



FEBRUARY 7-9, 2020
ALBANY CAPITAL CENTER
55 EAGLE ST, ALBANY NY

EVENT QUESTIONS

- Show Management questions contact: **Anne Curcurito**, Albany Times Union at **(518) 454-5828** or anne.curcurito@timesunion.com
- Albany Capital Center (VENUE) and parking questions contact: **Jamie Parker**, Albany Capital Center at **(518) 487-2026** or jamie.parker@albanycapitalcenter.com.

TIMES UNION HOME EXPO SHOW HOURS:

- Exhibitors will be allowed to enter the building no more than 30 minutes prior to show time on Saturday and Sunday. The show is open to the public during the following hours:

FRIDAY, FEBRUARY 7..... 3:00 PM – 8:00 PM

SATURDAY, FEBRUARY 8..... 10:00 AM – 6:00 PM

SUNDAY, FEBRUARY 9..... 10:00 AM – 5:00 PM

- HOME EXPO EXHIBITORS must be attending their booths during show hours. Attendees are paying to come to the show; you cannot disassemble your display prior to 5:00 PM on SUNDAY, FEBRUARY 9.
- If you become sick or have an emergency during show hours, please have an emergency plan in place. Your booth must have someone representing your company or at the minimum leave your booth setup during the show. Having an empty booth space looks unprofessional and not fair to the attendees or the exhibitors around your booth. *PLEASE call show management at 518-454-5828 so we are aware, should you have an emergency.*

MOVE-IN DATES AND HOURS - SEE PAGES 6 & 7 FOR DETAILS

WEDNESDAY, FEBRUARY 5.. 9:00 AM – 5:00 PM

THURSDAY, FEBRUARY 6..... 9:00 AM – 5:00 PM

FRIDAY, FEBRUARY 7..... 9:00 AM – 1:00 PM

MOVE-OUT HOURS: SUNDAY ONLY | 5:00 PM – 9:00 PM | (NO MONDAY HOURS) - SEE PAGES 8 & 9 FOR DETAILS

WHAT YOUR BOOTH INCLUDES

- Level 1 Booths (8'w x 10' d, per booth) **White Draping**
 - *The booth is 8' wide. Side rails and drapes are 3' high and 10' deep. The backdrop drape is 8' high.*
- Level 2 Booths (10'w x 10'd, per booth) **Black Draping**
 - *The booth is 10' wide. Side rails and drapes are 3' high and 10' deep. The backdrop drape is 8' high.*
- A booth may not be higher than 10 feet in the back and 4 feet on the sides unless the show management gives special permission. Call (518) 454-5828 for approval.
- **Tables and Chairs are an additional expense.** Contact **Total Events at (518) 383-8602** or info@totaleventsny.com to rent **or YOU CAN BRING YOUR OWN TABLES AND CHAIRS.**

FLOORING IS CARPETED

- The Albany Capital Center is carpeted. **Any damage done to the carpet will be at your expense.**

THE HOME EXPO IS ON TWO LEVELS OF THE ALBANY CAPITAL CENTER

LEVEL 1 – Meeting rooms on the first floor include *The Capital Room, Meeting Rooms 1A, 1B, 2A, 2B, and 2C.*

- Ceiling height inside of the first level meeting rooms is 15 feet.
- Floor Load Capacity: 150 lbs. per sq. ft.
- Doors leading into the first level meeting rooms are 5' 5" wide by 8' 3" high.

LEVEL 2

- Ceiling height of the second-floor pre-function area ranges from 17' to 21'.
- Floor Load Capacity: 150 lbs. per sq. ft.
- Doorways: The largest doorway leading into the multipurpose room is 9' 6" wide by 7' 8" high via the service corridor. Regular doorways are 5' 6" wide x 7' 8" high.

EXHIBITOR CHECK-IN DESK & QUESTIONS DURING THE SHOW

- There will be a check-in desk for exhibitors located next to the admissions booth on Level 1. Look for signs for the "Exhibitor Check-In" area.
- Exhibitors must check-in at the exhibitor desk daily prior to the show to receive a wristband.

