

# CAPITAL REGION CARD SHOW

## Vendor Information

**\*\* PLEASE NOTE \*\*** All vendors must have a valid New York State Sales Tax ID Number. If you do not have one, please call the New York State Sales Tax Department at 1-518-485-2889 to obtain a valid Tax ID Number.

## Table Fees/Cancellations:

The Capital Region Card Show (CRCS) provides 6-foot tables which include a tablecloth (black) and 2 chairs. Table reservation fees are as follows:

- **One** table is \$35.00
- **Two** tables for \$60.00
- **Three** tables for \$95.00
- **Four** tables for \$120.00
- **Five** tables for \$155.00
- **Six** tables for \$180.00
- **Seven** tables for \$215.00
- **Hallway (Overflow)** tables are \$50.00/table up to 3 tables

Prices are valid up to one week prior to the show date. After this time the single table price will increase to \$45.00 and no multi table discounts will be available.

Tables are available for purchase here:

<http://www.crcsevents.com>

<https://www.facebook.com/capitalregioncardshow>

[https://www.instagram.com/capital\\_region\\_card\\_show/](https://www.instagram.com/capital_region_card_show/)

## Vendor Set Up Time: 7AM - 9AM

Vendors will receive **ONE** badge per table to be worn during event hours. This badge is good for the primary vendor and one helper/guest.

Cancellations **MUST** be made **ONE** week prior to the show start day.

Late cancellations or “No Shows” will **NOT BE REFUNDED**.

Vendors will **NOT** be permitted to use any outside travel furniture for extra space without prior authorization from event staff. Shelving and displays must be displayed on the table. Table sharing between vendors is not permitted.

## Vendor Load Out Time: 1:45PM – 3:30PM

Vendors are prohibited from packing up their tables prior to 1:30PM on show day. Exiting the exhibition floor prior to 1:45PM will **NOT** be permitted.

## **Please assist us by taking the following actions prior to exiting:**

- Please remove all garbage/boxes from your tables and place it in the trash
- Please remove your tablecloth, fold it, and leave it neatly on your table
- Please remove your vendor badge and leave it on the table
- Please leave your vendor name plate & these instructions on the table

**Event Location:**

Albany Capital Center  
55 Eagle Street, Albany, New York 12207  
Phone: (518) 487-2155

Free public WiFi will be available during the show.

**Event Parking:**

The Albany Capital Center has one parking garage located **at 7 Wendell Street, Albany NY 12207**. Free parking is available for most but not all shows, is first come-first serve, we encourage vendors to arrive early. In addition to the dedicated ACC Garage, the following garages are all directly connected to the ACC via enclosed walkway with fees ranging from free - \$10.00 depending on local events:

MVP Arena- 100 Beaver Street, Albany NY 12207  
Renaissance Albany Parking Garage- 49 Howard Street  
Empire State Plaza Visitor Parking Lot- S Mall Arterial, V LOT.

**Loading & Unloading:**

Vendors will be given access to load and unload merchandise at the rear of the building. The loading dock can be accessed at **54 Howard Street, Albany, NY**. Please pull up to the covered loading dock where you will be able to utilize two freight elevators, as well as 20 courtesy dollies and 20 carts. The showroom is on the first floor or street level.

**Security:**

The show is available to the public from 9:00 am to 3:00 pm. The Albany Capital Center provides state of the art security cameras coupled with onsite security guards. We do our best to provide all our vendors with a secure environment, however ACC and CRCS are not liable for lost, stolen or damaged merchandise.

**Food/Drink Policy:**

Vending will be available onsite and provided by Mazzone Hospitality. **OUTSIDE FOOD/DRINKS ARE PROHIBITED.**

**For more information:**

The location please visit: [ACC | Albany Capital Center](#)  
Capital Region Card Show Website: <http://www.crcsevents.com>  
Event questions please call Scott Santelli: (518)-423-0376