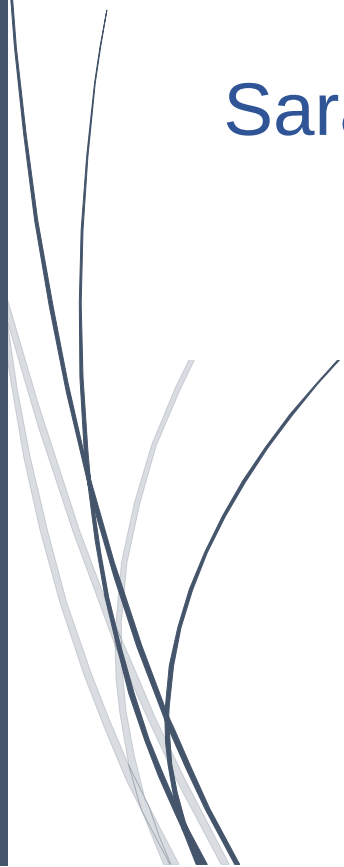




NEW YORK STATE
ASSOCIATION OF
AMULATORY SURGERY
CENTERS
Spring Conference
Exhibitors Guide
May 10 & 11, 2022
Saratoga Springs City Center

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

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, pallets, 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

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 - email

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.



SHOW INFORMATION

Show Coordinator: Giovanna Guerri

Show Name: NEW YORK STATE ASSOCIATION OF AMBULATORY SURGERY CENTERS, INC.

Layout Map/Vendor Booth Number Deadline: 5/5/22

General Information

- ❖ Decorator Set Up: 5/10/22 @ 8AM
- ❖ Vendor Set Up: 5/10/22 Noon – 2PM (**No Exhibitors will be allowed in before noon**)
- ❖ Exhibit Hall opens at 2:00PM
- ❖ Vendor Breakdown: 5/11/22 5:00PM-7PM (**Exhibitors will need to out by 7PM**)
- ❖ Show Dates: 5/10/22 & 5/11/22
- ❖ **Exhibit Area is not carpeted if you use your own carpet it needs to be taped down with Gaffers Tape (will be billed directly to vendor if needed during vendor setup)**
- ❖ Decorator “Belmonte and Son Tents and Events” will be on site during vendor set up
- ❖ **Coordinator should be on site during setup; decorator will setup following the layout supplied by the coordinator, if coordinator is not there. Once set up is complete we will not move booths.**

Your Booth Package Includes

- ❖ 1 10' x 10' booth with 4' high sides all around
- ❖ 1 Bare 8' Table, 2 Chairs
- ❖ Electric will be provided (It is suggested vendors bring a 12 – 14-gauge extension cord)
- ❖ Booth numbers are included with the price of the booth. You are responsible for returning them, if lost or damaged **you will be billed \$15** per number.

Additional Items Ordered

- ❖ Vinyl and Skirt
- ❖ Wastebasket



DRAYAGE ORDER FORM

Exhibitor _____ Booth# _____

RATES - Minimum Charge on All Shipments – 300 LBS

Option 1: Belmonte & Son Tents and Events warehouse handles inbound shipment ONLY

_____ lbs. @\$95.00/100 lbs. = \$ _____

Option 2: Belmonte & Son Tents and Events warehouse handles outbound shipment ONLY

_____ lbs. @\$95.00/100 lbs. = \$ _____

Option 3: Belmonte & Son Tents and Events warehouse handles inbound and outbound shipment

_____ lbs. @\$190.00/100 lbs. = \$ _____

Note: We Must Receive Your Shipment by 5/6/22 during normal business hours Mon-Fri 8am-4pm
If shipment is received after normal business hours there will an additional fee of \$50 that will be billed
directly to your credit card.

INBOUND SHIPMENT INFORMATION: (All shipments much include the following info.)

Carrier _____ Box Count _____

Weight _____ Expected Arrival _____

RETURN SHIPMENT INFORMATION: Packages MUST Have PREPAID Return Label(s) Attached

Carrier/Method _____ Carrier Account# _____

Ship to Address _____

Ship To Contact and Phone Number _____

ADVANCE SHIPPING ADDRESS:
 Your Company Name/Booth #/Show Name
 c/o Belmonte & Son Tents and Events
 804 Middleline Road (The warehouse)
 Ballston Spa, NY 12020



PAYMENT INFORMATION

Total Inbound Drayage: _____

Total Outbound Drayage: _____

Total Both Inbound/Outbound: _____

Outside Normal Hours Fee: _____

Total amount due: _____

Credit Card Number _____ Exp _____ CVV _____

For purposes of bank validation, please provide the cardholder's complete billing address:

Cardholder's Billing Address: _____

City _____ State _____ ZIP _____

Cardholder Name (Please Print): _____

Cardholder Signature: _____ Date: _____

Payment Policy: Payment in full must accompany your order. Purchase orders are not considered payment. Tax-exempt status is granted only when exhibiting company provides a tax-exempt certificate issued by the state in which the event is being held. For your convenience, Belmonte & Son Tents And Events will apply all charges incurred at show site to this card.