPITAL CENTER PARKING GARAGE - (FREE)

- For move-in, parking is FREE in the Albany Capital Center Parking Garage.
- You can park your vehicle on Levels 1 and 2 in the Albany Capital Center parking garage.
- Note the garage has a **height restriction of 6' 6"**.

### TIMES UNION CENTER PARKING GARAGE - (\$4.00 For Move-in) – DRIVE TO LEVEL 5

- If the ACC garage is full, you can park in the Times Union Center garage. Valid for any regular sized cars and SUVs. No cars with trailers in tow will be allowed. Call the Jamie Parker at **(518) 487-2026** to arrange for oversized parking.
- Attached is the Times Union Center parking pass. You must give the attendant at the Times Union Center parking garage the **PRINTED** exhibitor parking pass to receive the \$4.00 rate. **Electronic copies or showing your phone will not be accepted.**
- DIRECTIONS to TUC parking garage: South Pearl to Market Street OR South Pearl to Beaver Street
- Park on LEVEL 5. Take the walkway to the Albany Capital Center. Look for Albany Capital Center signs. Once at the Albany Capital Center take the elevator to C1.
- Note the garage has a **height restriction of 6' 6"**.

## ELEVATOR MEASUREMENTS

- **FREIGHT ELEVATOR** (*Loading Dock or Level 3 of ACC Garage*) >> 7'11" height x 21' depth and 12' doorway (width), 15,000 lb. capacity
- **SERVICE ELEVATOR** (*Loading Dock or Level 3 of ACC Garage*) >> 10' height x 8' depth and 4' x 7' doorway (width)
- **W1-ELEVATOR** (*Access through ACC garage levels 1, 2, 3 and walkway level 1, 2*) >> 8' height x 6' depth and 4' x 7' doorway (width). Passenger elevators and escalators are to be used by the public and should not be used for any freight or equipment movement.

## FLOOR LEVEL DESCRIPTIONS

LEVEL 1 – *Meeting rooms on the first floor include The Capital Room, Meeting Rooms 1A, 1B, 2A, 2B, and 2C.*

- 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.

### LEVEL 2

- Ceiling height of the second-floor pre-function area ranges from 17' to 21'
- 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.

## **WHAT YOUR BOOTH INCLUDES** - PIPE AND DRAPE

- Level 1 Booths - **White Draping**. Side rails and curtains are 3' high, and the backdrop curtain is 8' high.
- Level 2 Booths - **Black Draping**. Side rails and curtains are 3' high, and the backdrop curtain is 8' high.
- 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. Call (518) 454-5828 for approval.
- **Tables and chairs are an additional expense**, contact Total Events at (518) 383-8602 or [info@totaleventsny.com](mailto:info@totaleventsny.com) to rent **OR** you can bring your own.

## RULES AND REGULATIONS OF BOOTHS

- No glass containers are permitted on the exhibit floor, in meeting rooms, or ballrooms without the prior written consent of the ACC.
- 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).
- 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.
- No banner larger than 5' x 8' can be hung in the ACC without prior written approval from the operator.
- Under no conditions will signs or banners be taped, hung, or otherwise attached to the ACC's operable walls and doors.
- Helium balloons is prohibited. Costs associated with the violation of this are responsibility of the exhibitor.
- 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.
- No glitter or confetti. Costs associated with the clean up or glitter, confetti, or similar/related materials is the responsibility of the exhibitor.
- The sale of any food including refreshments, is strictly prohibited.
- No open flames or sparklers.
- No music.
- No drones.

## POLICY FOR VEHICLES ON DISPLAY IN YOUR BOOTH

- You need less than 1/4 tank of gas and the gas cap needs to lock or be taped closed. Batteries must be disconnected. Please notify show management if you will have a vehicle on display in your booth.

## WATER

- Contact Jamie Parker with the Albany Capital Center to arrange for water service at (518) 487-2026.

## CHECK-IN DESK FOR MOVE-IN

- There will be a check-in desk for move in located at the admissions booth next to the front doors on Level One. Please check-in and collect your exhibitor wristbands.

## EXHIBITOR WRISTBANDS – **MUST BE PICKED UP AT MOVE-IN**

- During move-in, you **MUST** stop by the check-in desk to receive your wristbands. Single booths will receive 4 bands and multiple booths will receive 8 bands. (unless previously requested through Show Management)
- The wristbands will allow exhibitors to exit and re-enter the show free-of-charge. If you have people working in shifts, please arrange to have their bands distributed to them before coming to the show.
- **IN ORDER TO ENTER THE BUILDING WITHOUT PAYING, EXHIBITORS MUST SHOW THEIR EXHIBITOR WRISTBAND EACH DAY AT THE BOX OFFICE ENTRANCE.**

Please let us know in **ADVANCE** if you have different staff working and are NOT able to arrange the wristband distribution to workers to allow for entry into the show the next day.

