

PROGRESSIVE
BIG EAST
**POWERSPORTS
SHOW**

October 5 - 7, 2012

Oncenter Convention Center

Syracuse, NY

**EXHIBITOR
KIT**



EXHIBITOR'S TIMELINE

- Immediate** Room reservations at area hotels
 - Immediate** Balance due for exhibit space
 - September 1** Sales Tax Certificate of Authority Due
(Complete online at www.opal.ny.gov)
 - September 14** Additional Punch Card form due
 - September 21** Exhibitor Services Order must be placed with Isaac's Nationwide Expo Services (tables, chairs, carpet, etc.) to get discount price.
 - September 21** All freight being shipped advance to Isaac's Nationwide Expo Services (drayage service) must arrive by this date
 - September 21** Telephone Service Form must be in to Oncenter to ensure telephone service for your booth
 - September 21** Electrical Services Form must be in to Oncenter to ensure electrical service for your booth
 - September 21** Internet Services Order Form must be in to Oncenter to ensure internet service for your booth
- NOTE: Forms for ordering electric, telephone, internet, etc. are located towards the end of this exhibitor kit. They can also be downloaded from the venue website at www.oncenter.org. Go to the tab labeled "Plan an Event" click on it and then on the right-hand side click "Exhibitor Forms")**
- October 4** Exhibitors' Party at 7:00 p.m. in the Oncenter lobby
 - October 3-4** Set-up time for show at Oncenter
 - October 3-4** All freight being shipped directly to the show **must** arrive on these dates only
 - October 5** Show opens at 5:00 p.m.

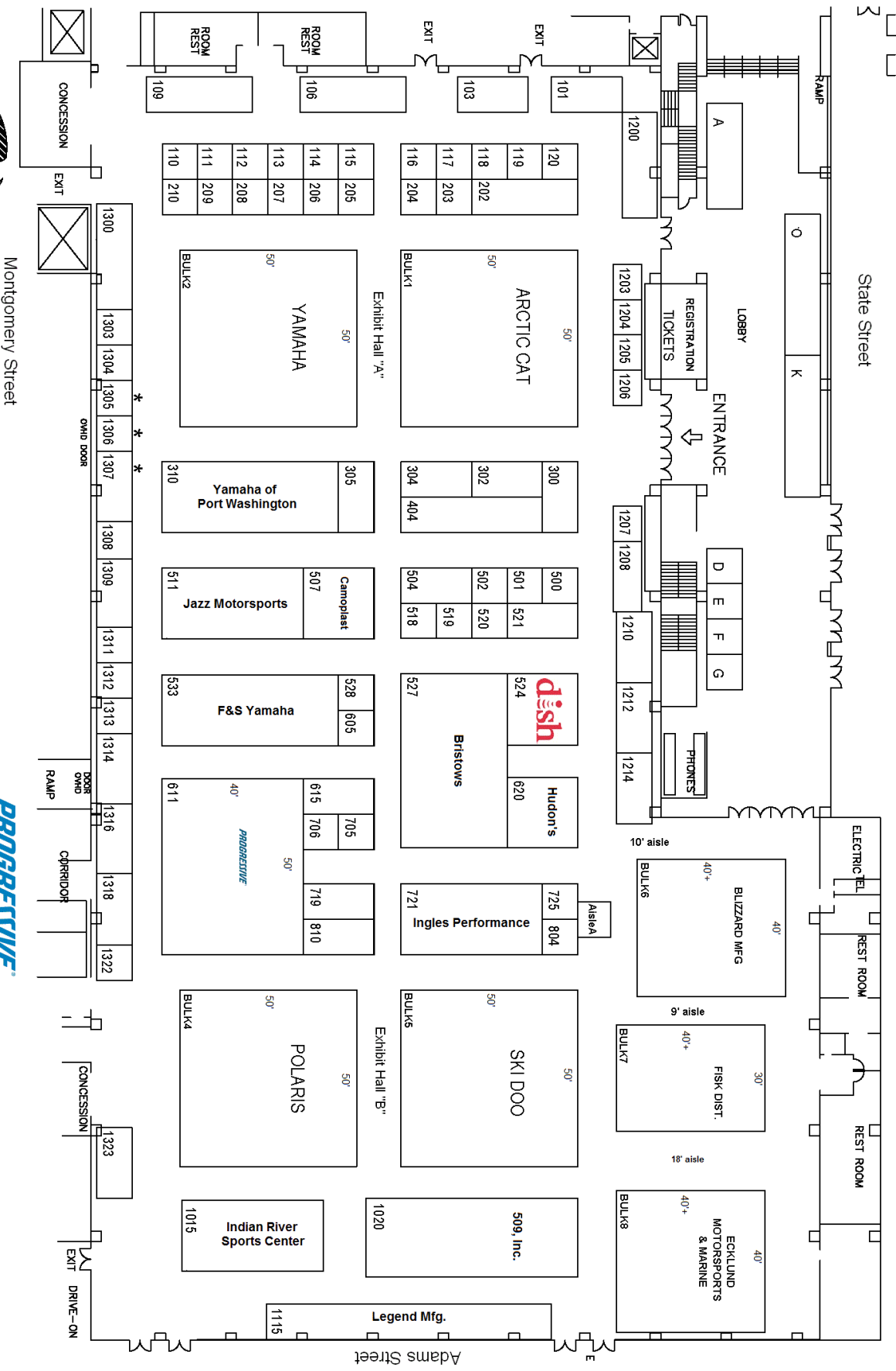
If you have any questions please call the show hotline at 1-800-848-6247 ext 2427



GENERAL INFORMATION

- Show Dates:** October 5 - 7, 2012
- Show Location:** Oncenter Convention Center
800 South State Street, Syracuse, New York 13202
Phone: 315-435-8000
Fax: 315-435-8099
www.oncenter.org
- Show Times:** Friday 5:00 pm – 10:00 pm
Saturday 10:00 am – 8:00 pm
Sunday 10:00 am – 4:00 pm
* NOTE: Upstairs exhibit hall will open ½ hour later each day (i.e. 5:30 on Friday, etc.)
- Move-In:** Booth set-up time is from 12:00 p.m. to 7:00 p.m. on Thursday, October 4. Additional set-up time will be available from 8:00 a.m. until 3:00 p.m. on Friday, October 5, prior to the opening of the show.
- Move-Out:** Booth teardown is not to start until close of the show at 4:00 pm on Sunday, October 7. Move-out must be completed by midnight on Sunday, October 7.
- Hotel Reservations:** See area hotels on page 12 in this kit.
- Oncenter Forms:** **Forms for ordering electric, telephone, internet, etc. are located towards the end of this kit. They can also be downloaded from the venue website at: www.oncenter.org**
- Security:** Oncenter security will be in force during move-in and show hours.
- Promoter:** GS Events
3300 Fernbrook Ln N, Suite 200, Plymouth, MN 55447
Telephone: 800-848-6247 ext. 2427, Fax: 763-383-4498
www.gsevents.com

