

SHOW TERMS: Adirondack Buyer Days 2023 | ANCA, Adirondack North Country Association

LOCATION: Saratoga Springs City Center, 522 Broadway, Saratoga Springs, NY 12866

DATES/HOURS: Tuesday, March 28, 9am-5pm -- Wednesday, March 29, 9am-4pm

VENDOR SETUP: Monday, March 27, anytime between noon-7pm. NO EARLY BIRDS

ELIGIBILITY: *Sales representatives, importers, and resellers are strictly prohibited (returners are grandfathered in).* Work must be original and made by hand or with appropriate tool by you or designed and supervised in your studio. You should be located in Northern NY state or Northern New England. The following are not acceptable: commercial patterns or kits with changes of less than 25% by artist, ceramic molds, imports and machine made goods. The artist or craftsperson who designs the work and is a principal of the business must be present to show their work. Value added food producers welcome to apply.

APPLICATION AND CONFIRMATION: When we receive your full application (all questions answered, uploaded JPG photos of products, booth, and wholesale price sheet), we will score it and decide whether it is accepted. We may follow up with some questions. You will be notified via email one way or the other. If yes, you will receive further information and a link to register and pay for your booth.

*Returning vendors from recent shows bypass the application. Email organizer for direct link to registration.

PAYMENT: Full payment is required to secure a booth. Booth assignment will be based upon payment receipt date, previous participation, and product type. *Full payment due before show dates.* Electricity is an additional \$25.

CANCELLATION: Refunds less \$25 will only be considered if submitted via email before 5pm on March 13.

BOOTH INSTALLATION: Coordinators reserve the right to redesign floor plan and/or relocate any exhibitor. Your booth fee includes 8x10' booth space, 8' high pipe and drape on three sides, one table, two chairs and pre-show educational opportunities. Vendors should bring table cloths and extension cord. Nothing is to be placed in the aisles or affixed to walls. Food and drink sample size only. Banners and curtains can be hung inside booths using 2" S hooks. Contact show coordinator for more information.

SPACE AVAILABILITY: At 3:00pm on Monday, March 27 (vendor setup day), "No Show" exhibitor booth space will become available to other vendors. No refunds will be provided to non showing exhibitors. Notify organizer beforehand if you will not make that time. Vendors and staff may enter the show area at 7am on the 28th and 8am on the 29th.

BOOTH REMOVAL: The exhibitor shall not, without written consent of coordinator, dismantle or move exhibits before the official closing of the event. Future exhibitor privileges will be forfeited.

SECURITY: All doors are locked while the show is closed. The venue and show coordinators assume no liability for loss or damage by any cause.

CUSTOMER SERVICE: Exhibitors must have brochure/product sheets, price lists and order forms at show. Exhibitors will conduct themselves in a professional manner at all times, in or out of their booth space, including **trade show etiquette guidelines** on the next page. Continual complaints from buyers or other participants will result in denial of participation for future shows. Exhibitors will be present at their booth for the majority of time and will observe set show hours.

VIOLATIONS: Exhibitors found in violation of any of the "Show Terms" will have their exhibits removed from current and/or future shows at the discretion of coordinator.

LIABILITY: Show venue, coordinators and ANCA are not liable for theft, injury, damage, or acts of nature.

Contact: Lauren Richard, Artisan Programs Coordinator, Irichard@adirondack.org, 518-891-6200

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TRADE SHOW ETIQUETTE:

- Do not set up displays outside of your booth space. Fire code may prohibit this.
- No selling in the aisle. Do not engage buyers from the show floor. Only do so from inside your booth.
- Do not enter another exhibitor's booth without permission.
- Do not photograph another exhibitor's booth or products without their permission.
- If another exhibitor is working with a buyer, do not interrupt or attempt to engage either party.
- Be in your booth, available to potential buyers, as much as possible. If you need to leave briefly and do not have an associate with you, ask a neighbor to keep an eye out for you and let buyers know you'll be right back.
- If you are conversing with a neighboring exhibitor and a buyer comes by, give them space to connect.

Thanks to Rob Igoe, Upstate NY Gift Expo, for these guidelines.