



EXHIBITOR RULES & REGULATIONS

BOOTH PAYMENTS

All booths must be paid in full by March 31, 2023. Unpaid reservations will not be held after March 31, 2023. Booth reservations made after March 31, 2023 will require payment in full when reserving. NYACS accepts MC, Visa, and AMEX. Checks should be made payable to NYACS, and sent to 130 Washington Ave, 3rd Floor, Albany, NY 12210.

BOOTH CANCELLATIONS AND REFUNDS

Cancellation Policy: Any booth cancellation request must be in writing via email or US mail, and must be received by **March 31, 2023**.

Refund Policy:

100% refund on or before March 1, 2023

50% refund between March 2nd and March 31, 2023

No refunds after March 31, 2023

Any company canceling after March 31, 2023 will forfeit payment previously made to NYACS.

Upon cancellation, the booth may be re-rented by NYACS

ADMISSION AND NAME BADGES

Admission to the Trade Show will be by name badge only. **Non-member, non-exhibiting suppliers will not be allowed on the trade show floor**, but are welcome to join us in the various trade show activities to network. If a non-exhibitor works in a booth, they must register for a name badge through the exhibiting company.

EXHIBIT SPACE

Aisle: 10 ft. x 10 ft. booth space arranged in a straight line. Neighboring booths are on the right, the left and the back. The front is exposed to an aisle. The maximum height of the booth display at the back wall (the panels at the rear of an exhibit) is 8 feet. No display, exhibit or advertising sign shall exceed 8 feet in height from floor at the back wall without approval from NYACS. Booth displays up to 8 feet high may extend at that height in the rear 5 feet of the booth only. Booth displays may not exceed 36 inches in height from floor in the front 5 feet of the booth.

Perimeter: 10 ft. x 10 ft. booth space positioned around perimeter of the exhibit hall floor with no other booths behind it. Neighboring booths are on the right and the left. The front is exposed to an aisle. All aisle booth rules apply. The maximum back wall height of the booth display is 12 feet.

Corner: 10 ft. x 10 ft. booth space with aisle exposure on 2 sides. All aisle booth rules apply. A side rail may be dropped for maximum exposure.

Peninsula: Booth space with aisle exposure on 3 sides that backs up to 2 aisle booths. The maximum height for booth displays within the exhibit space is 20 ft. including signage.

Island: Booth space with aisle exposure on all 4 sides. The maximum height for booth displays within the exhibit space is 20 ft. including signage.

EXHIBIT RULES

- Exhibitors shall confine all displays and marketing to the rented exhibit space only.
- Exhibitors may not walk the floor passing out their promotional items, or hire a third party to do so.
- Promotional materials such as signs, food service, decorations, entertainers, models, etc. are restricted to the designated booth space. If an Exhibitor needs more space to display product, additional booth space must be purchased.
- Promotional displays will not be allowed in the aisles in front of your booth.
- All special construction where the backs of the booth display are exposed to view must be finished in such a manner as not to be unsightly to exhibitors in adjacent areas.
- **Exhibitors may not block the line of sight of any aisle.** Check any special requirements with NYACS staff.
- No displays shall be fastened to the building walls or floors in such a manner as to mark or damage them. Exhibitors are liable for any damage caused by a violation of this rule.

FOOD AND DRINK

Food and beverage sampling is allowed and encouraged. Alcohol samples are limited to 2 ounces. Onondaga County Fire Marshal rules must be followed. Copies of the rules will be provided upon request.

NOISE CONTROL

Exhibitors are expected to have their booths ready by 10:00 am on Thursday, May 11. Food prep may occur after this time, but exhibitors are required to take every reasonable precaution to minimize the noise as the Opening Session is taking place outside the Trade Show floor. Exhibitors are welcome to attend the Opening Session at 10:15 AM. The employment of any device, sound system, or other method of projecting sound beyond the limits of an Exhibitor's booth is prohibited for the duration of the Trade Show.

SPECIAL LIGHTING

Exhibitor agrees not to install any spot or floodlight fixture so that the light coming from it will shine in other exhibits. NYACS or its duly authorized representative reserves the right to remove such objectionable fixtures.

VIDEOS

Video technology must not be so placed as to not cause traffic jams in the aisles or be objectionable to Exhibitors in adjacent areas.

FLAMEPROOFING AND SAFETY

The use of flammable substances or decorative materials is prohibited. All decorative fabrics must be flameproof. Exhibitors must accept full responsibility for compliance with national, state and local safety regulations in all respects. Please refer to "Fire Regulations Pertaining to Show Cooking" for full details.

STORAGE OF PACKING BOXES AND CRATES

Exhibitors shall be liable for the storage and handling charges arising from their failure to remove their material from the exposition building by the end of the dismantling period. Exhibitors who request the scrapping and disposal of abandoned material, crates, etc. shall pay all expenses thereof.

SMOKING POLICY

NYS Law prohibits smoking in public facilities.

RELOCATION OF EXHIBITS

NYACS reserves the right to change locations of Exhibitors or of displays as shown on the official floor plan if deemed advisable in the best interest of the show. Every effort will be made to accommodate the Exhibitor's location preference.

LIMITATION OF LIABILITY

The show is a cooperative effort by NYACS and Exhibitors. NYACS shall not be liable or otherwise obligated for any losses incurred by reason of strikes, fires, casualties, acts of God, or any other causes beyond NYACS control. Should the Exhibitor for any reason fail to occupy the space assigned to them, NYACS is hereby authorized to rent or otherwise occupy the space at its discretion and the Exhibitor remains liable for any balance due from the booth rental.

The Exhibitor agrees to make no claim for any reason whatsoever, including negligence, against NYACS or the Official Service Contractor, or agents or employees, for loss, theft, damage or destruction of goods; nor for any injury to themselves or employee while on the Exhibition premises; nor for any damage of any nature of character including any damage to his business by reason of failure to provide space for his exhibit or the removal of this exhibit; nor for failure to hold the Trade Show and Convention as scheduled, nor for any cases beyond the control of NYACS that may render any exhibit area unusable.

Although security personnel will be provided, NYACS and the Exposition Center will not be responsible for the loss of any exhibits or part thereof due to fire, water, accident or theft, or any other cause, nor the loss of or damage to any goods. Exhibits and exhibit equipment are brought into the building at the Exhibitor's risk.

EXHIBITORS INSURANCE

Exhibitors are advised to carry floater insurance to cover exhibit material against damage and loss, and public liability insurance against injury to persons and property. Security personnel will be furnished, but the furnishing of such guards will not be deemed to increase the liability of NYACS, its members, agents, or Official Service Contractor, employees of Exposition Center or employees, nor to modify in any way the assumption of risk and release provided for above. All property of the Exhibitor is understood to remain under his custody and control, in transit to, within, and from the confines of the exhibit hall, subject to the rules and regulations of NYACS.

AMENDMENTS TO RULES

Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of NYACS. NYACS may amend the rules and regulations at any time and amendments so made shall be binding on Exhibitors. Each Exhibitor, for themselves and their employees, agrees to abide by the foregoing rules and regulations.