EXHIBITOR HOTLINE: 800-848-6247 ext. 2427



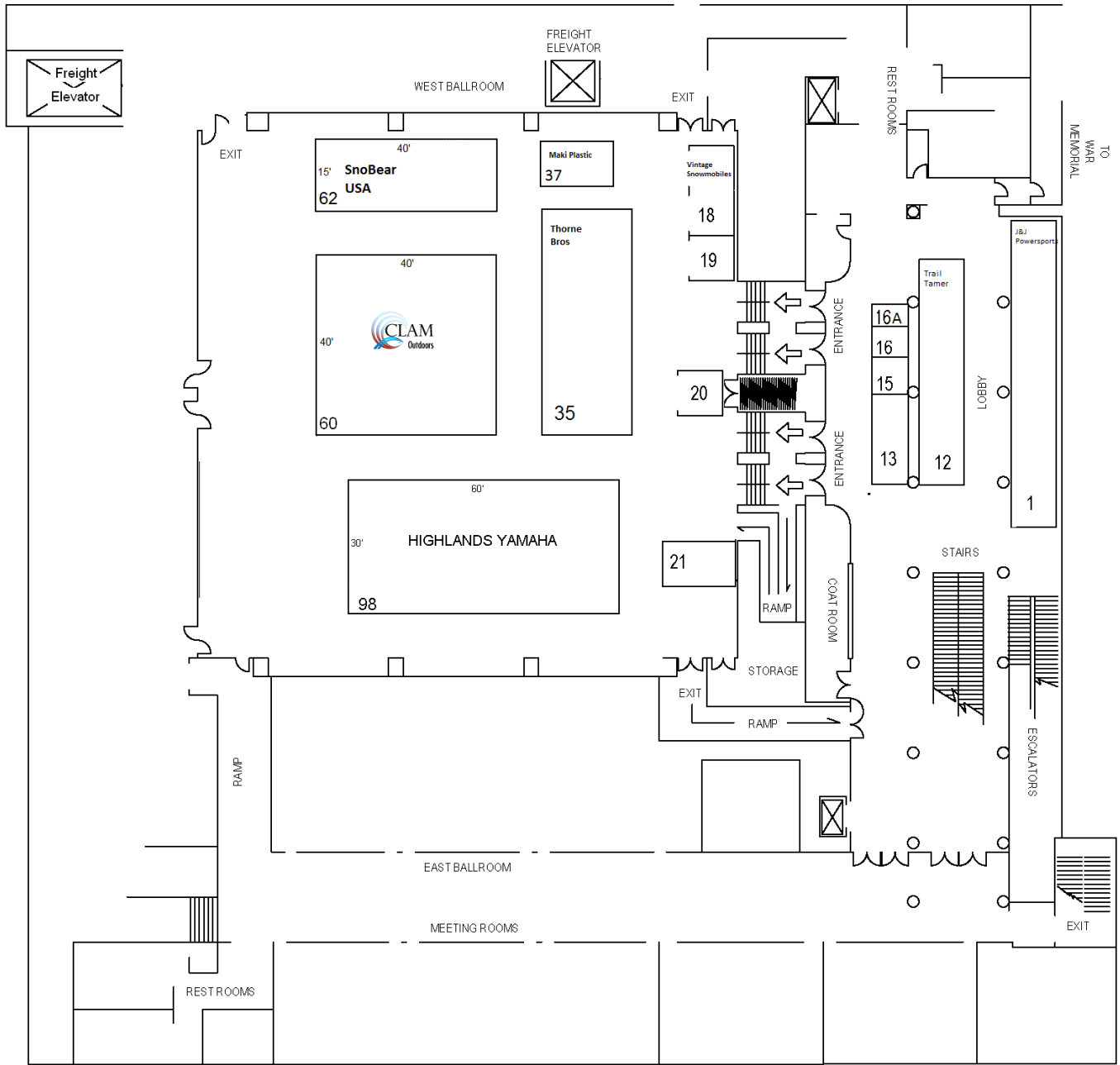
ONCENTER.

ONONDAGA COUNTY CONVENTION CENTER
 SYRACUSE, NEW YORK



October 5 - 7, 2012

LARGE AREA SPACES AS MARKED
 * LAST IN / FIRST OUT
 LOAD ONLY THROUGH MONTGOMERY ST
 E ELECTRICAL OUTLETS
 EP ELECTRICAL & PLUMBING OUTLETS



PROGRESSIVE
BIG EAST
POWERSPORTS
SHOW

October 5 - 7, 2012

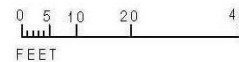
BALLROOM LEVEL



ONCENTER

Floor Plan Prepared by

Isaacs Nationwide Expo Services, Inc.
 18 PINE STREET, ELLENVILLE, NY 12428
 845-647-6303 FAX 845-647-6283
 E-mail: nationwideexpo@nvc.n.com



E ELECTRICAL OUTLETS

PROGRESSIVE
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SHOW

Exhibitor Admission: In order to expedite admission to the show for exhibitors, we are using PUNCH CARDS. Here is how the program works:

- 1) Each 10 x 10 exhibitor will be provided 6 cards
- 2) For each additional 10 x 10 space (i.e. 10x20, 10x30, etc.), exhibitors will receive the following allotment:

200-400 sq. ft.: <u>8 cards</u>	801-1000 sq. ft.: <u>14 cards</u>
401-600 sq. ft.: <u>10 cards</u>	1001+ sq. ft.: <u>16 cards</u>
601-800 sq. ft.: <u>12 cards</u>	

Note: The maximum cards an exhibitor will receive is 16. If you need more cards than your allotment, you may buy additional cards for \$10.00 each or purchase a \$5.00 one-day discount ticket. Punch Cards are good for all days of the show.

- 3) Punch Cards and one-day discount tickets will be available for pick-up/purchase at the Show Office during move-in and show hours. Signature is required on your company form at the time of pick-up.
- 4) Exhibitors **must** sign their Punch Cards. If an exhibitor plans to leave the show during the day, they must have their hand stamped at the door.
- 5) Punch cards are punched one time only each day at the show entrance. If an exhibitor comes to the show without the card, they can either purchase another card or buy a one-day discount ticket to the show. Cards are non-transferrable.

