



NEW YORK STATE  
ASSOCIATION OF  
AMULATORY SURGERY  
CENTERS  
Spring Conference  
Exhibitors Guide  
May 10 & 11, 2022  
Saratoga Springs City Center

[www.saratogacitycenter.org](http://www.saratogacitycenter.org)

EVENT PLANNING COMMITTEE  
NYSAASC



## Welcome to the Saratoga Springs City Center

We are pleased to have you exhibiting at our venue. We have provided exhibitor guidelines in advance of your arrival and appreciate you taking a moment to review them. We would like to review a few of the more important guidelines:

### Important Policies

- No Pets or emotional support animals are allowed in the building
- No smoking or vaping allowed in the building

### Internet

All internet connections and/or phone lines must have been ordered in advance directly from **Spa.Net at 518-581-0690**

### Outbound Shipping

If you plan to ship your booth display/materials at the conclusion of the show arrangements need to be made (in advance) with the show decorator. Any unclaimed items must be removed at vendor's cost, or be considered abandoned and will be discarded.

### Booth Parameters

- No items may be taped, attached, tacked or propped against any City Center walls
- No helium balloons or compressed gas is allowed
- The City Center flooring must be protected from displays containing cinderblock, stone, steels, dirt, water etc. The vendor is responsible for any floor damage to their booth space that occurs during the show
- No **Armor All** or similar cleaning or shining product may be used in the City Center at anytime
- All vendor/exhibit materials to remain inside the booth, Aisles must remain clear.

### Food & Beverage Guidelines

Advance approval must have been obtained from the City Center for the distribution and or sale of any food or beverage.

The following is not permitted:

- No alcoholic beverages may be served or distributed by any vendor
- Distribution of beverages in cans/bottles of any size
- Sale of non-commercially bagged/package food
- Cotton Candy, Sno- Cones or Popcorn machines
- Open flames, Fryers or electric fry pans- NO food Preparation
- LP Tanks, Grills or Charcoal cooking

### Housekeeping

If you would like our staff to remove your trash please put the sealed trash bag or box in the center aisle as you depart for the evening.

The City Center, unlike the Saratoga Hilton, is NOT open 24 hours. Please be mindful to take anything of importance with you when you leave the trade show floor. Once locked for the evening, there will be NO access to the City Center until it reopens the next day.

# SARATOGA SPRINGS CITY CENTER

## EXHIBITOR GUIDELINES

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### Shipping

If you intend to ship your booth display/materials in advance, it must be shipped to and received by your Show Decorator for delivery to the City Center on set-up day.

**Any shipment arriving at the City Center prior to the set-up day will be refused.**

Arrangements for out-going shipments must be made in advance with the Decorator. Any unclaimed items must be removed by the Decorator at vendor's cost, or be considered abandoned and will be discarded.

### Unloading and Loading

Attached is a map indicating the load-in and load-out locations. Carts are available at points 1, 2 and 3. Use of the Main Entrances on Ellsworth Jones Place, Point 4, is limited to hand carried items only! Every exhibitor must move their vehicle from the load-in location to the designated parking area immediately after unloading.

### Exhibitor Parking

The City Center parking garage and open parking lot is located at the east side of the building. There are entrances on Maple and High Rock Avenues. The pay per day parking is complimentary for the first hour and \$1.00/per hour for each additional hour, up to \$15 for a 24-hour period. The pedestrian bridge to the City Center is located on floor #3.

### IT Communication Services / Phone Lines

Limited free Wi-Fi is available. Please ask your Event Coordinator for network and password information. Any other internet connections and /or phone lines must be ordered in advance directly from SPA.NET at 581-0690 or events@spa.net.

### Food Guidelines

Vendors must obtain advance approval from the City Center for the distribution and or sale of any food or

### Decorator Services

The Decorator is responsible for providing booth equipment according to the terms specified by your event contract.

The distribution of power is managed by the Decorator. It is advised to bring your own 12 or 14 gauge extension cords (25' minimum ) and power strips.

