

Plantasia 2024



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

Thursday	March 14, 2024	10:00 am – 7:00 pm (new close time)
Friday	March 15, 2024	10:00 am – 8:00 pm (new close time)
Saturday	March 16, 2024	10:00 am – 8:00 pm (new close time)
Sunday	March 17, 2024	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 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 – Register as a Sales Tax Vendor to obtain a NY Sales Tax Number.
- **ELECTRIC - Electric service fee \$65:** You must indicate in advance your need for electric service (110v – normal electric service) or there will be an additional charge at setup. Bring your own extension cords. 220 service & phone line is available through the Event Center, please let us know if you require this and an Event Center Utility Order Form will be made available to you. You can then pay it with your Plantasia booth fee. Wireless service is included. **Each Exhibitor is responsible for adequate lighting in their booth. Bring your own extension cords.**

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

- **VENDOR/NOT-FOR PROFIT SHOW ENTRY TICKETS:** **All Exhibitors will need daily vendor tickets to enter the Show.**
 - Vendors will receive 4 show entry tickets per day (no matter how many booths the vendor has.)
 - Not-for-Profits organizations will receive 6 show entry tickets per day.
 - Landscapers will have 3 badges and will not receive show entry tickets.
 - There is the option to purchase additional tickets at \$6 each should you need more.

Vendor show entry tickets will be available during setup on Tuesday and Wednesday. If you would like tickets ahead of time, please inform Joyce at membership@plantwny.com or (716) 741-8047 to make arrangements for pickup. Vendor show entry tickets will be color coded for Thursday, Friday, Saturday and Sunday. Tickets are to be turned in with the greeter. Vendor should then get stamped to allow for exit and entry as needed during the day. This will alleviate having your staff check in and out at the greeters table to obtain a badge.

The vendor show entry tickets are only for people working your booth - they are not for sale.

Tickets 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.

- **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 12.** 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 11 at 8 am. Vendor set-up to begin Tuesday, March 12 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.

Monday, March 11 Landscaped garden set-up 7:00 am - 11:00 pm

Tuesday, March 12

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

Wednesday, March 13

Landscaped garden set-up 6:00 am – 3 pm - must be completed by 3 pm
Vendors set-up 6:00 am - 5:00 pm - must be completed by 5 pm
Judging of gardens 5:00 pm – 6:00 pm

All gardens must be complete and ready for the show by 3 pm on Wednesday, March 13, 2024 for judging. All vendors are required to leave the building by 5 pm on Wednesday, March 13, 2024 to allow for floor cleaning to be ready for show opening.

- **MOVE-OUT INFORMATION LANDSCAPERS & VENDORS:** No removal or dismantling of exhibits will be permitted before show closing, 5:00 pm, Sunday, March 17. FAILURE TO COMPLY MAY PUT FUTURE CONTRACTS IN JEOPARDY.

Sunday, March 17

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 18

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 20. 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:** All food vendors that either sell food to eat right there or to sample product need to have the temporary health permit or current applicable NYS Agriculture & Markets or USDA permit. Contact Erie County Department of Health at (716) 961-6800 for more information. Food vendors must also be approved by Fairgrounds Event Center Mgmt.
- **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 42nd 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



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	INSURER(S) AFFORDING COVERAGE		NAIC #
	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 LTR	TYPE OF INSURANCE	ADOL	INSUR INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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 COVERED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED 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 type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$				Policy Number	Eff date	Exp date	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below	Y	N	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

CERTIFICATE HOLDER Western New York State Nursery & Landscape Association DBA: PLANT WNY PO Box 188 East Amherst, NY 14051	CANCELLATION 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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