



## Plantasia 2019

### Exhibitor Handbook

*The Exhibitor Handbook provides you with the information necessary for the successful operation of your exhibit. Please read the handbook completely and follow these established rules for the benefit of all and to ensure a safe and enjoyable experience.*

### **Please Read – Updated Information**

#### **SHOW DATES/HOURS**

Wednesday	March 20, 2019	5:30 pm – 8:00 pm
Thursday	March 21, 2019	10:00 am – 9:00 pm
Friday	March 22, 2019	10:00 am – 9:00 pm
Saturday	March 23, 2019	10:00 am – 9:00 pm
Sunday	March 24, 2019	10:00 am – 5:00 pm

The Fairgrounds Event Center and Artisan Hall (Expo Bldg)  
5820 South Park Avenue (Route 62)  
Hamburg, New York 14075

For questions or further information, please contact Joyce Janson at 716-741-8047

Set-up/tear down questions must be addressed to Kim Schichtel at 716-913-1779

- **INSURANCE REQUIREMENTS:** Every Exhibitor is to provide a certificate of Public Liability Insurance protecting against liability for Bodily Injury and Property Damage in limits of \$1,000,000 each occurrence, \$1,000,000 General Aggregate and \$1,000,000 Products Liability with the Western New York State Nursery and Landscape Association, Inc. (DBA PLANT WNY) and the Erie County Agricultural Society, Inc. as additional insured. *See last page of this handbook for a sample certificate that you can use to notify your insurance agent.*
- **NEW YORK SALES TAX NUMBER:** Anyone doing sales during the event must have an original New York Sales Tax Permit and must display it in full view at all times at their booth. Please forward a copy to Plantasia via email [membership@plantwny.com](mailto:membership@plantwny.com) or mail to PO Box 188, East Amherst, NY 14051. Contact the NY State Department of Taxation at (518) 485-2889 or [www.tax.ny.gov](http://www.tax.ny.gov) – Register as a Sales Tax Vendor to obtain a NY Sales Tax Number.
- **UTILITIES**  
110V electric is included in your rental fee but you still need to indicate your need for electric on the application or lease agreement. Wireless service is included. **Each Exhibitor is responsible for adequate lighting in their booth. Bring your own extension cords.**

Additional electric, phone and gas service is available. Please fill out the Utility Order Form found on at [www.plantasia.com](http://www.plantasia.com) - Vendor Registration page. **Utilities such as gas, additional electric and phone is to be made payable to The Fairgrounds Event Center, 5600 McKinley Parkway, Hamburg, NY 14075 (716) 648-9733 Please do not include it with Plantasia payments.**

**Electric boxes** are not to be buried under mulch. Special boxes will be built and will be in place for your set-up

- **CREDENTIALS:** **All Exhibitors will need daily credentials to enter the Show.** Vendors, Landscapers and Not-For-Profit organizations will receive three (3) Exhibitor Badges for staffing their garden or booth. Each additional booth reserved would allow for one (1) additional Exhibitor Badge. It is the responsibility of all Exhibitors (Vendors, Landscapers and Not-For-Profits) to maintain these badges for the term of the Show or to return them at the Greeter's table at front door. **These exhibitor badges are only for people working your booth/landscape space and should be worn when at your booth and turned in at the end of their shift.**

Credentials will not be given out until we have received full payment, approved liability insurance, a copy of your New York State Sales Tax Number (if doing sales) and or proof of Not-For-Profit status for our files. Credentials will be available Wednesday, March 20 in Show Office and with Greeters during run of the show.

**Preview Night Booth Staffing:** Vendor Exhibitors will have **two** passes available to work their booth for **Preview Night** (total of two no matter how many booths you have). Landscaped Garden Exhibitors will have 6 complimentary passes for the evening. Additional tickets can be purchased if needed – contact Joyce at 716-741-8047 or [membership@plantwny.com](mailto:membership@plantwny.com)

- **VENDOR BOOTH ASSIGNMENTS:** Every attempt will be made to place vendors in booth spaces as requested, however, the producer reserves the right to change space assignments without prior notice if the producer, in its sole discretion, deems such a change of space to be appropriate.

- **VENDOR BOOTH GUIDELINES:** Your booth should look professionally designed and related to your corporate image. Each booth is to be aesthetically pleasing and in good structural condition.

Exhibitors must make arrangements through the Plantasia office for tables at an additional cost of \$25 for skirted tables. All tables must be covered and skirted.

All products, materials and manpower related to the operation of the exhibit must be contained within its interior walls at all times.

Exhibits must remain open and attended by a representative of the Exhibitor during show hours.

Vendors cannot obstruct aisle view of neighboring vendors – no solid high walls. Tents can only be at ends in Artisan Hall or must be without side to not obstruct view.