EXHIBITOR WRISTBANDS

- Exhibitors will receive a wristband each day for entry into the show. We are no longer giving wristbands out in advance during move-in.
- Each employee working the show as an exhibitor must individually check-in at the exhibitor desk daily prior to the show to receive a wristband.
- You will receive a new wristband each day.
- Security will not allow exhibitors entry into the show without a wristband each day.

EXHIBITOR LOUNGE

There will be a private Exhibitor Lounge located outside the admission booth on the 1st floor of the Albany Capital Center. The Lounge will have tables and chairs for Exhibitors to take a break to return calls, check emails, eat or to enjoy a quiet escape from the hustle and bustle of the event. This space does not include food, beverage, electrical, or AV.

RULES AND REGULATIONS OF BOOTHS

- No glass containers are permitted on the exhibit floor, in meeting rooms, or ballrooms without the prior written consent of the ACC.
- Signs, decorations, and related materials may not be taped, tacked, stapled, nailed, etc. to doors, painted surfaces, columns, fabrics, or decorated surfaces in the Albany Capital Center (the ACC).
- ACC permanent signs banners, etc. may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent ACC signage.
- No banner larger than 5' x 8' can be hung in the ACC without prior written approval from the operator.
- Under no conditions will signs or banners be taped, hung, or otherwise attached to the ACC's operable walls and doors.
- Helium balloons are prohibited. Costs associated with the violation of this are the responsibility of the exhibitor.
- Adhesive backed stickers, decals, and chewing gum may not be distributed in the ACC. Costs associated with the removal of stickers/decals are the responsibility of the exhibitor.
- No glitter or confetti. Costs associated with the cleanup or glitter, confetti, or similar/related materials is the responsibility of the exhibitor.
- The sale of any food including refreshments is strictly prohibited.
- No open flames or sparklers.
- No music.
- No drones.

TIMES UNION HOME EXPO SOLICITATION POLICY

The Times Union Home Expo has a no-solicitation policy. In order to provide a distraction-free environment for our exhibitors, attendees, and staff, we do not allow solicitation for any kind during our event. This policy includes, but is not limited to, the following:

- Unauthorized on-site distribution of business cards, printed or electronic materials including literature, signs, flyers, invitations, tickets, forms, etc.

Any person and/or company found to be violating this policy may be expelled from the event. **NO REFUNDS.**

Exhibitors who have paid for a booth can distribution materials to attendees in their booth space. Exhibitors are not allowed to pass out materials beyond their booth space. Any person and/or company found to be violating this policy may be expelled from the event. No refunds.

ELECTRICITY & INTERNET

ELECTRICITY COST

- **\$60.00:** 10 amp, 120v (960 watts). **After 1/31** the cost is \$85.00.
- **\$75.00:** 20 amp, 120v (1920 watts). **After 1/31** the cost is \$100.00.

SECURED INTERNET CONNECTION

A shared, guest WiFi network is available FREE of charge. This service lives at a minimum of 50 MBPS.

- To purchase a secured internet network connection the cost is **\$250.00** for 3 days.
After 1/31 the cost is \$300.00.

IF YOU DON'T REMEMBER IF YOU ALREADY PURCHASED ELECTRICITY/INTERNET WHEN YOU REGISTERED OR TO PLACE AN ORDER FOR ELECTRICITY/ INTERNET AFTER YOUR REGISTERED, FOLLOW THE INSTRUCTIONS BELOW.

TO ORDER ELECTRICITY & INTERNET GO TO: timesunionhomeexpo.com/login

1. Enter your Email & Access Key, click "Login". If you forgot your "Access Key" click on the link "Lost your Access key?" You will receive an email with your "Access Key".
2. Go to "UPGRADES"
3. If you already purchased electricity or internet, it will be listed under "Upgrades" and on your invoice.
4. TO PURCHASE, click "Purchase Upgrades" link. Add electricity or internet to your account, click "Continue".