## ELECTRICITY

**\*\*CHECK YOUR ONLINE ACCOUNT TO SEE IF YOU ALREADY PURCHASED ELECTRICITY!**

To place an order for Electricity or Internet, follow the instructions below. **After 1/31, there will be an additional \$25.00 late fee charge for Electrical orders.**

- \$60.00 – 10amp, 120v (960 watts). After 1/31 the cost is \$85.
- \$75.00 – 20amp, 120v (1920 watts). After 1/31 the cost is \$100.

## SECURED INTERNET NETWORK CONNECTION (Wireless or Cabled)

A shared, guest WiFi network is available FREE of charge. This service lives at a minimum of 15 MBPS. If you wish to purchase a secured internet network connection (Wireless or Cabled) the cost is below.

- \$250.00 – 3 Day Access. After 1/31 the cost is \$300.

#### TO PURCHASE ELECTRICITY OR INTERNET

- + Login to your account with your password you created, go to: [www.timesunionhomeexpo.com/login](http://www.timesunionhomeexpo.com/login)
- + Click Exhibitor Contract
- + Click Order Additional Space/Items
- + Select Electricity or Internet to order
- + Follow the screen prompts

#### TABLES AND CHAIRS ARE AN ADDITIONAL EXPENSE – *Late fees will be applied for any at show orders.*

To order booth furnishings, tables, chairs, easels etc. go to our website: [www.timesunionhomeexpo.com](http://www.timesunionhomeexpo.com)

- Click Become an Exhibitor
- Click Order Furniture & Carpet

Questions about furniture orders, contact **TOTAL EVENTS at (518) 383-8602** or [info@totaleventsny.com](mailto:info@totaleventsny.com).

MAILING ADDRESS: 4021 State Street, Schenectady NY, 12304 FAX: (518) 383-8603

#### CARPET

- The Albany Capital Center is carpeted. If you will be displaying landscaping machines or cement blocks please note you will be required to purchase additional carpet. **Any damage done to the carpet will be at your expense.**

#### SHOW HOURS

- All exhibitors will be allowed to enter the building no more than 30 minutes prior to show time on Saturday and Sunday. The show is open to the public during the following hours:

**FRIDAY, FEBRUARY 8** >> 3:00 PM – 8:00 PM

**SATURDAY, FEBRUARY 9** >> 10:00 AM – 6:00 PM

**SUNDAY, FEBRUARY 10** >> 10:00 AM – 5:00 PM

#### QUESTIONS DURING THE SHOW

- Go to the admissions booth on the first floor.

#### EXHIBITOR LOUNGE

- There will be a private Exhibitor Lounge located just outside the admission booth on the first floor of the Albany Capital Center. The Lounge will have tables and chairs for EXHIBITORS ONLY to take a break to return calls, check emails, eat or to enjoy a quiet escape from the hustle and bustle of the event. This space does not include food, beverage, electrical, or AV.

#### FOOD SERVICES

- During move-in, there are several local food businesses including Sandwiches to Go, Subway, Maurice's Deli, Dallas' Hot Weiners, Pizzeria Sapienza, Lam's Kitchen, Mild Wallys as well as restaurants such as Angelo's 677 Prime, Amo Labella and Lombardo's. No outside food deliveries during move-in will be permitted.
- **Please note that Mazzone is the exclusive food provider for the Albany Capital Center and no outside food will be allowed inside the building.** If you would like to have food service inside the Albany Capital Center, please contact **Nadine Lewis at [nadinel@mazzonehospitality.com](mailto:nadinel@mazzonehospitality.com) or (518) 487-2167.**
- There will be one concession stand (second level) open during all show hours. No outside food deliveries during show hours will be permitted.

#### 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 of 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 # clearly written on the label in the following format:

Times Union Home Expo  
Shipper Name  
Booth #  
Attn: Approved Decorator Service or Show Management (Anne Curcurito)  
Albany Capital Center - Loading Dock  
55 Eagle Street  
Albany, NY 12207

- 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 Jamie Parker, Albany Capital Center at (518) 487- 2026 or [jamie.parker@albanycapitalcenter.com](mailto:jamie.parker@albanycapitalcenter.com). 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.

#### SECURITY

- Albany Capital Center Security will be on duty on Wednesday, Thursday, Friday and Saturday nights from the time that set-up and/or the show closes until it opens the next day.
- Each exhibitor is responsible for his/her own equipment and merchandise. Neither the Times Union, nor the State of New York, 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.

#### INSURANCE

- Each exhibitor is responsible for his own equipment and merchandise. Neither the Times Union Newspaper, nor the Albany Capital 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. You are NOT required to provide a certificate of insurance.