- **LANDSCAPE AND VENDOR AREA SET-UP: IMPORTANT -- Vendors cannot set-up before 5 pm on Tuesday, March 19.** You will be turned away if you attempt to set-up on Monday. This will be strictly enforced. Prior arrangements with Plantasia office can be made for drop-off of large vendor display items – i.e., gazebos, sheds, etc. Landscape set-up to begin Monday, March 18 at 8 am. Vendor set-up to begin Tuesday, March 19 at 5 pm. No vendor vehicles will be allowed in the building during set-up or tear down.

***PLEASE NOTE: Further set-up/tear down information will be emailed in March.***

**Monday, March 18** Landscaped garden set-up 8:00 am - 11:00 pm

**Tuesday, March 19**

Landscaped garden set-up 6:00 am– 11:00 pm  
 Vendor set-up 5:00 pm – 11:00 pm

**Wednesday, March 20**

Landscaped garden set-up 6:00 am - 12 Noon - must be completed at Noon  
 Vendors set-up 6:00 am - 2:00 pm - must be completed at 2:00 pm  
 Judging of gardens 1:00 pm – 4:00 pm  
 Preview Night 5:30 pm – 8:00 pm - landscapers/vendors to be present for business

The Preview Night Party begins at 5:30 pm therefore we must adhere to the schedule. All gardens must be complete and ready for the show by 12Noon on Wednesday, March 20, 2019. All vendors are required to leave the building by 2:00 pm on Wednesday, March 20, 2019

- **MOVE-OUT INFORMATION LANDSCAPERS & VENDORS:** No removal or dismantling of exhibits will be permitted before show closing, 5:00 pm, Sunday, March 24. FAILURE TO COMPLY MAY PUT FUTURE CONTRACTS IN JEOPARDY.

**Sunday, March 24**

All vendors must move out 5:00 pm– 10:00 pm  
 All landscapers must begin removal of display 5:00 pm – 10:00 pm

**Monday, March 25**

Landscapers must complete removal of display 8:00 am – 12 Noon

All exhibitors shall be responsible for restoring their booth space to broom-clean condition and for removing the entire contents of their exhibit and/or display by noon, Monday, March 25. Exhibiting companies leaving items at the end of the show that are not clearly marked and usable as a horticultural student donation will be charged a \$250 clean-up charge.

- **DUCT TAPE:** Only duct tape may be applied to the floor. If using any other type of tape (e.g., double sided), apply duct tape to the floor, then apply other types of tape over the duct tape
- **LOADING/UNLOADING:** Absolutely no loading or unloading through glass doors. Acceptable loading areas will be designated (see more under PARKING)
- **HEAVY OBJECTS:** Plywood must be placed under heavy objects in the garden area, such as under boulders
- **WATERING:** Mulch, soil, etc., should be watered down each day. Any dry materials need to be sprayed with a fire resistant product. All vendors are responsible for watering their own displays. This must be done during hours when the Event Center is not open to the public. All floor areas must be dried and the hoses put away. (*You are responsible for bringing your own hoses.*)

Hose bibs and electrical services are at various locations in the floor and will be identified. They should be exposed during the show for watering purposes.

- **FOOD AND ALCOHOL:** Food items and/or alcoholic beverages may not be sampled or given away without prior written approval of the Fairgrounds Event Center Management. Any such written approval is subject to Erie County Health Dept. and Insurance requirements.  
**ALCOHOL (includes beer and wine):** Due to NYS Liquor Laws, at no time will alcoholic beverages be allowed on the premises during move-in, the event, or move-out unless approved and contracted through the Event Center Caterer and Event Center Management. Anyone who brings in alcohol will be asked to leave immediately with no re-entry. You will be subject to a fine of \$1,000.00 per person, if matter is not addressed and resolved immediately by the promoter.
- **FOOD AND BEVERAGE:** NO food or beverages can be brought into the Event Center and buildings during a show.
- **VENDORS SELLING FOOD AND BEVERAGE:** which are approved by Fairgrounds Event Center Management in writing, will pay a concessionary fee of \$25.00 per day (day constitutes any hours event is open) to be paid directly to Erie County Agricultural Society prior to event opening. Payments can be made by mail or upon arrival in the Fairgrounds Event Center Office.
- **ADVERTISING:** When advertising your participation in Plantasia, the following verbiage must be used: *The Event Center located on the Fairgrounds in Hamburg, NY.*
- **PARKING:** Parking is permitted only in designated or paved areas. No parking, unloading or loading is allowed in fire lanes or on grass. In the event of any damage to the outside grounds the Exhibitor will be held responsible. Vehicles parked in unauthorized areas will be towed at a rate of \$50.00 per tow/vehicle and will be charged to its owner. Payment must be made before the vehicle is released. This includes the Casino Employee Parking Lot and area between Casino and Event Center located on the East side of Event Center. Due to the addition of the Casino, there is no parking or traffic allowed on 42<sup>nd</sup> Street for any show. Please contact event coordinator for designated parking and handicap areas.