TABLES AND CHAIRS ARE AN ADDITIONAL EXPENSE *Late fees will be applied for any at show orders.*

To order booth furnishings, tables, chairs, easels etc. go to: timesunionhomeexpo.com/totalevents

Questions about furniture orders, contact **TOTAL EVENTS at (518) 383-8602** or info@totaleventsny.com. Mailing address: Total Events, 4021 State Street, Schenectady, NY 12304 or Fax: (518) 383-8603.

POLICY FOR VEHICLES ON DISPLAY IN YOUR BOOTH

- You need less than 1/4 tank of gas and the gas cap needs to lock or be taped closed. Batteries must be disconnected. Please notify show management if you will have a vehicle on display in your booth.

WATER SERVICE AT YOUR BOOTH

- Contact Ana with the Albany Capital Center to arrange for water service at (518) 487-2028.

FOOD AND BEVERAGES

- Please note Mazzone is the exclusive food provider for the Albany Capital Center and no outside food will be allowed inside the building.
- If you would like to have food service inside the Albany Capital Center, please contact **Nadine Lewis at nadinel@mazzonehospitality.com or (518) 487-2167.**
- There will be one concession stand open during show hours.
- No outside food deliveries during show hours or move in will be permitted.

FOOD AND BEVERAGE SAMPLES AT YOUR BOOTH*Beverage (Wine/Alcohol)*

- Exhibitor must provide a marketing permit or liquor license that allows them to serve alcohol/wine.
- If exhibitor is providing samples with only a marketing permit, they are not allowed to pour the samples of alcohol/wine. The exhibitor must pay an extra fee for a staff member employed by Mazzone Catering to actually open the container and pour the sample into sample size cups of 3 oz (wine / beer) or 1/4 fluid oz (spirits). After the drink sample has been poured, the exhibitor can pass out the sample. The exhibitor can NOT pour the sample. The extra cost associated with this service is \$175.00 per staff member. (1 person = \$175.00, 2 people = \$350.00). These are the rules per the liquor license that the Albany Capital Center holds with Albany County.

Food Samples

- If you want to sell pre-packaged food NOT to be consumed during the show, please submit a copy of your health permit no later than January 31, 2020 to anne.curcurito@timesunion.com. The health permit can be any health department if the food is not prepared or packaged onsite.
- If you want to cook, package or serve food samples and distribute to the people at the show, you must submit a health permit from Albany County Health Department no later than January 31, 2020 to anne.curcurito@timesunion.com. If your business operates outside of Albany County, you must provide a temporary permit. The cost is approximately \$50.00 per day. Please contact Marianne Stone with the Albany County Health Department at **(518) 447-4625** or Marianne.stone@albanycounty.com.

DELIVERIES

- Due to limited storage space, the Albany Capital Center will not accept advance freight deliveries. Any and all freight must be moved in during designated move-in hours. Any freight scheduled for delivery to the Albany Capital Center during move-in periods must be to the attention of the decorator company. The Albany Capital Center will not accept C.O.D. shipments under any circumstances. The Albany Capital Center will not accept responsibility for costs associated with freight delivery/pick-up during non-assigned periods. The Albany Capital Center will not be liable for the security of freight left in the facility following the conclusion of your moveout date(s), nor can we assume responsibility for the shipping of such freight. Freight including empty crates or pallets left on the show floor will be disposed of at licensee's expense. Exhibitor Shipments and any shipments to be handled by an Approved Decorator Service should be shipped to the Decorator Service's attention with the show name and booth # clearly written on the label in the following format:

Times Union Home Expo
 Shipper Name _____ and Booth # _____
 Attn: Approved Decorator Service or Show Management (Anne Curcurito)
 Albany Capital Center - Loading Dock
 55 Eagle Street
 Albany, NY 12207

- Any deliveries made more than 2 days prior to the contracted event date or without information regarding their show will be refused. Receiving charges are \$25.00 per pallet. The shipper will be responsible for all associated costs. Return shipments must be re-packed, labeled, and called in by the shipper. When the box is ready to be shipped, please contact Ana Purritano, Albany Capital Center at (518) 487- 2028 or ana.purritano@albanycapitalcenter.com. All packages are held on an unsecured dock for shipping and receiving. The Albany Capital Center is not responsible for lost, damaged, or stolen boxes. All packages remaining after 5 business days will be discarded.