To purchase additional cards/discount tickets please fill out the form below:

Company Name: _____

Contact Name: _____

Number of additional Punch Cards: _____ @ \$10.00 each Total: _____

Number of one-day discount tickets: _____ @\$5.00each Total: _____

****Credit Card Payment Options****

__ Visa __ MasterCard __ Discover

Credit Card #: _____ Exp Date: _____

Name on Card: _____ (please print)

Signature: _____

PLEASE NOTE: Punch Cards are to be used only by personnel working the exhibit. Misuse will jeopardize participation in future shows. Please fax this form to Lori Hackett, Events Administrator, at 763-383-4498 no later than **September 14, 2012.**



RETAIL SELLING/CERTIFICATE OF COMPLIANCE

Retail Selling will be allowed and is a major benefit to exhibitors at the show. Regardless if you are selling products from your exhibit or just displaying, you must complete BOTH of the following items:

- 1) Sales Tax Certificate of Authority (see instructions attached or visit website www.opal.ny.gov to learn more). Registration is completed online.

It is the exhibitor's responsibility to charge appropriate sales tax. For additional information visit www.tax.ny.gov

- 2) Certificate of Insurance (see attached form)

Both items must be clearly displayed at your exhibit location.

****Remember, impulse purchases are very strong at the show. Be prepared and ready to sell your products to active enthusiasts****



Instructions for Form DTF-17

Application to Register for a Sales Tax Certificate of Authority

Online registration

You can submit your application **online**. It's the easiest and fastest way to get your sales tax *Certificate of Authority*.

Go to www.opal.ny.gov to learn more.

Who must register

You must register with the Tax Department and get a *Certificate of Authority* if you plan to do any of the following in New York State (NYS):

- sell tangible personal property and certain taxable services
- collect NYS and local sales tax
- issue or receive NYS sales tax exemption documents
- operate a hotel or motel or receive amusement charges
- acquire all or part of the assets of an existing business that is registered or required to register for sales tax purposes

If you reside outside NYS and rent or lease tangible personal property to someone who resides in NYS or brings the leased property into NYS, you must register for sales tax purposes within 30 days after your property comes into the state.

When to register

You must obtain a *Certificate of Authority* at least **20 days** before you:

- begin making taxable sales;
- provide taxable services within NYS;
- begin issuing or accepting NYS exemption documents; or
- acquire all or part of the assets of an existing business.

Once you are registered

Display your *Certificate of Authority*

We will send you a *Certificate of Authority* after we process your application.

- Display your certificate in plain view at your place of business.
- If you have more than one location, display a certificate at each location (with the appropriate address corresponding to that location).
- If you don't have a regular place of business, attach the certificate to your cart, stand, truck, etc.

Keep required records

See Publication 900, *Important Information for Business Owners*, and Tax Bulletin ST-770 (TB-ST-770), *Record-Keeping Requirements for Sales Tax Vendors*, to learn more about your recordkeeping responsibilities.

File returns and pay tax

Once you receive your certificate, you must begin filing sales tax returns regardless of when you start doing business or whether you did any business that required you to pay tax.

In general, most new vendors are required to file quarterly returns.

Quarterly sales tax returns are due as follows:

Sales tax quarter	Due date
March 1 – May 31	June 20
June 1 – August 31	September 20
September 1 – November 30	December 20
December 1 – February 28 (29)	March 20

If the due date is not a business day, you must file your return by the first business day after the due date.

To learn more about your sales tax responsibilities:

- Visit our Web site (see *Need help?*)
- See Publication 750, *A Guide to Sales Tax in New York State*

Line instructions

Section A – Business identification

Enter your business identification information. Complete all lines that apply to your business.

Line 1 — Enter the exact legal name of the business that you are registering.

Individuals and partnerships:

- If you do business as an individual or sole proprietor, your *legal name* is your first name, middle initial, and last name.
- If you do business as a partnership, your *legal name* is the name given in your partnership agreement; if not provided for in the partnership agreement, your *legal name* includes the names of the individual partners (first name, middle initial, last name). Use an ampersand (&) to separate the partners' names.
- If there are more than three partners, enter **et al** after the third partner's name.

Corporations: Your *legal name* is the name that appears on the *Certificate of Incorporation* filed with the NYS Department of State (DOS).

Professional service limited liability company or limited liability company (LLC): Your *legal name* is the name that appears on the *Articles of Organization* filed with the NYS DOS.

Line 2 — If you do business under a trade name, assumed name, or any name different from your legal name, enter the DBA (Doing Business As) or trade name here.

Corporations, limited partnerships, and LLCs: Enter the name that appears on the *Certificate of Assumed Name* filed with the NYS DOS.

All other entities (such as general partnerships, sole proprietorships, and limited liability partnerships): Enter the name provided on the *Assumed Name Certificate* filed with the applicable county clerk's office(s).

Line 3 — Enter your employer identification number (EIN), also known as federal tax identification number, that you received from the Internal Revenue Service (IRS). If you are not required by the IRS to have an EIN, or you do not yet have an EIN, leave line 3 blank. **Do not** enter your social security number in this box.

Line 4 — Enter the actual street address of your business. **Do not** enter a post office box number on this line.

- If you do not have a permanent place of business in NYS because you are either a temporary vendor (see instructions for line 15), a show vendor (see instructions for line 20v), or operate a portable stand or pushcart (see instructions for line 20w), enter the home address of the owner or one of the partners, members, officers, or responsible persons listed in Section G. This address **will** appear on the *Certificate of Authority*. We will also use it to mail tax-related information unless you list a different mailing address on line 5 or a tax preparer's address in Section H.
- If this application is for more than one business location, enter the address for the main office or the office where tax records are kept. See instructions for lines 13a and 13b.

Line 5 — Enter the mailing address for your business if different from line 4. This address will be used to mail tax-related information for the business. If you have a paid preparer for sales tax filing purposes, complete the information in Section H. **Do not** enter paid preparer information on line 5.

Line 6 — You must enter at least one current telephone number.

Line 9 — Enter at least one e-mail address where you will be able to electronically receive important sales tax information.

Line 10 — Enter the date you will begin selling tangible personal property or providing taxable services within NYS, or begin issuing or accepting NYS exemption certificates, or acquire all or part of the assets of an existing business. This will be the date that determines

when you begin filing returns. See *Sales tax quarter* and *Due date* under *Once you are registered*.

