



**SARATOGA HOME AND LIFESTYLE SHOW**  
**March 2nd – March 3rd, 2024**

**Saratoga City Center**  
**Exhibitor Manual**  
**Terms and Conditions**

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**Key Contact Information**

Floor Manager, Bill Bergan  
 Home Show Office  
 Decorator: Clifton Park Rental

**Email**

[logistics@rotaryhomeshow.com](mailto:logistics@rotaryhomeshow.com)  
[info@rotaryhomeshow.com](mailto:info@rotaryhomeshow.com)  
[cpconvention@cliftonparkrental.com](mailto:cpconvention@cliftonparkrental.com)

# SARATOGA HOME AND LIFESTYLE SHOW

March 4th – March 5th, 2023, • SARATOGA SPRINGS CITY CENTER  
522 BROADWAY  
SARATOGA SPRINGS, NEW YORK

To alleviate any problems during set-up, move-out, or the show itself, please take a few minutes to read these materials carefully and call with any questions.

## **1. SHOW HOURS**

Exhibitors may enter the Saratoga City Center 30 minutes prior to show time each day. The show is open to the public during the following hours:

Saturday, March 2, 2024: 10 am – 6 pm

Sunday, March 3, 2024: 10 am – 4 pm

## **2. SET-UP TIMES**

To be scheduled as contracts come in.

## **2. UNLOADING & LOADING DOCK SCHEDULE**

All exhibitors **MUST** use either the Maple Avenue Loading Dock, ramp entrance doors off of Broadway, or the third level of the parking garage to the bridge to access the City Center when unloading their vehicles.

**Scheduling** Exhibitors will be contacted directly by a logistical coordinator from Rotary to schedule specific time slots and access points for each exhibitor. To help with planning all exhibitors with large exhibits as well as those with complicated setups should notify the Home Show staff at [logistics@rotaryhomeshow.com](mailto:logistics@rotaryhomeshow.com).

**“Time Slot Restrictions” It should be understood that anyone who misses their assigned time slot at the dock or the ramp will be moved to the back of the schedule.**

## **4. EXHIBITOR PARKING**

Parking is available to the rear of the City Center on Maple Avenue.

If you are planning on parking an “oversized” vehicle at the City Center during load-in or during the weekend you need to arrange for special parking accommodations. The parking garage is available for non-commercial vehicles at a rate of \$1/hour. For large vehicles, there is limited parking and you may wish to utilize the paid parking for the hotel or park on the street.

### **Oversized vehicles include:**

- Large vans
- Large trucks
- Box trucks
- Tractor trailers (No place on site available)
- And vehicles with trailers in tow (limited parking available)

***When your truck takes up convenient parking it makes it harder for visitors to attend the show. Thanks for your help!***

## **5. REGISTRATION AT THE SHOW**

**REGISTERING FIRST WILL HELP US FACILITATE THE MOVE-IN PROCESS WITHIN THE FACILITY.** When exhibitors first arrive they should check in at the **Show Office** located in the “Pantry” for all up to date information.

**Do not begin setting up your booth display until you check in**

## **6. PRIZES**

Vendors and employees of vendors are not allowed to enter any prize contest put on by the Rotary club.

## **7. SHIPPING AND RECEIVING VIA COMMON CARRIER**

If you intend to ship your display in advance, it must be received and held by the shipper or agent and delivered to the Saratoga Springs City Center Loading Dock on Thursday, February 29th, 2024 after 1 pm or Friday, March 1st, 2024 after 9 am. **PLEASE ADVISE ROTARY IN ADVANCE OF ANY SCHEDULED SHIPMENTS VIA COMMON CARRIER.** It is important to mark all shipments with the following:

### **SARATOGA HOME SHOW**

Maple Ave Loading Dock  
Saratoga Springs City Center  
528 Broadway

Saratoga Springs NY 12866 Show Office [info@rotaryhomeshow.com](mailto:info@rotaryhomeshow.com)

Exhibit Company/Booth # (IMPORTANT!)

In the event a representative of your company cannot be at the Saratoga Springs City Center on Thursday or Friday to receive your shipment, a show representative will be there. However, the show representative will not be held responsible for the condition of the shipment nor will he/she be responsible to inspect the material upon arrival.