SECURITY

- Albany Capital Center Security will be on duty on Wednesday, Thursday, Friday and Saturday nights from the time you set-up and/or the show closes until it opens the next day.

- Each exhibitor is responsible for his/her own equipment and merchandise. Neither the Times Union, nor the State of New York, nor any of their respective officers, service contractors, or employees, shall be responsible for any damage suffered by an exhibitor, his agents or employees, in transit to, at, or leaving the show, whether from theft, fire or any other cause. Exhibitors desiring insurance on their goods must place the same at their expense.

INSURANCE

- Each exhibitor is responsible for his own equipment and merchandise. Neither the Times Union Newspaper, nor the Albany Capital Center, nor any of their respective officers, service contractors, or employees, shall be responsible for any damage suffered by an exhibitor, his agents or employees, in transit to, at, or leaving the show, whether from theft, fire, or any other cause. Exhibitors desiring insurance on their goods must place the same at their expense. You are NOT required to provide a certificate of insurance.

AMENDMENTS

- Show Management shall have the authority to enforce, interpret and amend these regulations, and to make additional rules and regulations at its discretion, which shall be in the best interest of the Show.

HOTELS AND MOTELS

- For a list go to: timesunionhomeexpo.com/hotels-in-albany.

Times Union Home Expo | February 7-9, 2020 | *Albany Capital Center, 55 Eagle Street, Albany NY*

MOVE-IN INSTRUCTIONS

WHEN: MOVE-IN DATES AND HOURS

Wednesday, February 5, 2020 > HOURS: 9:00 AM – 5:00 PM

Thursday, February 6, 2020 > HOURS: 9:00 AM – 5:00 PM

Friday, February 7, 2020 > HOURS: 9:00 AM – 1:00 PM

BOOTHS MUST BE READY NO LATER THAN 2:00PM SHOW OPENS AT 3:00PM.

WHERE: ALBANY CAPITAL CENTER ADDRESS: 55 Eagle Street, Albany, NY 12207

- Albany Capital Center PARKING GARAGE: Eagle St. to Howard St. to Wendell St. (height restriction 6'6")
- Albany Capital Center LOADING DOCK: 54 Howard St., Albany, NY 12207. Access to loading dock must be pre-scheduled by calling Show Management (518) 454-5828 prior to Friday, January 31, 2020.
- Albany Capital Center FRONT ENTRANCE: (55 Eagle St.) – NO ACCESS or ENTRY from Eagle Street to the front of the building. You MUST go to the ACC parking garage or loading dock. Access to the loading dock must be pre-scheduled. Do not leave your vehicle unattended.

****LOADING DOCK ACCESS AND FORKLIFT REQUESTS – MUST BE SCHEDULED IN ADVANCE.****
CALL (518) 454-5828 PRIOR TO FRIDAY, JANUARY 31 TO SCHEDULE A TIME.

- The forklift will NOT be available unless pre-scheduled in advance.
- The forklift will NOT be able to lift items higher than the height restrictions of the freight elevator - See below.

2 OPTIONS TO MOVE-IN:

OPTION 1

FOR BOX TRUCKS AND BIG VEHICLES

***MUST BE PRE-SCHEDULED! CONTACT SHOW MANAGEMENT (518) 454-5828 TO BOOK YOUR MOVE-IN TIME.**

DIRECTIONS: ALBANY CAPITAL CENTER LOADING DOCK – EAGLE ST. TO 54 HOWARD ST., ALBANY, 12207

- Security guards will NOT allow any vehicle in the loading dock area without approval from Show Management. You MUST schedule a time in advance to have access to the loading dock area.
- Trucks line up on Howard Street and wait to be directed by the security guard.
- NO PARKING at the loading dock. Any vehicle left unattended more than 30 minutes will be towed owner's expense.