Section B — Type of entity or organization

Line 11 — Mark an **X** to indicate how your business is legally organized. *Government* includes the federal government, NYS and any of its agencies, instrumentalities, public corporations, or political subdivisions (counties, towns, cities, villages, school districts, and fire districts).

Lines 12a and 12b — If you are a franchisee, mark an **X** in the Yes box and enter the name and address of your franchisor.

Section C — Business information

Lines 13a and 13b — If you have more than one business location, and want to file a separate return for each, you must obtain a separate *Certificate of Authority* for each location. Mark an **X** in the appropriate box to indicate whether you will file one return for all locations or a separate return for each location.

- If you mark box 13a indicating you will be filing separate returns for each location, you must also file a Form DTF-17 for each location.
- If you mark box 13b indicating you will be filing one (consolidated) sales tax return, list all of your business locations on Form DTF-17-ATT, *Schedule of Business Locations For a Consolidated Filer*, and submit with Form DTF-17.

Line 15

Temporary vendors: You can choose to register as a temporary vendor if your business does not expect to make taxable sales for more than two consecutive sales tax quarters. As a temporary vendor, you will be required to file sales and use tax returns only for the periods you are in business. If you are registering as a temporary vendor, enter the date you will end business in NYS. For example, if you sell Christmas trees in November and December, and your taxable sales occur only during this period, you are eligible to apply for a temporary *Certificate of Authority*.

If your business activity is seasonal and you do not want to register every year, do not enter a date on this line. You must file returns even if you have no business activity. If you expect to be doing business for more than two consecutive reporting periods, do not enter a date on this line.

Line 16 — If you are acquiring all or part of the assets of an existing business by purchase, transfer, or assignment from a person registered or required to be registered for sales tax purposes, you **must** file Form AU-196.10, *Notification of Sale, Transfer, or Assignment in Bulk* (refer to the instructions on the back of Form AU-196.10). For telephone inquiries concerning the requirements for filing Form AU-196.10, see *Need help?*

Caution: If Form AU-196.10 is required but not timely filed, you may be held personally liable for sales tax due from the person who sold you the business assets.

Section D — Business activity

Mark an **X** in each box that applies to your business.

Licenses

If you are licensed by any of the NYS agencies listed, provide information about your license(s).

Lines 18a and 18b — If you have more than one license with the NYS Lottery, enter only one of the license numbers.

Lines 19a and 19b — If you operate a facility registered with the NYS Department of Motor Vehicles (DMV), enter your DMV facility number here. **Do not** enter your driver's license identification number or vehicle identification number (VIN).

Sales of goods and services

Line 20a — If you sell cigarettes or other tobacco products at retail, you must file Form DTF-716, *Application for Registration of Retail Dealers and Vending Machines for Sales of Cigarettes and Tobacco Products*. For information on obtaining forms, see *Need help?*

Line 20b — If you sell new tires, you may be required to file Form MT-170, *Waste Tire Management Fee Quarterly Return*. For more information, see TSB-M-03(3)M, *Initiation of Waste Tire Management Fee on Sales of New Tires*, and TSB-M-03(5)M, *Amendments to the Waste Tire Management and Recycling Fee on Sales of New Tires*. For information on obtaining forms, see *Need help?*

Line 20h — If you sell mobile telecommunications service to NYS customers, you must file Form WCS-1, *Public Safety Communications Surcharge Return*. For more information, see TSB-M-02(5)M, *Wireless Communications Service Surcharge*. For information on obtaining forms, see *Need help?*

Line 20u — Mark an **X** in the Yes box if you are a manufacturer or wholesaler who is required to register only because you are purchasing or selling tangible personal property for resale.

Line 20v — Mark an **X** in the Yes box if you only display for sale or sell goods or services at:

- a flea market, a craft fair, a coin show, an antique show, or a similar enterprise that occurs on either a regular or temporary basis; or
- a concert, an athletic contest or exhibition (other than amateur sports), or similar form of entertainment held at a site capable of accommodating more than 1,000 people, in which performers do not appear on a regular, systematic, or recurring basis.

Do not mark the Yes box if you have a permanent business location.

Line 20w — Mark an **X** in the Yes box if you do **not** have a permanent business location and you make sales from a portable stand, pushcart, or other device that you operate in places other than or in addition to flea markets or other shows. If you make sales in New York City (NYC), you must contact NYC Consumer Affairs for additional information about obtaining a *General Vendor License* in NYC.

Section E — Account and reporting information

Enter the information for the bank account where sales tax money will be deposited. Enter your bank's nine-digit routing number and your account number. The account number can be up to 17 characters (both numbers and letters). Omit spaces and special symbols. If you are a manufacturer or wholesaler, and will not collect sales tax on your sales, enter the primary bank account information for your business. You must provide this information, even if the account you list will not be used exclusively for sales tax purposes.

Section F — Business description

Line 24a — In the space provided, briefly describe your business activities. Describe the products or services that you sell in NYS from the business location being registered. Please be specific. Some examples are:

- *Electrical contractor mostly wiring new homes, but also doing some repair work*
- *Retail store selling cards, stationery, and gifts*
- *Restaurant serving lunch and dinner, plus a small catering service*
- *Artist selling artwork from a home-based business and at craft shows*

Line 24b — Enter the six-digit NAICS (North American Industry Classification System) code that best describes the principal business activity of the business location being registered. Your principal business activity is that which provides the greatest NYS gross sales or revenue.

Common NAICS codes:

- Accommodation and food services: codes starting with 722
- Food and beverage stores: codes starting with 445
- Construction: codes starting with 236 or 238
- Retail trade: codes starting with 44 or 45

Example: *A business making most of its gross sales from a retail furniture store has principal NAICS code 442110.*

Line 24c — If you engage in another business activity that is unrelated to your principal business activity, enter the NAICS code for this secondary business activity. The first three numbers of the secondary

NAICS code should be different from the first three numbers of the NAICS code for your principal activity.

Example: *If a business making most of its gross sales from a retail furniture store also operates a diner, it would have a secondary NAICS code 722110.*

Section G – Responsible person(s)

Enter the applicable information for all owners, partners, members, officers, and any other person who is responsible for the business's day-to-day operations.

A responsible person generally includes anyone who does any of the following:

- signs checks on the company's bank account
- signs business tax returns
- hires and fires employees
- determines which bills or creditors are to be paid
- attends to the general financial affairs of the business

Partnerships: Enter the required information for all general partners (write **GP** after the partner's name), and for those limited partners (write **LP** after the partner's name) who are active in running the business.

LLCs: Enter the required information for all members of the LLC.