**No advance shipments that will arrive prior to Wednesday will be accepted by the City Center.**

**DRAYAGE SERVICE** You may also have your display shipped to the show decorator.

## **8. EXHIBIT STRIKE & LOAD OUT**

**THE SARATOGA HOME SHOW** closes to the public at 4 p.m. on Sunday. The removal of items prior to this time becomes a safety hazard. As a result, exhibitors must refrain from disassembling their booth(s) until after 4 p.m. This rule is a precautionary measure, which has been implemented in the best interests of the show and the exhibitors. Any exhibitor who removes any portion of their exhibit prior to 4 pm on Sunday may forfeit their right to participate in future Saratoga Home Shows.

The City Center has requested that all single and double booths be removed Sunday night. **Exhibitors will have until 8 pm Sunday to remove their display materials.** Those booths that must be picked up on the Monday after the show should be disassembled and ready for removal between 8 am – Noon  
Load Out continued...

**Please Note: Those planning to use either the Maple Avenue loading dock and or the Broadway ramp are required to have access times scheduled in advance of the load out. Failure to report at the assigned time slot will result in the drivers being placed at the end of the line.**

**Unclaimed Materials** It should be noted that any materials remaining in the Exhibit Hall after noon on Monday will be removed by the Drayage Contactor. Exhibitors will be responsible for carting and storage costs.

## **9. EXHIBIT BOOTH PARAMETERS**

Exhibitors' booths are 8-feet deep by 10-feet wide. Side rails are 3-feet high, and the backdrop will be 8-feet high with a waste basket and electrical power for up to two devices (this includes the number plugged into a single power strip.). **Skirted tables are not provided as part of the booth package.** Tables, chairs, table skirting, carpet and any additional electricity etc may be ordered from the show decorator directly.

**Booth Design & Guidelines:** Exhibit booths that are higher than 8ft should be appropriately designed so as to not detract from the exhibitor set up next to or behind them. Show management reserves the right to request last minute changes in the design if a booth obstructs or detracts from another exhibitor's presentation.

- All promotional materials must be contained within the confines of your booth space
- Rotary does not provide storage space for empty crates and boxes. Exhibitors will be responsible for storage of these items.
- All pallets and big displays have to be removed by the exhibitor. If removal becomes necessary, the exhibitor will be charged a fee for this service.
- NO combustible materials such as pine boughs or hay bales are allowed as part of a display
- The City Center management team would like their facility to be treated with care. Nothing may be attached to or leaned against any of the walls; No tape or tacks may be used; Care should be taken to protect the floors during the set up, run and tear down of a booth. Exhibitors are expected to take steps to protect the vinyl and carpeted floors when they are utilizing concrete block, stone, steel, and other building materials.  
**Exhibitors will be responsible for any physical damage to their booth space(s) in the City Center that occurs during the show (i.e. damage to the floor or walls).**
- **All carpets or flooring must have the edges taped down with Gaffers Tape** to avoid tripping hazards. All carpets or flooring not taped down with Gaffers Tape two hours before show opening must be removed or may purchase tape from Clifton Park Rental.

**Extension Cords:** If your electrical cords leading from your equipment are less than 10-feet long it is advised to bring an extension cord(s). Only cords that are 12 or 14 gauge will be allowed. Residential type extensions cords are not permitted.

**Booth Staffing Guidelines** Each booth must have at least one person staffing it during all show hours. Exhibitors are not allowed to pass out literature in the aisles or the hallways entering the City Center. Loud music, annoying distractions and/or carnival tactics are not permitted.

## **10. COMMUNICATION SERVICES**

SPA.NET will be coordinating all other internet and phone line services with Saratoga City Center.. Inquiries at (518) 581-0690 or [events@spa.net](mailto:events@spa.net) . Note that the network may incur high traffic during the show, which will affect network speed and performance. It is highly recommended that exhibitors bring their own hotspots, in the event your display relies on wifi.

## **11. DECORATOR SERVICES**

Clifton Park Rental will be the show's decorator. Orders should be placed directly with the decorator.

## **12. SECURITY**

We suggest you secure valuable items within your booth. The show management is not responsible for any missing items. The room will be locked for the nights, but no security will be present.

## **13. WATER USAGE AND WATER CONNECT**

You must notify the Home Show booth sales coordinator of water service needs at the same time you contract for space. Due to limited service locations the availability of water will impact the location and placement of your booth. A pump and sufficient length of hose will have to be supplied by the exhibitor. Any spills or leaks must be cleaned up by the exhibitor. (Bring mops & buckets, etc.)

