

## **SHOW TERMS: Adirondack Buyer Days 2025 | ANCA (Adirondack North Country Association)**

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

**DATES/HOURS:** Wednesday, March 5th, 9 am - 5 pm and Thursday, March 6th, 9 am - 3 pm (please note updated hours)

**VENDOR SETUP:** Mandatory vendor set-up is Tuesday, March 4th, anytime between 12 noon - 6 pm NO EARLY BIRDS

**ELIGIBILITY:** *Except in rare cases, sales representatives, importers, and resellers are prohibited (returners 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, Northern New England or a nearby state. The following are not acceptable: commercial patterns or kits with changes of less than 25% by artist, ceramic molds, imports & 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 & beverage producers are welcome to apply. We cannot accept alcoholic beverages at this time.

**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 begins.* Electricity is an additional \$25 per booth.

**CANCELLATION:** Refunds less \$25 will only be considered if submitted via email before 5pm on Tuesday, February 18th.

**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 curtains on three sides, one table, two chairs and pre-show educational opportunities. Vendors should bring tablecloths and extension cord. Nothing is to be placed in the aisles or affixed to walls. Food and drink sample size only. No alcohol. Banners and curtains can be hung inside booths using S hooks with a 2" opening. Contact show coordinator for more information.

**SPACE AVAILABILITY:** At 3:00pm on Tuesday, March 4th (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 5th and 8am on the 6th.

**BOOTH REMOVAL:** The exhibitor shall not, without explicit consent of the 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 the coordinator.

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

Contact: Lauren Richard, Small Business Program Director, lrichard@adirondack.org, 518-891-6200, ext 111

## **SHOW TERMS: Adirondack Buyer Days 2025 | ANCA (Adirondack North Country Association)**

### **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.