Include the social security number for all responsible persons listed. If your application is missing any social security numbers, it cannot be processed.

Section I – Signature of responsible person

This application must be signed by a person who has authority to act for the business in complying with the Tax Law. This person may be a partner of a partnership or a member of an LLC, an officer or director of a corporation, the owner of a sole proprietorship, or an authorized employee of the business. Include their title in the business and daytime telephone number. If the application is not signed, it cannot be processed and we will return it to you.

Mail your application and any required attachments to:

**NYS TAX DEPARTMENT
SALES TAX REGISTRATION UNIT
W A HARRIMAN CAMPUS
ALBANY NY 12227**

Filing must be at least 20 days, but not more than 90 days, before you begin doing business in NYS or before you acquire business assets as described in Section C.

Privacy notification

The Commissioner of Taxation and Finance may collect and maintain personal information pursuant to the New York State Tax Law, including but not limited to, sections 5-a, 171, 171-a, 287, 308, 429, 475, 505, 697, 1096, 1142, and 1415 of that Law; and may require disclosure of social security numbers pursuant to 42 USC 405(c)(2)(C)(i).

This information will be used to determine and administer tax liabilities and, when authorized by law, for certain tax offset and exchange of tax information programs as well as for any other lawful purpose.

Information concerning quarterly wages paid to employees is provided to certain state agencies for purposes of fraud prevention, support enforcement, evaluation of the effectiveness of certain employment and training programs and other purposes authorized by law.

Failure to provide the required information may subject you to civil or criminal penalties, or both, under the Tax Law.

This information is maintained by the Manager of Document Management, NYS Tax Department, W A Harriman Campus, Albany NY 12227; telephone (518) 457-5181.

Need help?



Visit our Web site at www.tax.ny.gov

- get information and manage your taxes online
- check for new online services and features



Telephone assistance

Sales Tax Information Center: (518) 485-2889

To order forms and publications: (518) 457-5431

Text Telephone (TTY) Hotline (for persons with hearing and speech disabilities using a TTY): (518) 485-5082



Persons with disabilities: In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, call the information center.

CERTIFICATE OF INSURANCE (Attachment A)

ISSUE DATE _____

Producer: _____

THIS CERTIFICATE IS A REPRESENTATION OF THE COVERAGE AFFORDED BY THE POLICIES REFERRED TO BELOW

COMPANIES AFFORDING COVERAGE	
COMPANY LETTER A	
COMPANY LETTER B	
COMPANY LETTER C	
COMPANY LETTER D	

Phone: _____

Insured: _____

COVERAGES

THIS IS TO CERTIFY THAT THE INSURANCE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED AND THAT THE POLICIES MEET THE MINIMUM COVERAGE REQUIREMENTS OF THE APPLICATION LEASE, PROJECT SPECIFICATIONS, REQUESTED FOR PROPOSALS, CONTRACT, REQUIREMENTS, LICENSE, PURCHASE ORDER REQUIREMENTS, OR CITY ORDINANCES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrences <input type="checkbox"/> Owners & Contractors Protective <input type="checkbox"/> Contractual Liability <input type="checkbox"/> X, C, U Coverage				GENERAL AGGREGATE	\$
					PRDCTS-COMP OPS AGGREGATE	\$
					PERSONAL & ADVERTISE INSURY	\$
					EACH OCCURRENCE	\$
					FIRE DAMAGE-ANY FIRE	\$
					MEDICAL EXPENSE PER PERSON	\$
	AUTOMOTIVE LIABILITY <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Vehicles <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Garage Liability <input type="checkbox"/> Contractual Liability <input type="checkbox"/> Garage Keepers Liability <input type="checkbox"/> _____				COMBINED SINGLE LIMIT	\$
					BODILY INJURY - PER PERSON	\$
					BODILY INJURY - PER ACCOUNT	\$
					PROPERTY DAMAGE	\$
	EXCESS LIABILITY <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other Than Umbrella Form				EACH OCCURRENCE	\$
					AGGREGATE	\$
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				STATUTORY	STATUTORY
					EACH ACCIDENT	\$
					DISEASE POLICY LIMIT	\$
					DISEASE - EACH EMPLOYEE	\$
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

Contractual Liability covers all written and oral contracts between the insured and the City of Syracuse
 The General Liability and Excess Liability policies name the City of Syracuse, its officers, agents and employees as additional insureds and provide for severability of interest (cross liability) between the named insured(s) and the City of Syracuse

CERTIFICATE HOLDER
CITY OF Syracuse

Certificate For:

- Contract Number:
- License Type:
- Purchase Order Number:
- Official Publication Number:
- Lease:

City Department/Division For Which Goods or Services Provided _____

Cancellation

NOTWITHSTANDING THE EXPIRATION DATES SET FORTH IN THIS CERTIFICATE, SHOULD ANY OF THE HEREIN DESCRIBED POLICIES BE CANCELLED, CHANGED, OR NOT RENEWED, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE BY REGISTERED MAIL TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

ISSUING REPRESENTATIVE CARRIES ERRORS AND OMISSIONS COVERAGE
 YES NO

AUTHORIZED REPRESENTATIVE _____



SHOW REGULATIONS

Booth Size: Standard booths are 10' x 10' unless otherwise noted. All booths are draped with an 8' high back drape and 3' high side drapes. Booths must not have sides that exceed 4' in height at the front half and must not exceed 8' in height in the back. No booths will be allowed to block neighboring booth. If you have special needs or sizes, please address with show management in advance.

Booth Materials: All booth decorations must be fireproofed to comply with fire regulations. Gasoline and propane tanks must be empty and a locking fuel cap must be installed or the tanks must have their filler caps secured with duct tape. Storage is not allowed in booth space. If you need additional storage, please see show manager. No decals ("stickers") will be allowed on walls or tables. The City of Syracuse takes fire safety VERY SERIOUSLY. Please review the Oncenter Notice to Exhibitors carefully.

Booth Staffing: Booths must be open and staffed at all times during show hours. Only staff members with the proper show badges are to work booths. This is for your security! Exhibitors may enter the show floor one hour prior to show opening. Do not try to enter the show floor at any time during the weekend when the show is not in progress. This rule is for the security of your display and equipment.

Use of Space: Distribution of advertising or promotional material will be restricted to the exhibitor's booth. No part of the booth or product may extend into the aisle. No exhibitor shall assign or sublet any portion of his/her space to another exhibitor. No business or individual not assigned space will be permitted to distribute materials or solicit business during show hours. Show management reserves the right to decline, limit or prohibit an exhibit or part of an exhibit, which, in its judgment, is out of keeping with the character of the show.