## **14. VEHICLE DISPLAY REGULATIONS**

In keeping with National Fire Safety Codes the gas tank MUST have gas caps locked and/or taped closed. Wheel boards are to be placed under the tires. When detailing a vehicle both silicone and Amor-all are **NOT** allowed to be applied to the wheels while on the show floor.

## **15. INSURANCE**

Each exhibitor is responsible for his own equipment and merchandise. Neither Rotary International-Rotary Club of Saratoga Springs, nor the Saratoga Springs City Center, nor any of their respective officers, service contractors, or employees, shall be responsible for any damage suffered by an exhibitor, their 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.

## **16. HOSPITALITY SUITE**

An exhibitors' lounge will be made available as a break area– light refreshments will be provided. The lounge will be in the Wedge Room this year for our exhibitors' convenience. This is a courtesy intended for the use of the exhibitors. No food and beverage may be taken from this room back to the show floor. Hours will be Saturday 9:30a-4p and Sunday from 9:30a-1p.

## **17. 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.

## **18. DIRECTIONS**

To reach the Saratoga Springs City Center:

**From the North:**

Adirondack Northway (I-87) south to **Exit 15**. Turn right off exit ramp onto Route 50. Travel on Route 50 approximately 2 miles to the traffic light at the intersection of Route 50/Broadway/Route 9. Bear left. The large brick building is the Saratoga Hilton City Center complex. The **North Ramp** for vehicle access will be on the left (you will see large garage doors). The **Loading Dock** is located to the rear of the Center on Maple Avenue.

**From the South:**

Adirondack Northway (I-87) north to **Exit 14**. Proceed on Union Avenue to East Avenue (on right). Take East Avenue to light at Lake Avenue. Turn left on Lake Avenue and drive to the light at the bottom of the hill past the NYS Military Museum (on your left). Go right on Maple Avenue. The City Center **Loading Dock** will be on the left.

Show Office Contact [info@rotaryhomeshow.com](mailto:info@rotaryhomeshow.com)

**19. BOOTH ASSIGNMENT:**

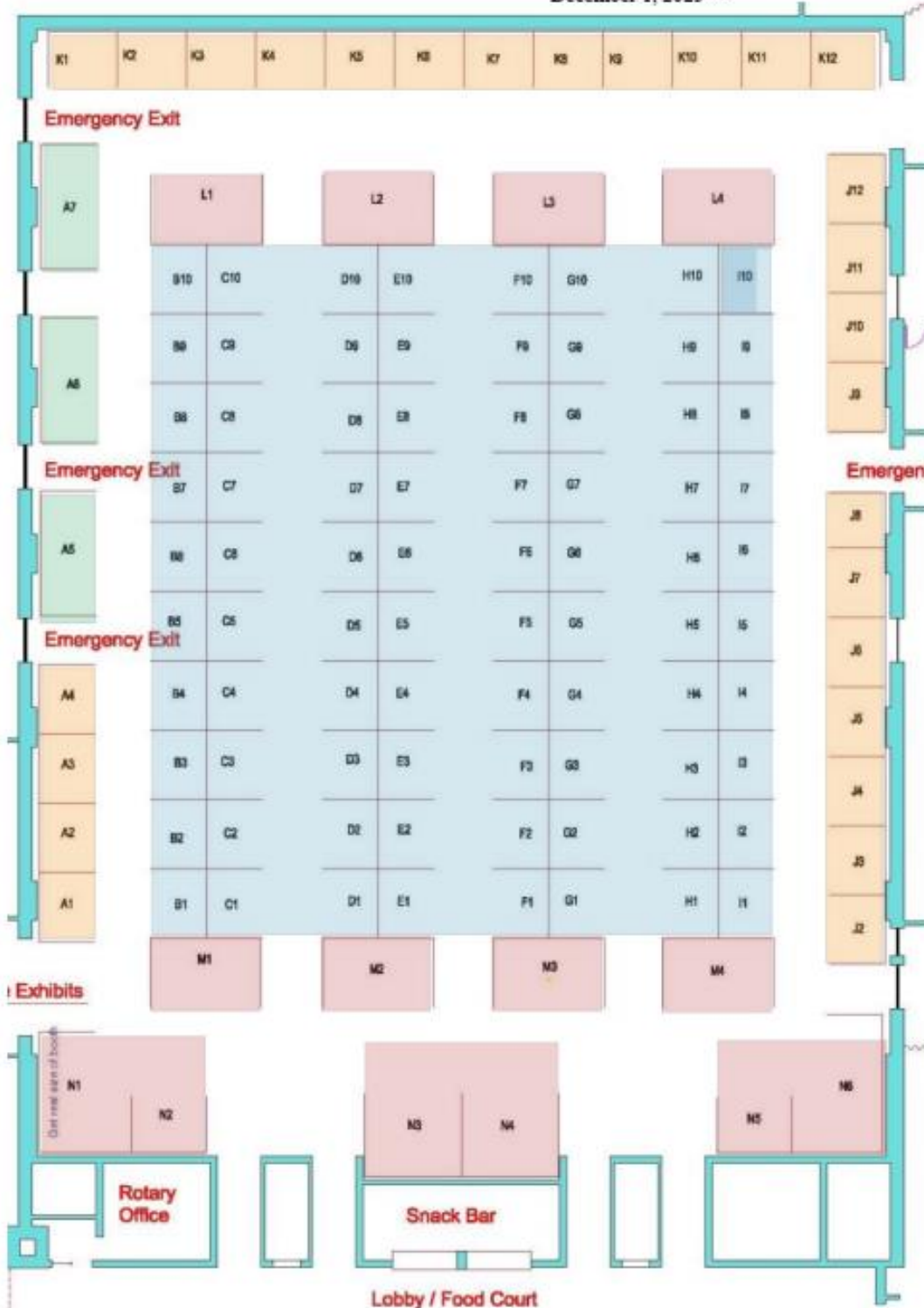
Vendors may select a booth class (Internal, Wall, End-Cap), and those requests will be honored with payment in-full, depending on availability. While we will make every effort honor specific booth requests, final booth assignment will be at the discretion of show management, and will be dependent upon final floor layout, vendor mix (in an effort to not place competitors near one-another), and other factors. See floor plan map for booth classes, prices, and numbers. Booth sales are generally first-come, first-served, and the show is expected to sell out.



