



New York State Fairgrounds EXPO Center
October 12 -13, 2018
Friday 4-10 pm and Saturday 12n – 10 pm

Please read these rules and regulations, and initial where indicated.

1. Contract for exhibit space - Booth assignments and payment of the charges constitutes a contract.
2. Assignment of space - Allocations of space will be made on a first come, first serve basis beyond designated preference based on sponsorship and payment level. Advance Media New York, AMNY, reserves the right to change assignments.
3. Payment for space – Agreements and payment in full must be submitted no later than **October 1, 2018**.
4. Cancellation or withdraw - An exhibitor may cancel or withdraw in writing before October 1, 2018 for a refund. After October 2, no refunds will be given.
5. Occupancy of space – AMNY is not responsible for exhibitor materials, inventory, displays or supplies.
6. Termination of the contract - If the premises where the is to be BestFest NYS housed is destroyed or damaged, or the exhibition fails to take place as scheduled or is relocated, interrupted, or discontinued; or access to the premises is prevented due to any strike, lockout, injunction, act of war, act of God, or emergency declared by any government agency, this contract may be terminated by the AMNY. In the event of such termination, the exhibitor waives any and all damages and claims for damages.
7. Exhibitor’s representative - Each exhibitor organization must have at least one person acting as its representative with authorization to enter into service contracts necessary for the installation and removal of exhibits and the provision for which each exhibitor is responsible. All materials placed with an exhibitor’s booth are the responsibility of that exhibitor. The exhibitor agrees not to sublet any of their assigned space. The exhibitor agrees to staff its booth during published show hours.
8. **Exhibit standards** – AMNY retains the right to prohibit any exhibitor or part of an exhibit that they do not deem suitable for the exposition or in keeping in character with or the purpose of this event. Exhibit area must be completely set up by 3:30 pm on Friday, October 12. Exhibits must be setup for both days. Food/Beverage vendors must offer one item at \$1. No dismantling or removal of exhibits or exhibit materials before 10:00 p.m. on October 13 or a \$100 fee will be charged. **Vendor Initial** _____
9. Liability and insurance - Exhibitors agree to protect, save or hold AMNY forever harmless from any damages or charges imposed for a violation of any law or ordinance by the negligence of the exhibitor, as well as strictly comply with the applicable terms and conditions contained in the agreement between the New York State Fairgrounds and AMNY. regarding the exposition premises. Further, the exhibitor shall at all times protect AMNY and its members against and from any loss, damage, liability or expense arising from the exhibitor’s occupancy of the exhibit space. Exhibitor must submit an insurance certificate naming AMNY as additionally insured.
10. Safety - Fire regulations require that all display material used for decoration be flame proof. All electrical equipment, including signage and lights shall be in good condition and be able to pass inspection by the fire marshal. Vehicles must meet the New York State Fairgrounds standards for display.

11. Copyright permission - The exhibitor represents and warrants that no work protected by copyright will be staged, produced or otherwise performed without the expressed written consent of the owner of the copyrighted material.

12. Miscellaneous regulations - The exhibitor shall not foster or conduct outside activities which would take participants from the conference functions and/or exposition during scheduled hours.

13. Amendments and regulations - All matters not related or mentioned in these rules and regulations shall be the decision of AMNY. The aforementioned

items covered in these rules and regulations may be changed at any time by AMNY in the interest of BestFest NYS and notice thereof shall be binding.

14. Responsibility - It is the responsibility of the exhibitor to be fully familiar with these rules and regulations.

15. Rights reserved – AMNY reserves the right to refuse space to any potential vendor, exhibitor or advertiser.

16. NYS FAIRGROUNDS Secure Internet - Exhibitors who desire a secure internet connect must contact NewVisions at (315)472-6300

Vendor Space circle size you need: or

Print Name: _____

Signature of Vendor: _____ Date: _____

Contact email: _____ Cell number: _____

Vendor Booth Name: _____

What will you be selling: _____

Awards nominated for and/or received: _____

Food/Bev vendor, please describe \$1 item: _____

Mail forms and payment to: Advance Media New York
Attn. BestFest NYS
220 S Warren St., Syracuse, NY 13202

Please contact Katie Wegerski at kwegerski@advancemediany.com or 315.314.1530 with any questions.

www.bestfestnys.com - Vendors will be listed on the event website!

