

HEART OF NY MOTORCYCLE SHOW

VENDOR INFORMATION

April 30th & May 1st, 2011
New York State Fairgrounds
Center of Progress Building

581 STATE FAIR BLVD.
SYRACUSE, NY 13209
PH. (315) 487-7711

We are looking forward to a successful event with your participation.
Please do not hesitate to contact us at (315) 947-5782 for more information.

Event Time: Saturday, April 30th: 11:00 am – 6:00 pm
Sunday, May 1st: 11:00 am – 5:00 pm

Set Up: Friday, April 29th: 1:00 pm – 8:00 pm
Saturday, April 30th: 8:00 am – 11:00 am

NO ONE WILL BE ALLOWED TO SET UP PAST 10:00 am Saturday.

[Setting up after the show starts and tearing down before the show is over makes the vendor and the show look unprofessional]

Check in: There will be a table located near the Show Office to assist you with any needs you may have, please check in prior to unloading.

Exhibitor Passes: You will receive 4 exhibitor passes at Check-in. These passes are for people who will be manning your booths. If you require more passes, discount tickets are available at \$5.00 each. The money for these tickets is due when you pick them up at the show.

Payment: All booths must be paid for prior to set-up. Checks or credit cards will not be accepted at the show, CASH only.

Tear Down (Load Out): At the completion of 2011 Heart of NY Motorcycle Show (May 1st, after 5:00pm)

Exhibitor Booth: All booths consist of pipe and drape, bulk space does not. Booths larger than 10X30 are considered bulk space. If you require pipe and drape, tables or chairs, they can be rented at an additional cost to you before the show through Auburn Party Rentals: (315) 253-9912 (make sure to tell them you are with the Heart of NY Motorcycle Show).

Inside Booth: You may bring your own banners, signage (*no handmade signs*) or unique decorations for your booth display but they must be contained within your location. All decorations must be fireproof.

No Posting: There is no posting of signs/flyers anywhere in the building, including lobbies. Flyers or handouts must be distributed from your booth.

Carts & Hand Trucks: Carts or hand trucks are not available. Please make arrangements to bring your own for load-in and load-out.

Electricity: Electricity is available at \$80.00 per hook up fee. We will need to know at least one week prior to the event whether you will require electricity (If you wait to inform us of your electric needs until the weekend of the event, the charge will be \$125.00).

Telephone & Internet Service: These services are available at an additional cost to you. Please contact us prior to the event if you need either service: (315) 947-5782

Parking: Vendor parking is available in the parking lot located on the side of the Center of Progress building and along the fence line.

Shipping: Please ship your material to the Empire Expo Center, Center of Progress Bldg. at 581 State Fair Boulevard, Syracuse, NY 13209. Make sure to specify that it is for the Heart of NY Motorcycle Show. Also, please do not have your shipment scheduled to arrive until Friday, April 29th.

Tax ID: Exhibitors selling products at the event are required to have a Tax ID certificate at their location. This is the exhibitor's responsibility.

Certificate of Insurance: All exhibitors are required to have a Certificate of Insurance provided by their insurance carrier on hand during the show with Ontario Realty Inc. and The Empire Expo Center as additionally insured. This is the exhibitor's responsibility.

Decorator: Auburn Party Rentals, 318 Genesee Street, Auburn, NY 13021
Phone: (315) 253-9912 Fax: (315) 255-8025

Host Hotel: Clarion Inn & Suites Fairgrounds
100 Farrell Road
Syracuse, NY 13209
(315) 457-8700 – Phone
(315) 457-2379 – Fax

The rate is \$59.00 per night. Please specify that you are with the Heart of NY Motorcycle Show when you make your reservations to get this rate. (Please book your room(s) a month in advance).

Contact Us

Ontario Realty Inc.
15385 Farden Rd
Sterling, NY 13159
Phone: (315) 947-5782
Fax: (315) 947-6905

www.heartofnymotorcycleshow.com

Directions to the New York State Fairgrounds

The Empire Expo Center, home of the New York State Fair, is immediately adjacent to Route 690 just west of Syracuse. It is easily accessible from the New York State Thruway (Rt. 90) exits 39 from the West and 34A from the East, and from Route 81, North and South. Just follow the signs to the Fairgrounds.

□ **From Buffalo Area**

Take the New York State Thruway (Rt. 90) East to Exit 39, to Rt. 690 East.

□ **From Albany or Utica Area**

Take the New York State Thruway (Rt. 90) West to Exit 34A, to Rt. 481 South, to Rt. 690 West.

□ **From North or South**

Take Interstate 81 into Syracuse, to Rt. 690 West.

For additional or detailed directions you may call (315) 487-7711 or you may go to www.mapquest.com for detailed driving directions from your location.