2024 Booth Classes

- \$800 Internal Booth
- \$850 Wall Booth
- \$1,700 Double Wall Booth
- \$1,675 End-Cap

All Internal and Wall Booths can be made doubles.  
 \*\*\$25 Early Bird discount if paid in-full by December 1, 2023\*\*





**Show Information**

Saratoga Springs Rotary Home & Lifestyle Show

**Official Service Provider**

Clifton Park Convention Services  
871 Main Street  
Clifton Park, NY 12065

Phone 518-877-7449  
Fax 518-877-6356  
e-mail [cpcs@cliftonparkrental.com](mailto:cpcs@cliftonparkrental.com)

**Booth Package**

8x10 booth  
6' high back drape -  
3' high side drape -  
wastebasket  
1- Electric outlet  
the exhibit area is not carpeted

**Order Forms**

Order Summary  
Furniture Order Form  
Material Handling Order Form  
Shipping Labels  
Labor Order Form  
Sign Order Form  
Electrical Order Form

Please send fax or e-mail order forms with order summary to Clifton Park Convention Services. All Orders must be paid in full including appropriate sales tax. Rental price includes all materials, delivery to booth, removal after show. All materials are to remain the sole property of Clifton Park Convention Services.

**Important Dates**

- 2/5/2024 Advance shipments may begin arriving @ warehouse
- 2/23/2024 Last day for advance shipping on material shipments to warehouse
- 2/20/2024 Last day for advance pricing on furniture orders
- 2/29/2024 Exhibitors may begin move in 10:30AM
- 2/29/2024 Exhibitors begin move in 10:30-6PM
- 3/1/2024 Exhibitors move in 8AM-6PM
- 3/2/2024 Show Hours 10AM-6PM
- 3/3/2024 Show Hours 10AM-4PM
- 3/3/2024 CPCS dismantles show 4PM
- 3/4/2024 CPCS dismantles show 7:30AM - 1PM
- 3/5/2024 Carriers may begin arriving @ warehouse to retrieve exhibits

**CPCS Service Desk**

CPCS will maintain a service desk during exhibitor move-in to assist with any questions and offer on-site rentals

Service Desk Dates & Hours  
02/29/24 10:30AM-6PM  
03/01/24 8AM - 6PM

**Shipping Address**

Your Company Name / Booth # / Show Name  
C/O Clifton Park Convention Services  
871 Main Street  
Clifton Park, NY 12065

Need Help Call:

**SEE YOU AT THE SHOW !!**

Toll Free 866-284-5462