



## EMPIRE FARM DAYS EXHIBITOR INFO

Empire Farm Days, PO Box 566, Stanley, NY 14561 585.526.5356  
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EmpireFarmDays

**REGISTRATION AT SHOW:** All exhibitors must meet all requirements of the contract (payment and insurance certificate) and must sign-in at the Show Office prior to setting up. Our policy is to distribute exhibitor car passes during the week of move-in, upon exhibitor registration. If you require these ahead of time you must contact our office and request them. Show Management reserves the right to limit requests.

**SHIPPING EXHIBITS:** Items sent for exhibit purpose should be labeled: COMPANY NAME, Empire Farm Days, 2973 Rte 414, Seneca Falls, NY 13148. It must be invoiced to the company and must include company name.

**MOVE-IN:** Exhibits can be moved in from 8 am to 5 pm, beginning Monday, Aug. 1 through Monday, August 8<sup>th</sup>. All exhibitors must register at the show office by 7 pm on Monday, August 8<sup>th</sup> when the office will close. All exhibits must be in place by 10 pm, Monday, August 8<sup>th</sup>.

**LOADING/UNLOADING:** Forklift service will be provided again this year free of charge from 8am-5pm beginning Monday, Aug. 1 through Monday, August 8<sup>th</sup>. Sign up at the Show Office. After the show, loading will begin again on Thursday, August 11<sup>th</sup> after 4 pm. Forklift service will be available from 8am to 5pm on Friday, August 12<sup>th</sup> and from 8 am - noon on Saturday, August 13<sup>th</sup>. A representative from the company must be present during the loading and unloading. Show management limits the use of forklifts for loading and unloading equipment for show purposes. They will not be used for assembling equipment or displays. Show Management reserves the right to refuse forklift service for safety reasons. Excessive use of forklifts will be billed at \$150 per hour.

**SHOW HOURS:** 9 am – 5 pm Tues. & Wed: 9 am – 4 pm Thurs.

**MOVE OUT:** All exhibits must remain in place and attended until show closing at 4 pm, Thursday Aug 11<sup>th</sup>. Exhibitors dismantling early jeopardize their future exhibitor status. Displays in tents should be removed at the close of the show on Thursday to ensure their safety. All other equipment must be removed from the site by Aug. 20<sup>th</sup>. The exhibit area must be left as found (no holes, sawdust, etc.) Areas left in bad-repair or equipment left beyond the 20<sup>th</sup> will be charged storage and clean up fees.

**RENTALS:** RENTAL SUPPLIES: Items must be reserved, directly from the supplier, ahead of time, to ensure availability. TENTS: Lafayette Tent & Awning Co. 800.458.2955. TABLES AND CHAIRS: Century Decorations 315.452.1240. AUDIO VISUAL NEEDS: Visual Technologies 800.724.1142.

**FOOD & DRINK:** Only those authorized by Show Management may dispense food or drink. All dispensers of food or drink must apply for and receive beforehand a health Permit from the Seneca County Department of Health, 31 Thurber Drive, Waterloo, NY 13165 at 315/539-1920. This includes giveaways!

**PARKING:** Exhibitors are provided free parking in both the North & South lots-accessible with an Exhibitor Pass, the Exhibitor Pass DOES NOT allow exhibitors to park on the show site. There is NO PARKING and NO TRAFFIC allowed on the site after 8:30 am each show day. NO vehicles can be parked on exhibit. Overnights and trailer parking is available-inquire at Show Office.

**MOTORIZED VEHICLES & GOLF CARTS –** ALL motorized vehicles used on the grounds must be registered with the office and, since EFD is a pedestrian show, we discourage exhibitors from using them during show hours. We are requiring all handicapped visitors that need the vehicle to get around the show to register them at the office with a handicapped permit. If you feel there is a valid reason you require a vehicle, you must clear it with the show office and you will be given a sticker for your vehicle allowing access to the grounds. If you would need to rent a golf cart you may contact Paul Pinkney for golf cart rentals 315.730.1110.

**SAFETY & SECURITY:** No dangerous obstructions or tents can be located under electrical wires. A safety crew will be checking for hazards-ALL must be eliminated. Security will be on the grounds 7 pm to 7am beginning Wed. Aug. 3<sup>rd</sup> through Aug 11<sup>th</sup>. Due to the size of the grounds, exhibitors are encouraged to take precautions to safeguard exhibits.

### SERVICES:

**PHONES:** Private exhibitor lines are available through Verizon by calling 315.890.3636 or faxing 800.716.8408. Phone reservations should be made prior to Aug.1. Cost and ordering of phone lines are the sole responsibility of the exhibitor.

**WATER:** In large quantities is available. Exhibitors must sign up in the Show Office and provide their own health-approved containers.

**FUEL:** (diesel) is available onsite for demo equipment. Exhibitors must complete paper work at office prior to gaining access to fuel provided by Griffith Energy 607.582.6707.

**WASHING EQUIPMENT:** Appointments are necessary. Total Appearance 928/443-0678 and Andrew Engasser 716/523-3343. Harney-Miller Svcs Inc Andy Miller 402/618-7389.

**GARBAGE:** Prior to show use dumpsters located at southwest corner of show area or set out in front of display. Separate wood!

**LANDSCAPING:** Price Landscape Service 585/374-8118.

**ICE:** Available to purchase at show prior to and during the show. Check at office.