SHOW REGULATIONS

- Liability:** Exhibitor must carry general liability coverage as outlined on the show contract. Exhibitor assumes all responsibility for damages to exhibit area caused by their negligence. The exhibitor agrees to keep and hold harmless GS Events, the Oncenter, Isaac's Nationwide Expo Services, their management, agents and employees from any and all claims, liabilities and losses for injury to persons or damage to property arising in connection with the exhibitor's use of the exhibit space. Neither GS Events nor the service contractor (Isaac's Nationwide Expo Services) nor the Oncenter nor any staff member of the above will be responsible for the safety of the exhibits from theft, damages by fire, water, vandalism or other causes. However, all reasonable precautions will be taken by show management to protect the exhibits from such losses.
- Security:** Security from the Oncenter will be onsite during the duration of the show. Exhibitors will be allowed in the hall one hour before the opening of the show with an exhibitor punch card. If an exhibitor needs to be on the show floor prior to or after published times, please see show management.
- Labor:** Exhibitors will be allowed to assemble and dismantle their booths on their own (no union regulations or charges are in effect at the Oncenter). If an exhibitor needs assistance, the hire of labor is available through Isaac's Nationwide Expo Services (see labor order form in your Isaac's Nationwide Expo Services information).
- Sound Level:** Any devices that produce sound must be operated at a level that does not disturb other exhibitors. Show management reserves the right to determine acceptable sound levels. If you have any special sound needs, check with show management in advance.
- Cancellation:** In the event of a cancellation of exhibit space by the exhibitor, exhibition management shall retain as a cancellation fee, all amounts paid by the exhibitor (and those fees due from the exhibitor) to the time of cancellation. All cancellations must be in writing. In the event the exhibitor has no representation on the show floor by the stated opening time of the show, exhibition management reserves the right to re-sell the exhibit space or to move another exhibitor into that space.



AREA HOTELS

Headquarters Hotel:

Crowne Plaza

701 E. Genesee Street

Syracuse, NY

1-866-305-4134

Direct dial: 315-479-7000

Code: POW

<http://ichotelsgroup.com/redirect?path=rates&brandCode=cp&GPC=POW&hotelCode=SYRCP& PMID=99801505>

www.crowneplaza.com

Jefferson Clinton Hotel

416 S. Clinton St.

Syracuse, NY

Phone: 315-425-0500/ 800-527-113

Genesee Grande Hotel

1060 E. Genesee St.

Syracuse, NY

315-476-4212/800-365-4663

Parkview Hotel

713 E. Genesee St.

East Syracuse, NY

Phone: 315-701-2600

For more listings go to www.syracusecvb.org



EXHIBITOR'S PARTY

All exhibitors are invited to join the staff of the Big East Powersports Show and GS Events for a show kick-off Exhibitor's Party on Thursday, October 4, 2012. Exhibitors are encouraged to set up on Thursday, and then join us for the party that evening. Complimentary cocktails and hors d'oeuvres will be served. The Exhibitor's Party is an opportunity for you to address any last minute questions regarding the Big East Powersports Show. It is also designed as a small token of our appreciation and to say thank you for your continued support and enthusiasm for the show.

Location: Oncenter Convention Center

Date: Thursday, October 4, 2012

Time: 7:00 pm



Notice to Exhibitors

The Oncenter Complex is a county owned facility; therefore there is no smoking in any of the Oncenter Complex buildings.

Decorations, signs, banners, etc.... may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, painted surfaces, or any space within the Oncenter Complex.

No holes maybe drilled, cored, or punched in any building within the Oncenter Complex.

No adhesive backed (stick-on) decals or similar items may be distributed or used in any building within the Oncenter Complex.

If you require disposal of any cardboard boxes, all boxes must be broken down. Please leave broken down boxes in aisle way and Oncenter Complex personnel will have it removed.

Exhibitor sponsoring organizations and/or exhibitors may distribute no sample food and/or beverage products except upon written authorization of the Oncenter Complex's Director of Food and Beverage.

The distribution and/or sale of alcoholic beverages, other than by Oncenter Complex, is strictly prohibited. Oncenter Complex reserves the right to remove any alcoholic beverages found on the premises.

Parking in the loading dock and service drives, except for loading and unloading, is prohibited. Violators will be towed at their expense and risk.

All freight and exhibit materials must enter the building through designated loading docks on Montgomery Street. In **No Case** should passenger elevators, escalators, or public lobbies be used for freight and/or exhibitor load in or load out.

Oncenter Complex accepts deliveries of freight, packages, cartons, or mail for any customer, exhibitor, or delegate of the customer two days prior to the event. Shipments arriving at Oncenter Complex within two weeks, but more than two days, of move-in day may be accepted at customer/exhibitor's risk, depending on available storage space. Shipments arriving prior to two weeks without arrangements with Oncenter Complex maybe refused for shipment at a later date. Please arrange for drayage with an outside contractor for storage prior to two days before your event. When shipping packages to Oncenter Complex, be sure to include your name, your company name, booth number, name and date of event.

Prior to the completion of the event, please schedule return shipments with your own freight company. Please completely tape and label all boxes and arrange removal by the end of the load-out period. Nothing may be left in the facility and Oncenter Complex takes no responsibility for items left following an event.

All fire and safety and building regulations must be strictly followed. Particular attention should be paid to the prohibition against propane, acetylene, and other flammable materials. Questions may be directed to your Event Coordinator. Exhibitors are responsible for showing proof of flame retardant materials.

Gas powered vehicles that are to stay in the building during the event can contain no more than 2 gallons of gasoline. The gas cap must be locked or taped, battery must be disconnected, carpet must be put under all wheels, and plastic under the vehicle. Vehicles must be in good working order, free of any leaks and drips.

It is the goal of every employee of the Oncenter Complex to provide you with efficient, courteous service. Therefore, tipping and giving of gratuities is **NOT** accepted practice, with serious repercussions to the employee(s) involved.

Oncenter Complex has exclusivity for utility services to assist exhibitors with show needs. All utility orders and payments must be received no later than 10 business days prior to the opening date of the show. A 30% service charge will be levied on any transaction within the 10-day pre-show limit. Oncenter Complex cannot guarantee services prior to show opening on late request. No credit can be issued on service ordered, installed, and not used. For extensive booth layouts and utilities, it is recommended that a plan be submitted to the Event Coordinator, indicating where utilities are required.

If you have any questions, please feel free to contact the Event Coordinator assigned to your event at the Oncenter Complex main phone number (315) 435-8000.