#### 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 go to: [www.timesunionhomeexpo.com/hotels-in-albany](http://www.timesunionhomeexpo.com/hotels-in-albany)

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QUESTIONS REGARDING THE ALBANY CAPITAL CENTER AND PARKING OPTIONS CONTACT:  
Jamie Parker, Albany Capital Center at (518) 487- 2026 or [jamie.parker@albanycapitalcenter.com](mailto:jamie.parker@albanycapitalcenter.com)

QUESTIONS FOR SHOW MANAGEMENT CONTACT:  
Anne Curcurito at (518) 454-5828 or [anne.curcurito@timesunion.com](mailto:anne.curcurito@timesunion.com)

# MOVE-OUT INSTRUCTIONS

SUNDAY, FEBRUARY 10 | 5:00 PM – 10:00 PM ONLY | (NO MONDAY HOURS!)

## Wait until 5:00 PM to begin to pack up your booth.

For safety purposes it is crucial to wait until 5:00 PM to start packing up. This rule will be strictly enforced. There will be traffic jams if you attempt to leave early. It's not fair to attendees that paid to come to the show to have exhibitors packed up prior to 5:00 PM.

## ONCE YOUR BOOTH IS FULLY PACKED PLEASE TAKE THE FOLLOWING STEPS:

### If you **NEED** the loading dock:

- Once your entire booth is packed up, go to the move-out desk located at the bottom of the escalator on the first floor to notify show management. You will be put on the list to get access to the freight elevator and the loading dock.
- You will NOT be allowed in the freight elevator and trucks will NOT be allowed in the loading dock area unless approved by show management.
- This is a stressful time for everyone! We all want to get home as soon as possible. We have a system in place to make this a smooth process when EXHIBITORS FOLLOW THE RULES. When exhibitors try to jump the line for the freight elevator or get access to the loading dock when their booth materials are not at the loading dock, this creates traffic jams and lengthy delays. Please be respectful and notify show management when your booth is packed up then we will get you out as soon as possible.

### If you **DO NOT** need the loading dock:

- **OPTION 1:** Go to Level 3 of the Albany Capital Center Parking Garage to hand cart your booth materials to your vehicle.
- **OPTION 2:** Go to Eagle St. front entrance. Drop your booth items off in the front lobby. THEN go get your vehicle. No car will be allowed unattended in the drop-off area in front of the building.

**NOTE** - We recommend two people, one as a driver and one to pack up the vehicle to make the process more efficient. Vehicles will be towed if left unattended on Eagle St. or in private parking lots.

ANY VEHICLE LEFT UNATTENDED ON EAGLE, WENDELL OR HOWARD STREETS WILL BE **TOWED** IMMEDIATELY BY ALBANY POLICE AT OWNER'S EXPENSE.

All exhibitors must be moved out no later than 10:00 PM on Sunday.

**Please be considerate of your fellow exhibitors -- don't block leave parts of your display in aisles where other exhibitors are moving out.**

DISCOUNTED PARKING RATE VALID AT THE TIMES UNION CENTER FEBRUARY 6 - 8, 2019 ONLY.



# EXHIBITOR MOVE-IN PARKING PASS

FEBRUARY 8 – 10, 2019  
ALBANY CAPITAL CENTER  
55 EAGLE STREET, ALBANY NY 12207

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## WEDNESDAY, FEBRUARY 6 > PARKING OPTIONS

ALBANY CAPITAL CENTER GARAGE - **FREE**

> Level 1 & 2 ONLY. NO Parking on Level 3. Drop off booth items only on Level 3. Security will be monitoring.

TIMES UNION CENTER GARAGE - **\$4.00 (MUST PRINT THIS FORM!)**

> You must give the attendant at the Times Union Center parking garage this PRINTED exhibitor parking pass to receive the \$4.00 rate. Electronic copies or showing your phone will not be accepted.

*Find other parking lots in the area. Make sure to read the signs to avoid your vehicle being towed.*

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## THURSDAY, FEBRUARY 7 > PARKING OPTIONS

ALBANY CAPITAL CENTER GARAGE - **FREE**

> Level 1 & 2 ONLY. NO Parking on Level 3. Drop off booth items only on Level 3. Security will be monitoring.

TIMES UNION CENTER GARAGE - **\$4.00 (MUST PRINT THIS FORM!)**

> You must give the attendant at the Times Union Center parking garage this PRINTED exhibitor parking pass to receive the \$4.00 rate. Electronic copies or showing your phone will not be accepted.

*Find other parking lots in the area. Make sure to read the signs to avoid your vehicle being towed.*

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## FRIDAY, FEBRUARY 8 > PARKING OPTIONS

**NO PARKING IN THE ALBANY CAPITAL CENTER FOR FRIDAY!**

> Only drop off for booth times will be allowed. Security will be monitoring. The Albany Capital Center garage is for attendee parking only.

**FREE** Parking at the Times Union Center Garage. **(MUST PRINT THIS FORM!)**

> You must give the attendant at the Times Union Center parking garage this PRINTED exhibitor parking pass to receive the \$4.00 rate. Electronic copies or showing your phone will not be accepted.

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## SATURDAY, FEBRUARY 9 & SUNDAY, FEBRUARY 10 PARKING

Exhibitors can park in the Times Union Center garage for **FREE**. No form needed.

***The Albany Capital Center garage is for attendee parking only.***