

CAPITAL REGION CARD SHOW

VENDOR INFORMATION SHEET

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 options for both 6-foot tables and 8-foot tables, all tables include a tablecloth (black) and 2 chairs. Table reservation fees are as follows:

- **One** 6 ft. table is \$45.00
- **Two** 6 ft. tables for \$80.00
- **Three** 6 ft. tables for \$125.00
- **Four** 6 ft. tables for \$160.00
- **Five** 6 ft. tables for \$205.00
- **Six** 6 ft. tables for \$240.00
- **Seven** 6 ft. tables for \$285.00
- **8 ft.** tables are \$70.00/table up to 3 tables
- **U-Pods** (are five 8 ft. tables) for \$350.

Prices are valid up to the show date. On show days, single 6 ft. table prices will increase to \$50.00/table and 8 ft. tables will increase to \$80.00/table 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/

Vendor Set Up Time: 7AM - 9AM

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

Vendor Timeliness and Table Management Rules:

- All members in your vending party **MUST** be present onsite and assist with load-in and table setup PRIOR to 8:45am.
- Vendors with **3 or fewer tables** are afforded a total of **2 adults to man their table(s)** (not including children).
- Vendors with **4 or more tables** are afforded a total of **4 adults to man their tables** (not including children).

**** Please note that we will NOT permit free entry for vendors once the show is underway.**

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 bring it to show staff by the registration table
- Please remove your vendor badge and bring it to show staff by the registration table
- Please return your vendor name plate & table instructions to show staff by the registration 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**. Parking is a flat rate of \$5/car and is available in both the ACC and MVP Garages. In addition to the dedicated ACC Garage, additional garages are all directly connected to the ACC via enclosed walkway and street parking is available with fees being at the vendor's expense:

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.

Solicitation Policy:

To maintain the integrity and focus of our event, vendors are **STRICTLY PROHIBITED** from soliciting participation in other or competing events during our shows or on our social media sites. This includes distributing promotional materials, initiating conversations, or otherwise marketing external events to attendees, exhibitors, or other vendors.

Violation of this policy may result in immediate removal from the event and permanent expulsion from CRCS and all future affiliated events. We appreciate your cooperation in helping us create a respectful and distraction-free environment for all participants.

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