WE LOOK FORWARD TO YOUR PARTICIPATION IN A SUCCESSFUL SHOW.
THANK YOU FOR YOUR COOPERATION.



Propane Policies for Exhibitors

1. No combustible or flammable liquids or gases shall be used or admitted inside the building except for demonstration when approved in writing by the Oncenter Complex, County Fire Coordinator's Office and Syracuse Fire Prevention Bureau.
2. The use of any and all gas or solid fuel-fired heating unit, either portable or stationary, is prohibited except for limited duration for demonstrations. The Oncenter Management, County Fire Coordinator's Office and Syracuse Fire Prevention Bureau must approve any use of gas fueled heating units, on an individual basis.
3. When a gas or solid fuel heating unit is accepted by the Oncenter Complex, County Fire Coordinator's Office and Syracuse Fire Prevention Bureau, there will be inspections conducted during the course of the move-in and/or tear down. Combustible material shall be kept a minimum of three feet away from any heat source. Representatives of the Oncenter Complex, County Fire Coordinator's Office and Syracuse Fire Prevention Bureau will conduct a pre-opening inspection and a periodic inspection during the course of the trade show or exhibition.
4. When fuel is present, there will also be a portable dry chemical fire extinguisher with a classification of 4-A:60 B:C, (10# ABC extinguisher.) The fuel of propane, no more than 5#, will be accepted in the building per demonstration site. Only U.L. classification with D.O.T. rated 5# (12# water capacity) cylinder of propane will be acceptable, **nothing larger**. Propane cylinders shall be secured in a vertical position and clearly labeled for content.
5. Storage of propane in the building by exhibitors is prohibited other than what is in use for the display. The exhibitor is responsible for removing their fuel off site after each demonstration at the end of the day. Recommended procedure for removing the cylinders is to shut down the valve and let the fuel burn out of the line first. Then disconnect the hose from the tank. Exhibitors are responsible for making provisions for out-of-building storage of spare tanks.
6. The Oncenter Complex will be responsible for maintaining adequate air supply to ensure good air quality and minimum monoxide build up and will provide "No Smoking" signs at the site of use. The Oncenter Complex reserves the right to shut down any unit not complying with the above rules and regulations and if the quality of air is compromised. The above are subject to change as conditions and code regulations warrant



Recycling & Waste Removal Information for Exhibitors

The Oncenter Complex has the ability to handle and dispose of most waste that is a by product of the various trade & consumer shows, conventions and meetings that are held within our three building complex. Included in this list of waste are:

- Regular trash: this category includes anything found in an average household, such as; wrappers, paper and plastic cups & plates, bags, some food waste (not including vegetable waste - see recycling information below.)
- Large items: including brick, wood, steel, and plastic (excessively large or heavy items [those objects deemed large or heavy by the Oncenter Complex] can be removed by the Oncenter Complex only by special arrangement and at a cost to the exhibitor / client.)

In order for exhibitors to have waste removed from their areas, they must follow these guidelines:

- Breakdown all cardboard boxes, place them next to your regular trash receptacles (during load-in and load-out please place these items in the aisles.) If boxes are not broken down, the Oncenter Complex will assume that these boxes are to be saved and as a result will not be removed.
- Place all regular trash in a bagged receptacle
- Notify the Oncenter Complex of any hazardous waste, large, or heavy items.
- Place aluminum / glass in a separate bagged receptacle.
- Place any vegetable waste in a separate bagged receptacle.

The Oncenter Complex also recycles many items:

- Glass / Aluminum
- Cardboard / white paper
- Vegetable Waste (Oncenter Complex composts this waste.)

The most important thing for exhibitors to remember is that waste must be separated into the following categories (receptacles are provided around the complex for these items, please inquire as to their whereabouts.)

- White paper & cardboard
- Regular trash (see definition above)
- Large or heavy items (see definition above)
- Aluminum / glass
- Hazardous waste (see definition above)
- Vegetable waste

Utilities Connection Order Form

Please return to Oncenter
 800 South State Street
 Syracuse, New York 13202
 (315) 435-8000
 FAX: (315) 435-8098

Date Rec'd	By:	Payment

Name of Event:	Date(s) of Event:	Booth #:
Firm Name:	On Site Contact:	
Address:		
Phone #:	Fax#:	
Authorized By:	Title:	Date:
PAYMENT: <input type="checkbox"/> Check (Payable to Oncenter) <input type="checkbox"/> Credit Card (VISA, MasterCard, American Express)		
Credit Card Number:	Expiration Date:	
Name on Card:	E-Mail:	

PAYMENT MUST ACCOMPANY ORDER

ADVANCE ORDERS MUST BE RECEIVED 10 DAYS BEFORE EVENT

The rates listed are for one (1) outlet only. The charge for service includes electrical current, installation in the most convenient location, and removal at the close of the show. Special service or wiring into equipment will be charged at prevailing rates for labor and materials. Oncenter will not be responsible for power failures or voltage functions. We cannot guarantee service prior to show opening on late requests. **All service request forms and payments MUST be received no later than 10 business days prior to the opening date of the show.** No credits can be issued on service installed and not used. Rates subject to change without notice

A 30% SERVICE CHARGE WILL BE LEVIED ON ANY ORDERS ON SITE - PLEASE PLAN AHEAD

120 VOLT OUTLETS

Description	Quantity	Advance Order	On Site	Total
20 amps Less than 2000 Watts		\$65.00	\$84.50	

208 VOLT OUTLETS

Description	Name Plate Information			Quantity	Advance Order	On Site	Total
	Voltage	Phase (1or 3)	Neutral				
Up to 20 amps					\$100.00	\$130.00	
Up to 30 amps					\$105.00	\$136.50	
Up to 60 amps					\$135.00	\$175.50	
Up to 100 amps*					\$180.00	\$234.00	
Up to 200 amps*					\$230.00	\$299.00	

480 VOLT OUTLETS

Description	Name Plate Information			Quantity	Advance Order	On Site	Total
	Voltage	Phase (1or 3)	Neutral				
Up to 60 amps*					\$205.00	\$266.50	
Up to 100 amps*					\$255.00	\$331.50	
Up to 200 amps*					\$425.00	\$552.50	

* Special arrangements must be made with Oncenter electrical department prior to the start of the event. An additional labor charge will be added for hook-up and disconnection. Special memos or instructions, please write in the box below.