- **SHIPPING:** The Fairgrounds Event Center will charge a fee of \$5.00 per box received prior to event set-up dates. Drayage services are available at a rate of \$50.00 per 100 pounds. All packages/pallets delivered should be addressed to: The Fairgrounds Event Center, 5600 McKinley Pkwy., Hamburg, NY 14075, and include the event name, booth/business name and #, and recipient's name. Check with Fairgrounds Event Center Mgmt. if other arrangements need to be made (716) 649-3900 Ext # 6206).
- **FIRE SAFETY:** All signs banners or draped materials must be made of or sprayed with a retardant material, and not obstruct emergency exits or signs. Fire exits must remain open at all times. No exhibitor shall use or allow to be used, open flame, inflammable liquid, compounds or other inflammable substances, compressed gas or oil burning equipment without first obtaining the written permission of the Fairgrounds Event Center. All equipment with combustible type engines are to have their fuel tanks taped & battery cables removed from batteries. Promoter and exhibitors are required to know & abide by all fire safety rules & laws either governmental or the facility.
- **LEFT ITEMS:** The Fairgrounds Event Center and its employees will not be held responsible for any items and/or property missing during or after any event. Any items left for more than 14 days after an event will become the property of the Fairgrounds Event Center.
- **RECYCLING:** The Fairgrounds has instituted a recycling program and would appreciate your cooperation in placing all cans and bottles in the marked receptacles located throughout the buildings and grounds.
- **SMOKING:** **Is not permitted inside the buildings at any time per NYS Law.** At no time will smoking be allowed in the buildings during move-in, the event, or move-out, this includes all E (vapor) Cigarettes. No Exceptions! You will be subject to a fine of \$1,000.00 per person, if matter is not addressed and resolved immediately by the promoter.
- **ANIMALS:** No pets of any kind are allowed on the grounds or inside the buildings unless part of an event or prior arrangements have been made. Exhibitors, and/or attendees will be asked to remove animal immediately, or will be asked to leave the premises.
- **DEBRIS:** All debris must be removed from the Event Center every day. Dumpsters provided.
- **ATTACHING MATERIALS:** No materials shall be attached to any part of the building in such a manner as to damage the building.
- **HELIUM BALLOONS:** May be used for **display only and not as a give away.** During the move-out period, you must retrieve any balloons that come to rest on the ceiling of the facility.
- **ADHESIVE STICKERS:** The giveaway of any type of adhesive sticker, promotional or otherwise is strictly prohibited.
- **AISLE WIDTHS:** 10 feet must be maintained at all times in accordance with fire marshal code.
- **STORAGE:** The outside of the southside of the building is the only area where there can be storage of materials. An area will be coned off for your use. This is the side to the right if facing the front of the Event Center.
- **LINK YOUR WEB-SITE:** Let your customers know you are in Plantasia! Link your website to [www.plantasiany.com](http://www.plantasiany.com)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Name & Address of Insurance Broker/Agent	CONTACT NAME:	
	PHONE (A/C No. Ext):	FAX (A/C No.):
INSURED Name & Address of Policy Holder	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: XYZ Company Licensed and Admitted in	
	INSURER B: the State of New York with an AM Best	
	INSURER C: rating of A- or higher	
	INSURER D:	
INSURER E:		
INSURER F:		

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	ADOL	DUIN	POLICY NUMBER	POLICY EFF (MMDDYYYY)	POLICY EXP (MMDDYYYY)	LIMITS
TRK		INSD	WVD				
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	X	Policy Number	Eff date	Exp date	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 IVED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			Policy Number	Eff date	Exp date	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			Policy Number	Eff date	Exp date	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below	YIN	N/A	Policy Number	Eff date	Exp date	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE -POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS | LOCATIONS | VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is included as Additional Insured on a primary and non-contributory basis as respects General Liability. Waiver of subrogation applies.

Certificate Holder and Erie County Agricultural Society Inc. 5600 McKinley Parkway, Hamburg, NY 14075 shall be listed as "additional insured".  
 Re: Plantasia garden and landscape show located at the Fairgrounds Event Center 5823 South Park Avenue, Hamburg, NY 14075

<b>CERTIFICATE HOLDER</b>  Western New York State Nursery & Landscape Association DBA: PLANT WNY PO Box 188 East Amherst, NY 14051	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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