

N • O • R • T • H • E • A • S • T
SHOW PROMOTERS, INC.

Mother's Day Art & Craft Show
May 9 - 11, 2017, Tuesday – Thursday, Show Hours 9 am – 3 pm
Empire State Plaza, North Concourse, Albany, NY

About the Show

With over 8,000 state employees working in this complex, these shows provide an excellent selling opportunity for Crafters. The concourse is known as the quarter-mile "Main Street" of the Empire Plaza, which stretches from the Capitol to the Cultural Education Center and the New York State Museum. Shops, restaurants, and a collection of contemporary art line the concourse. This show offers a maximum of 50 - 10' x 10' exhibit spaces. Unique to our shows, we install white pipe and draping behind each exhibit booth. This drape provides a professional look to each display along with increased privacy to the craft exhibitors. With the State Police now located right on the concourse, security has improved and fewer exhibitors are choosing to use storage. Most just cover their booths or enclose it with their tent frames and side walls. State employees, the customer base at the plaza, always have their eyes peeled for quality crafts and new and unique items. The Empire State Plaza is just the place for them to find what they are looking for. We hope you will join us.

General Information

Booth Specifications: The basic booth configuration is 10' x 10'. All tables must have cloths which hang to the floor on all publicly viewed sides. Set-ups must fit within the space contracted. No portion of your display should extend into any aisle. Electricity is provided at no additional charge. Tables and chairs are available by request at an additional fee. Tents and/or enclosures will be allowed but not to exceed 10' x 10' and must not obstruct the art collection or security cameras. It is **STRONGLY RECOMMENDED** that you use lights in your booth. All electrical cords must be secured with duct tape. We will provide white pipe and drape behind each booth.

Standards: All craft work offered for sale must be designed, created and hand-crafted by the participating exhibitor. No assembled or buy/sell items. Plants are not permissible. Two photographs or slides of your craft, one of you at work, plus one photograph of your booth are required of those exhibitors who have not participated in one of our shows during the past year. Please have your name on each photo and include a self-addressed, stamped envelope to have them returned after the show is over. Your booth must represent the same work that your juried photographs portray. Please notify us immediately of any new items.

Food Specialty Items: Albany County Department of Health no longer requires food sampling vendors to apply for a health permit. No candy or fudge vendors permitted.

Notification: All categories will be juried once a month until each booth space is occupied. All categories are limited. You will be notified by mail of your acceptance or rejection.

Payments/Deposit: A \$50 deposit must be submitted with your completed application. All balances must be paid 30 days prior to the show. Unaccepted applications will have their deposit checks and photos or slides returned. A \$35 fee will be charged for any checks returned by the bank.

Jury Fee: A \$10 fee must be submitted along with your application. There will be no jury fee if you have participated in one of our shows during the past year. Jury fees will not be returned regardless of acceptance or rejection. Please submit two checks: one for the jury fee and one for the deposit. Make checks payable to: "Northeast Show Promoters, Inc." and mail to: 595 New Loudon Road, Suite 228, Latham, NY 12110.

Refund Policy: An application to this show is a commitment to the show. No refunds will be given for cancellations.

Advertising & Marketing for Plaza Shows: In addition to our traditional signs and press release mailings, Northeast Show Promoters had developed a new advertising and marketing campaign that will be sure to alert the downtown Albany employees and state workers about our show. The addition of this fax and direct mail campaign is guaranteed to make a difference in your sales and also minimize the number of employees who say "I didn't know the show was here". Don't miss out! Send in your application today!

Parking: Parking must be reserved and paid in advance. The fee is currently \$10 per day for each car/van/pick-up/truck or trailer. Any oversized vehicle will be charged for two spaces. Please indicate if you wish to reserve parking so that spaces will be reserved in your name. Sleeping is not allowed in campers or motor homes in parking garage. **Please contact us immediately if your vehicle or driver information changes.**

Security/Storage Rooms: Craft persons who leave their products on the Concourse overnight will be doing so at their own risk. The Concourse is open to the public until 11:00pm. Storage rooms are located just off the main concourse area near the elevators and will be open each morning from 8:00-9:00am and each afternoon from 3:00-3:30pm. There is no charge for storage. **Show hours are 9:00am - 3:00pm**

Sales Tax: You must submit a valid NYS sales tax Certificate of Authority with your application. Your Certificate must be visually displayed in your booth at all times. The current tax rate for Albany County is 8%.

