

**Setup/teardown questions must be addressed to Kim Schichtel at (716) 913-1779.**

### **Vendor Setup Time for Event Center & Artisan (Expo) Hall**

Tuesday, March 12	5 PM – 11 PM
Wednesday, March 13	6 AM – 5 PM

- It is most important that vendors do not setup until 5 PM on Tuesday due to the pipe and drape setup. Drapery colors will be yellow and purple.
- The outside of the southside of the building is the only area where materials can be dropped off/stored. An area will be coned off for your use. This is the side to the right if facing the front of the Event Center. Please label your materials.
- Mulch for vendors must be preordered and paid for before the show – you must remove your own mulch on Sunday during breakdown. Contact Chris Zeisz at [czeisz@russellsny.com](mailto:czeisz@russellsny.com) for a mulch order - \$20 a yard.
- Fork lifts and skid steers are available for committee personnel only and they will assist you as needed.
- The EC Agricultural Society will be strictly enforcing their rules during setup/teardown - ie, no dogs or animals during setup/tear down, no alcohol. Once the show starts, no outside food/drink can be brought in with the exception of buying Tim Horton's coffee (only coffee) from the Casino (attached to the Event Center) and bringing back to the show. Food/drink can be purchased from the Concession Stand during the show.

**Vendors in Event Center:** Large items that would require use of overhead doors or forklifts maybe brought in earlier than 5pm on Tuesday **with prior arrangements** - please contact Kim Schichtel at (716) 913-1779. We will have limited use of North doors – see Kim before entering.

**Vendors in Artisan (Expo) Hall:** Large items that would require use of overhead doors or forklifts maybe brought in earlier than 5pm on Tuesday **with prior arrangements** - please contact Kim Schichtel at (716) 913-1779.

**Start of Show – Both Buildings:** Please inform your staff/volunteers - **NO PARKING** in front of the Event Center – we need that space for our show attendees. Park in the south lot and enter in the Vendor Door (which will be staffed during the show.) See attached General Rules #12 for more parking restrictions.

We are issuing vendor show entry tickets instead of badges again this year. No more signing in at the front table. Out of town vendors are to pick up during setup. Vendor show entry tickets were mailed recently. If you have not received them by now, please contact Joyce at [membership@plantwny.com](mailto:membership@plantwny.com) or (716) 741-8047. More information on this is listed in the handbook found online at [www.plantasiany.com](http://www.plantasiany.com).

### **Important note about Artisan Hall (Expo Hall)**

As in the past, once the show opens Artisan Hall has limited parking at the south end of the building. There is to be no parking on 42nd Street which is in front of Artisan Hall. For restocking purposes, please restock your booth from South end of Artisan Hall and move your vehicle. After restocking, please park in the lot south of the Event Center – that is the vendor lot. During setup and tear down there is full access to Artisan Hall and restrictions pertain to once the show opens. Anyone with special circumstances is to let us know.

**Teardown Rules – Sunday March 17**

**5 PM until 9 PM (Must be out Sunday)**

**You will not be allowed to teardown your booth prior to Sunday at 5 PM.  
Failure to comply may put future contracts in jeopardy.**

All vendors must be out by Sunday. Please notify Kim (phone listed below) if this is not possible so that other arrangements can be made. We are not responsible for any damage to materials left in the aisle. During teardown times, only vehicles and equipment belonging to garden exhibitors or supplied by the Plantasia committee will be allowed inside the building and around the loading doors. No customer vehicles will be allowed. Sale of materials from your display to customers is not encouraged. If you sell any materials to a customer, you may not use committee equipment to load your customer's vehicle and your customer may not bring their vehicle to the loading doors. You also may not load materials through the glass entrance doors.

Show staff, equipment, and operators will not be provided during teardown on Sunday night.

Your vendor booth space should be clear of all materials. Tape should be removed from the floor. Your area should be broom clean and all debris should be removed from the site. **If the show committee needs to do further cleanup of your area you will be billed!**

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*The success of the show is highly dependent upon the efforts of its many volunteers. If you have completed the set-up or teardown of your garden or vendor booth space, please consider helping the show committee with clean up and maintenance of common areas.*

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## **PLANTASIA 2024 General Rules**

1. Fire exits must remain open at all times.
2. 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.
3. Absolutely no loading or unloading through glass doors. Acceptable loading areas will be designated.
4. 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.
5. Fumes and dust should be kept to a minimum. There will be a designated area to use saws (see Kim if you are uncertain). No chop saws or chain saws should be run inside the building. Wet saws are to be run outside and eliminate over spraying on cars or building, etc. There is to be no cutting of any kind on the pavement. Cutting should be done on a trailer or a triple layer of plywood. Refrain from leaving trucks, equipment, machinery, etc., idling inside the building. Vehicles cannot be parked inside of building.
6. Alcohol/Food: Absolutely no alcoholic beverages allowed during move-in (setup) or move-out (teardown) times. Once the show starts, no outside food/drink can be brought in with the exception of buying Tim Horton's coffee.
7. All signs/banners or any kind of draped material must be made of or sprayed with a fire resistant material.
8. No open flames, flammable liquids, compounds or substances may be used.
9. No materials shall be attached to any part of the building in such a manner as to damage the building.
10. Balloons/Stickers: Helium balloons may be used for display only. During the move-out period, you must retrieve any balloons that come to rest on the ceiling of the facility. The giveaway of any type of adhesive sticker, promotional or otherwise is strictly prohibited.
11. Isle widths of 10 feet must be maintained at all times in accordance with fire marshal code.
12. All vendor and garden space contractors are required to park on the south side of the building during show hours in order to save the main parking lot for visitors and customers. No parking, unloading or loading is allowed in fire lanes or on grass. In the event of any damage to the outside grounds by participants, the Fairgrounds Event Center reserves the right to designate a contractor for repairs and bill appropriate participant. 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.
13. Electric boxes are not to be buried under mulch. Special boxes will be built and will be in place for your setup.
14. Plywood must be placed under heavy objects in the garden area, such as under boulders.
15. 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.
16. 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! Promoter will be subject to a fine of \$1,000.00 per person, if matter is not addressed and resolved immediately by the promoter.