LOADING DOCK: The loading dock is located on the Howard Street side of the facility, adjacent to the 3rd level of the parking garage and all access to the main levels of the convention center is through the freight and service elevators. The loading dock has (3) bays. 1 POV ramp is also available.

ELEVATOR MEASUREMENTS

- **FREIGHT ELEVATOR** (*Loading Dock or Level 3 of ACC Garage*) >> 7'11" height x 21' depth and 12' doorway (width), 15,000 lb. capacity
- **SERVICE ELEVATOR** (*Loading Dock or Level 3 of ACC Garage*) >> 10' height x 8' depth and 4' x 7' doorway (width)

- **W1-ELEVATOR** (Access through ACC garage levels 1, 2, 3 and walkway level 1, 2) >> 8' height x 6' depth and 4' x 7' doorway (width). Passenger elevators and escalators are to be used by the public and should not be used for any freight or equipment movement.

OPTION 2

FOR FEW ITEMS TO DROP OFF

***NOT NECESSARY TO SCHEDULE A DATE & TIME (refer to move in hours).**

DIRECTIONS: ALBANY CAPITAL CENTER PARKING GARAGE: Eagle St. to Howard St. to Wendell St., Drive to LEVEL 3 is for drop off only, no parking at level 3, please note there is a height restriction 6'6".

- WEDNESDAY, 2/5 & THURSDAY, 2/6 – You may park for **FREE** on levels 1 and 2 of the ACC Garage.
- FRIDAY, 2/7 – You may only **drop off** at loading dock at ACC parking garage only **OR** carry everything in one trip, drive directly to the Times Union Center Parking Garage. **NO PARKING IN THE ACC GARAGE ON FRIDAY!**

****Albany Capital Center parking garage on Friday is for attendees only.****

PARKING YOUR VEHICLE ON FRIDAY, FEBRUARY 7 BEFORE AND DURING THE SHOW

***On FRIDAY, you MUST park at the Times Union Center Garage or find another parking lot.**

DIRECTIONS: TIMES UNION CENTER (TUC) PARKING GARAGE: South Pearl to Market St. OR South Pearl St. to Beaver St.

FRIDAY PRIOR TO 3:00 PM: PARKING IS \$4.00 AT THE TUC PARKING GARAGE.

- You MUST **PRINT OUT** the parking pass and give a copy to the parking attendant to receive the \$4.00 rate. Digital images not accepted.

FRIDAY AFTER 3:00 PM: PARKING IS FREE AT THE TUC PARKING GARAGE.

- You MUST **PRINT OUT** the parking pass and give a copy to the parking attendant to receive FREE parking. Digital images not accepted.

TIMES UNION CENTER PARKING GARAGE INFORMATION

- Parking pass is valid for any regular sized cars and SUVs. No cars with trailers in tow will be allowed.
- TUC Height restriction is 6'6".

DIRECTIONS: TO GET INSIDE THE ALBANY CAPITAL CENTER FROM TUC PARKING GARAGE

- Park on LEVEL 5 of the TUC or park on other levels then walk to Level 5. Take the walkway to the Albany Capital Center, look for Times Union Home Expo Signage to ACC. Once at the Albany Capital Center take the elevator to C1.

PARKING YOUR VEHICLE SATURDAY AND SUNDAY DURING SHOW HOURS IS FREE AT THE TIMES UNION CENTER PARKING GARAGE.

- You do NOT need a parking pass for the Times Union Center garage on the weekend.

MISCELLANEOUS PARKING

- If both garages are full, there are many other parking garages throughout the immediate area.
- Please go to www.parkalbany.com for more information.
- Oversized Parking - call Jamie (518) 487-2026. Albany Capital Center to make parking arrangements.

ANY VEHICLE LEFT UNATTENDED ON EAGLE, WENDELL OR HOWARD STREET WILL BE TOWED IMMEDIATELY BY ALBANY POLICE AT THE OWNER'S EXPENSE.

WE SUGGEST ALL EXHIBITORS BRING THEIR OWN CARTS AS CARTS WILL NOT BE MADE AVAILABLE FOR MOVE IN OR MOVE OUT. CARTS ARE FIRST-COME-FIRST-SERVE BASIS (If available).