See other side for special conditions & regulations -->

MISCELLANEOUS UTILITY CONNECTIONS

The rates listed are for one (1) connection			
Description		GPM	Total
Active water & drainage	Minimum \$100/day. Call Oncenter for details		
Compressed Air	Call Oncenter for details		
Water/Drain (static display)	\$75.00/unit		

IMPORTANT CONDITIONS AND REGULATIONS

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits must be approved by Facility.
4. Claims will not be considered unless filed by exhibitor prior to close of exposition.
5. Under NO circumstances shall anyone other than "house electrician" make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operations may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by "house electrician" only.
7. All equipment must be properly tagged and wired with complete information as to type of current voltage, phase, cycle, horsepower, etc..
8. All material and equipment furnished by Oncenter for this service order shall remain Oncenter property and shall be removed ONLY by Oncenter at the close of the show.
9. Unless otherwise directed, Oncenter electricians are authorized to cut floor coverings to permit installation of service.
10. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. Rates are on your application form.
12. Oncenter will provide the following Receptacle types Standard Duplex, NEMA # L6-30R, L5-20R, 6-15R, 6-20R and 10-50R. Exhibitor must provide any other type of receptacle.
13. Any hook-up cable larger than #4 AWG must be provided by exhibitor.

Submit

Telephone Service Order Form

Please return to Oncenter
800 South State Street
Syracuse, New York 13202
(315) 435-8000
FAX: (315) 435-8098

Date Rec'd	By:	Payment

Name of Event: Firm Name:	Date(s) of Event:	Booth #:
Address:		On Site Contact:
Phone #:	Fax#:	
Authorized By:	Title:	Date:
PAYMENT: <input type="checkbox"/> Check (Payable to Oncenter) <input type="checkbox"/> Credit Card (VISA, MasterCard, American Express)		
Credit Card Number:	Expiration Date:	
Name on Card:	E-Mail:	

PAYMENT MUST ACCOMPANY ORDER
ALL ITEMS SUBJECT TO AVAILABILITY
NO GUARANTEED SERVICE FOR ON SITE ORDERS

A 30% SERVICE CHARGE WILL BE LEVIED ON ANY ORDERS ON SITE - PLEASE PLAN AHEAD

Telephone	Quantity	Advance Order	On Site	Total
Standard Exhibitor Phone Line Only (Discounted)		\$100.00	\$130.00	
Standard Exhibitor Phone Line with Touch Tone Telephone (Discounted)		\$125.00	\$162.50	

Additional services; such as high-speed internet connection (ISDN Lines, etc.) are available, please contact your Event Coordinator for more information.

NOTE: Lost connectors and cables at \$25.00 each. **Phones not returned will be invoiced at \$100.00**

Rules and Regulations

- Oncenter Complex is the exclusive provider of telecommunications throughout the Oncenter Complex.**
- Incomplete telecommunications requirements may delay processing and labor charges will be added in the event of changes made after initial installation.
- Credit will NOT be given for service installed and not used.
- The Customer will be fully responsible for the protection and safekeeping of the Internet connection apparatus and telephone sets as well as safekeeping of their personal or company computer equipment.
- Only Oncenter personnel are authorized to modify system wiring and cable.
- Oncenter is not responsible for any level fluctuations or band-width failure due to the local Internet Service Provider (ISP) company conditions and or the local telephone company.
- All equipment must comply with FCC regulations.
- Prices are based on current rates and subject to change without notice.
- Rate quotes or other inquires telephone service and other special needs should be directed to the Oncenter Event Coordinator.
- In addition to basic telephone charges, exhibitors will be charged for local and long distance calls at prevailing rates.

Submit

Internet Service Order Form

Please return to Oncenter
 800 South State Street
 Syracuse, New York 13202
 (315) 435-8000
 FAX: (315) 435-8098

Date Rec'd	By:	Payment

Name of Event:	Date(s) of Event:	Booth #:
Firm Name:	On Site Contact:	
Address:		
Phone #:	Fax#:	
Authorized By:	Title:	Date:
PAYMENT: <input type="checkbox"/> Check (Payable to Oncenter) <input type="checkbox"/> Credit Card (VISA, MasterCard, American Express)		
Credit Card Number:	Expiration Date:	
Name on Card:	E-Mail:	

PAYMENT MUST ACCOMPANY ORDER
 ALL ITEMS SUBJECT TO AVAILABILITY
 NO GUARANTEED SERVICE FOR ON SITE ORDERS

A 30% SERVICE CHARGE WILL BE LEVIED ON ANY ORDERS ON SITE - PLEASE PLAN AHEAD

Internet	Public IP Required	Quantity	Advance Order	On Site	Total
High speed Internet Wired Connection* (Discounted)	Yes / No		\$125.00	\$162.5	
Additional Connection at the same location	Yes / No		\$50.00	\$65.00	

All Computers require a 10mb Ethernet Card or a 10/100 Ethernet card with TCP/IP installed (see #11 below)

Additional services; such as (ISDN Lines, TI lines, etc.) are available, please contact your Event Coordinator for more information.

NOTE: Lost connectors and cables at \$25.00 each.

Rules and Regulations

- Oncenter Complex is the exclusive provider of telecommunications throughout the Oncenter Complex.**
- Incomplete telecommunications requirements may delay processing and labor charges will be added in the event of changes made after initial installation.
- Credit will NOT be given for service installed and not used.
- The Customer will be fully responsible for the protection and safekeeping of the Internet connection apparatus as well as safekeeping of their personal or company computer equipment.
- Only Oncenter personnel are authorized to modify system wiring and cable.
- Oncenter is not responsible for any level fluctuations or band-width failure due to the local Internet Service Provider (ISP) company conditions and or the local telephone company.
- All equipment must comply with FCC regulations.
- Prices are based on current rates and subject to change without notice.
- Rate quotes or other inquiries for Internet Service, telephone service and other special needs (i.e. LAN setup, etc.) should be directed to the Oncenter Event Coordinator.
- In addition to basic telephone charges, exhibitors will be charged for local and long distance calls at prevailing rates.
- The Oncenter Complex will provide DSL through one 10-BaseT drop to your booth (RJ-45 plug) and one IP address for a single computer in your booth. You need to provide each computer(s) with a 10-BaseT or 10/100 Ethernet network card and with TCP/IP installed and access to the properties. If you have more than one computer, you will need to order "Additional IP Addresses" and specify how many you need. You will need to provide your own Ethernet hub and cables to run between your hub and computers. If you ordered "Additional IP Addresses", your company may connect as many computers as needed to our network drop at one location or booth, however, sharing your connection with another booth or another company is prohibited. Additional fees will be charged if you need the Oncenter Complex to provide wiring between your computers and hub or if your company needs network access at more than one location.

Submit