Hotel Suggestions:	CrestHill Suites	(518) 454-0007	1415 Washington Ave., Albany, NY
	Comfort Inn	(518) 479-3217	99 Miller Rd., East Greenbush, NY
	Fairfield Inn & Suites	(518) 477-7984	124 Troy Rd., East Greenbush, NY

Northeast Show Promoters, Inc., 595 New Loudon Road, Ste. 228, Latham, NY 12110
Phone: 518-786-1529 email: neshowpro@aol.com www.northeastshowpromoters.com Fax: 518-326-4616

N • O • R • T • H • E • A • S • T
SHOW PROMOTERS, INC.

Mother's Day Art & Craft Show
May 7 - 9, 2017, Tuesday – Thursday, Show Hours 9 am – 3 pm
Empire State Plaza, North Concourse, Albany, NY

Company Name: _____ Contact Person: _____
Address: _____ City/State/Zip: _____
Cell Phone #: _____ Alternate Phone #: _____ E-mail Address: _____

Reserved Parking Requested: Yes or No Oversized Parking required (Over 6'6" in height, extended van, truck with cap, box truck or vehicle with trailer): Yes or No PLEASE NOTE IF YOUR VEHICLE INFORMATION CHANGES – NOTIFY US IMMEDIATELY. IF THIS INFORMATION IS NOT CURRENT YOU WILL BE DETAINED AND POSSIBLY TURNED AWAY WHEN YOU ENTER P1 TO UNLOAD.

(Required) Driver's License #: _____ State: _____ Expiration Date: _____

(Required) Driver's Name *exactly* as it appears on Drivers License: _____

(Required) Vehicle make & model: _____

Year _____ License Plate: _____ State: _____

(If Applicable) Trailer License Plate: _____ State: _____

Craft Description (list all items that will be sold): _____

Approximate Price Range: _____ Do you provide receipts? Yes No What is your refund policy? _____

Selling/Sampling Food Products: Yes or No Albany County Department of Health no longer requires food sampling vendors to apply for a health permit.

BOOTH FEES:

Booth Size & Fee	10 x 10 - \$250.00 - \$ _____
	10 x 15 - \$355.00 - \$ _____
	10 x 20 - \$455.00 - \$ _____
Jury Fee	\$10.00 - \$ _____
6' Table and 1 Chair @	\$5.00/ea _____ \$ _____
Parking	\$10.00 per day \$ _____
Total Due	\$ _____
Less Deposit (\$50 min)	\$ _____
Balance Due by May 1st	\$ _____

Corner Booth (no additional charge) Yes No
Electric (no additional charge) Yes No
Overnight Storage (no additional charge) Yes No

NYS Sales Tax ID # _____ (Required)

Special Requests: _____

Will you be using your Tent or Tent Frame? Yes No (must fit within 10x10 or space contracted – NO TENT TOPS ALLOWED)

***Please Note: Set-up is Tuesday, May 9, 2017 from 7:00AM to 9:00 AM**

I _____ (your name) doing business as _____ (your company) do hereby agree to indemnify and hold harmless, Northeast Show Promoters, Inc., and its representatives and employees, and the NYS Office of General Services and its representatives and employees, from and against any and all losses, claims, damages, or expenses, including reasonable attorney's fees, arising from or growing out of my exhibited products or for personal injury at the Northeast Art & Craft Show, at the North Concourse of the Empire State Plaza, Albany, NY; whether it be caused by the negligence of _____ (your business name), its agents, servants, employees, or otherwise. The Concourse management and/or promoter reserve the right to remove any exhibitor for cause. I hereby verify that I will offer for sale only items that have been hand crafted by me.
Signature: _____ Date: _____

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CREDIT CARD AUTHORIZATION

To expedite the billing for your event, please provide the following:

I, (name)_____ from (company)_____

hereby authorize Northeast Show Promoters, Inc. to charge my credit card for the

_____ being held on _____ in the

amount of \$_____.

Type of Credit Card (circle one): MC Visa AmEx

Cardholder Name: _____

Card Number: _____

Expiration date: _____ 3 or 4 digit security number _____

Billing Address: _____ Zip: _____

Your Signature: _____

Phone: _____ Today's Date: _____

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Type of Credit Card (circle one): MC Visa AmEx

Cardholder Name: _____

Card Number: _____

Expiration date: _____ 3 or 4 digit security number _____

Billing Address: _____ Zip: _____

Your Signature: _____

Phone: _____ Today's Date: _____