Vendors requiring 220V electrical service are restricted to limited areas of the City Center. Service must be arranged in advance with Decorator.

### Exhibit Booth Parameters

All contents and promotional materials must be contained within the confines of your booth space.

The City Center does not provide storage space for crates, palletes, boxes, etc.

No items shall be attached (taped, tacked, etc.) or propped up against any City Center walls.

Fire Code states "No combustible materials such as pine boughs or hay bales are allowed to be used in the City Center."

No helium balloons may be distributed to Expo attendees. No compressed gas allowed.

Vehicles must be placed on wood wheel boards per specifications of the City Center.

No **Armor All** or similar cleaning or shining product may be used inside the City Center at any time.

The City Center flooring must be protected from displays containing cinderblock, stone, steel, dirt, water, etc. The vendor is responsible for any floor damage to their booth space that occurs during the show.

At no time does the City Center/staff take care, custody and/or control of vendors/exhibitors equipment and/or decorators equipment, products or display items.

# SARATOGA SPRINGS CITY CENTER FOOD GUIDELINES FOR EXHIBITORS

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The City Center has been pleased and fortunate to host a wide variety of interesting events over the course of our history. In an ongoing effort to assist show planners in selling space and coordinating these events, we have put together a list of guidelines for your food/beverage vendors.

All fire, safety and health regulations must be followed and the City Center reserves the right to restrict unsafe practices. A 5-pound fire extinguisher is required for each warming unit.

Food and beverage items **sold for consumption on premises** are strictly prohibited.

The following is *not* permitted:

- o Distribution of beverages in bottles/cans of any size
- o Sale of non-commercially bagged/packaged food
- o Cotton Candy, Sno-Cone or Popcorn machines
- o Open flames
- o Fryers or electric fry pans
- o LP tanks, Grills or Charcoal cooking

The following is permitted:

- o Sale of packaged product (commercially vended) – i.e. Jars of mustard, salad dressing, dessert topping
- o Distribution of pre-bagged/packaged candy, popcorn, chips, cookies, nuts etc.
- o Electric crockpots, slow cookers, warming units –such as chafing dishes
- o Sample tastings of the packaged product must be bite sized
- o Sample beverage tastings may be no more than 2oz.

***Tastings and/or sale of alcoholic beverages are strictly prohibited without prior City Center approval, proper insurance (liquor liability), and NYS Liquor Authority Permit.***

The vendor/show management are responsible for:

- o Disposing of all garbage
- o Appropriate recycling
- o Enforcement of all City Center and State Health Permit requirements
- o Appropriate NYS Sales Tax Authorization when selling taxable product in the City Center



# SARATOGA SPRINGS CITY CENTER

522 BROADWAY  
SARATOGA SPRINGS □ NEW YORK 12866-2247  
(518) 584-0027 □ FAX (518) 584-0117

## Internet and Phone Services

Spa.Net LLC is the exclusive provider of Internet and Phone service at the Saratoga Springs City Center

To order service, please contact:

Domenic D'Andrea or Rich Richbart  
518-581-0690 - phone  
518-583-1190 - fax  
[eventservices@spa.net](mailto:eventservices@spa.net) - email  
[www.spa.net](http://www.spa.net)

Please be prepared to provide the following information when placing an order.

- Name of Event (Association/Organization)
- Date of Event
- Name of person ordering service
- Billing address of Organization ordering service
- Phone number of Organization ordering service
- Fax number of Organization ordering service
- Email address of Organization/Person ordering service
- Is this for a Trade Show – if so Booth #
- Is this for a Seminar Presentation – if so date/time/room
- Other internet usage required
- Service Ordered:
  1. Internet
    - How many devices
    - Will you require a public IP
    - Do you need a network adapter
  2. Phone
    - Number of lines
    - Credit Card Capacity

**\*PLEASE NOTE:** In order to ensure service, your order must be placed 3-4 weeks in advance. “Floor or on-site” orders will be accommodated on availability and on a “first-come, first served” basis; special pricing may apply.