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MOVE-OUT INSTRUCTIONS

SUNDAY | 5:00 PM – 9:00 PM ONLY | (NO MONDAY HOURS)

**Wait until 5:00 PM to begin to pack up your booth.
There will be traffic jams if you attempt to leave early.**

Please be considerate of your fellow exhibitors -- don't block leave parts of your display in aisles where other exhibitors are moving out.

If you NEED the loading dock:

- **Step 1** - pack your entire booth starting at 5:00pm.
- **Step 2** - notify Anne at the Exhibitor Check-in table on Level 1 that your booth is pallet or cart ready.
- **Step 3** - have your truck lined up on Market Street. **Starting at 4:30pm.**
(See attached Map)
- **Step 4** - you will be notified at your booth that you have permission to proceed to the freight elevator. The security guard at Market Street will notify the truck driver they can proceed to the loading dock.

Note You will NOT be allowed in the freight elevator and trucks will NOT be allowed in the loading dock area unless approved by show management to ensure there are no traffic jams and to get everyone out as soon as possible.

If you DO NOT need the loading dock:

- **Step 1** - pack your entire booth starting at 5:00pm.
- **Step 2** - you can use the Eagle Street entrance. No car will be allowed unattended in the drop-off area in front of the building.

NOTE - We recommend two people, one as a driver and one to pack up the vehicle to make the process more efficient. Vehicles will be towed if left unattended on Eagle St. or in private parking lots.

C1 Elevator by the Ticket Booth Area

Please note the elevator to the parking garages will stop working if there is too much weight on the elevator. Heavy carts will not be allowed on this elevator. It is recommended to use the front entrance of the building to the walkway to avoid long delays.

MOVE-OUT DIRECTIONS FOR TRUCKS

Trucks can start to line up on **Market Street at 4:30pm.**

- Take **South Pearl Street** to **Market Street**.
- A security guard will be on **Market Street** lining up trucks to give the approval to proceed to **Eagle Street** to **Howard Street** into the loading dock area.
- Trucks will NOT be allowed in the loading dock area without approval.





FEBRUARY 7-9, 2020
ALBANY CAPITAL CENTER
55 EAGLE ST, ALBANY NY

EXHIBITOR MOVE-IN PARKING PASS

PARKING FOR WEDNESDAY, 2/5 AND THURSDAY, 2/6

ALBANY CAPITAL CENTER GARAGE - **FREE**

> Level 1 & 2 ONLY. NO Parking on Level 3. Drop off booth items only on Level 3. Security will be monitoring.

TIMES UNION CENTER GARAGE - **\$4.00 (MUST PRINT THIS FORM!)**

> You must give the attendant at the Times Union Center parking garage this PRINTED exhibitor parking pass to receive the \$4.00 rate. Electronic copies or showing your phone will not be accepted.

PARKING FOR FRIDAY, 2/7

NO PARKING IN THE ALBANY CAPITAL CENTER FOR FRIDAY!

> Only drop off at loading dock, 54 Howard St. ACC garage is for attendee parking only for Friday.

TIMES UNION CENTER GARAGE - **\$4.00 (MUST PRINT THIS FORM!)**

> You must give the attendant at the Times Union Center parking garage this PRINTED exhibitor parking pass to receive the \$4.00 rate. Electronic copies or showing your phone will not be accepted.

PARKING FOR SATURDAY, 2/8 & SUNDAY, 2/9

The Albany Capital Center garage is for **ATTENDEE PARKING ONLY.**

You can use the loading dock on Howard Street to unload then go park at the TUC.

FREE PARKING AT THE AT THE TIMES UNION CENTER GARAGE – NO FORM NEEDED!

South Pearl St. to Market St. OR South Pearl St. to Beaver St.

Make sure to read the PARKING SIGNS to avoid your vehicle being towed.

If both garages are full, there are many other parking garages throughout the immediate area.
Please go to www.parkalbany.com for more information.

Oversized Parking - call Jamie (518) 487-2026. Albany Capital Center to make parking arrangements.