

## Terms and Conditions

### 1. GENERAL

(a) **MANAGEMENT** - The word "management" refers to the New York Farm Show, Inc., its owners, employees, or agents acting on its behalf in the management of the exhibit.

(b) **ELIGIBILITY** - Management has the right to determine the eligibility of any company or product for inclusion in the exhibit.

(c) **COMPLIANCE WITH RULES AND REGULATIONS** - Exhibitor agrees to comply with all laws, ordinances, rules, regulations, and contract provisions that are applicable to use of the Exhibition Space, including, but not limited to the rules and regulations adopted from time to time by Management.

(d) **COMPLIANCE WITH THE A.D.A.** - Management does not discriminate on the basis of disability in the admission or access to the New York Farm Show. Scott Grigor - 315-457-8205 has been designated to coordinate compliance with the requirements contained in the Americans with Disabilities Act (A.D.A.). It is the responsibility of the Exhibitor to ensure that its exhibit(s) are accessible and comply with the A.D.A.

### 2. EXHIBITION SPACE

Management hereby permits Exhibitor to use and occupy the exhibition space at the New York State Fairgrounds (the "Building") described in the "Spaces Assigned" section on the front side of this Contract or such comparable space as Management reasonably may substitute therefore (The "Exhibition Space"), for and during the New York Farm Show on Show days.

### 3. RENT AND PAYMENT

Exhibitor agrees to pay Management as rental for the Exhibition Space the amount as referenced on the front page of this Contract. Exhibitor shall not be entitled to use the Exhibition Space until the rental is paid in full. Management may terminate this Contract by giving verbal or written notice to Exhibitor if rental is not paid in full by ten (10) days before show start date.

### 4. HOURS AND ADMISSION

(a) **SHOW HOURS** - The exhibit will be open to visitors from 8:30 A.M. to 4:00 P.M. on all days of the show and Exhibitor will staff the Exhibition Space with at least one representative during such times.

(b) **ATTENDANCE** - Management shall have the sole control over admission policies. All persons visiting the exhibit area, including exhibitor representatives, will be required to register.

(c) **ADMITTANCE DURING NON-SHOW HOURS** - Without permission from Management, representatives of Exhibitor will not be permitted in the exhibit area between 5:00 P.M. and 7:30 A.M. on show days.

### 5. INSTALLATION OF EXHIBITS

(a) **PRICE OF SPACE** - Includes spaces, draping, one 110 volt, 500 watt, duplex outlet, carpeted aisles (color coordinated with draping), aisle cleaning service, forklift truck service, and an unlimited supply of admission tickets for customers and prospects.

(b) **ADDITIONAL EXHIBIT FURNISHINGS AND SERVICES** - Additional decorations, furniture, floor coverings, fixtures, and exhibit accessories may be provided by the Exhibitor or may be rented from Management, if available, at rates established by Management. Indicate below if you have additional needs; \_\_\_\_\_

(c) **INSTALLATION AND DISMANTLING** - Installation of exhibits will begin at 8:00 A.M. Tuesday before the show opens and must be completed by 8:00 A.M. on the opening day of the show. Exhibitor will be provided a move-in time approximately two weeks prior to the show. Exhibitor will not be allowed to remove his exhibit or any essential part of it before 4:00 P.M. on the last show day. The hours for dismantling and removing exhibits are between 4:00 P.M. and 10:00 P.M. on the day the show closes. Exhibitor shall be liable for all storage and handling charges resulting from leaving material in the Building after 10:00 P.M. on the day the show closes.

(d) **LABOR** - Installation and dismantling of exhibits must be done by Exhibitors' personnel.

### 6. USE OF SPACE

(a) **MANAGEMENT AUTHORITY** - Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or Exhibitor, or his representatives, with or without cause. If Management gives Exhibitor a reason for such action, Exhibitor will not have any rights to a refund or any

other damages or remedies. In all other cases, Exhibitor's sole remedy will be a refund of the unearned portion of any rental period to Exhibitor by Management under this Contract.

(b) **SOLICITING AND COSTUMES** - All demonstrations or other promotional activities must be confined to the Exhibition Space. Sufficient space must be provided within the Exhibition Space to contain persons watching demonstrations and other activities. Exhibitor is responsible for keeping the aisle near his Exhibition Space free of congestion due to his activities. Exhibitor's representatives wearing distinctive costumes or uniforms, or carrying banners or signs separately or as a part of their apparel shall not work in other than the Exhibition Space. Exhibitor's representatives may not appear in clothing that the Management deems excessively revealing.

(c) **DISTRIBUTION OF SAMPLES AND SOUVENIRS** - Samples, souvenirs, publications, etc. may be distributed by Exhibitor only from within the Exhibition Space.

(d) **NOISE, ODORS, SIGNS** - Excessively noisy or obstructive work will not be permitted during the open hours of the exhibit, nor will excessively noisy operating displays, objectional odors or offensive illuminations of signs or displays be allowed in connection with the Exhibition Space.

(e) **CONTESTS** - Management shall be informed in advance of games and prize drawings planned for in-exhibit operation.

(f) **SUBLETTING** - Exhibitor may not assign nor sublet this Contract, or permit others to use the Exhibit Space, without the knowledge and consent of Management, which may be withheld in its sole discretion.

(g) **EXHIBIT DESCRIPTION** - Exhibitor will be required to submit, in advance a brief description of this exhibit.

### 7. LIABILITY

(a) **CARE OF THE BUILDING** - Exhibitor is liable for any damage caused to the building, standard exhibit equipment, or the property of others, by him, his agents, employees, or invitees.

(b) **CANCELLATION/ NO SHOW/UNABLE TO ATTEND** - All payments made to Management are non-refundable upon receipt. Management has the right to relocate Exhibitor to comparable spaces other than those specified by the Exhibitor. Management shall have no liability to Exhibitor if Management postpones or cancels the New York Farm Show because of Acts of God, accident, fires, weather, or interruptions of whatever nature beyond the reasonable control of Management.

(c) **LIABILITY** - Exhibitor agrees that Management shall not be responsible for any loss, damage, bodily injury, sickness, mental anguish or death that may occur to the Exhibitor or his employees, representatives, agents, or invitees to his property, from any cause whatsoever and the Exhibitor agrees to defend, indemnify, and hold forever harmless the Management, its employees, officers, directors, and agents, from all loss, liability, expense and penalty, including attorney's fees, on account of personal injury or damage to property sustained by the Exhibitor or by any person or persons arising out of, during, or in connection with this Contract for the New York Farm Show, except to the extent such injury or damage is due to the gross negligence or willful misconduct of Management, its employees, officers, directors, agents, or any other person. Exhibitor must submit to Management, at least two weeks prior to the show, a certificate of liability insurance. Such certificate shall name Management as an additional insured, provide evidence of coverage in an amount not less than one million dollars (\$1,000,000) for injury to or death of any number of persons arising out of any one occurrence and not less than one million dollars (\$1,000,000) for property damage arising out of any one occurrence or one million dollars (\$1,000,000) combined single limit and state that the policy cannot be cancelled or changed upon less than 10 days prior written notice to Management.

(d) **AMENDMENTS** - Any matters not specifically covered by the preceding terms and conditions shall be subject solely to the decision of Management. These terms and conditions may be amended at any time by Management, provided that amendments shall not substantially diminish the rights or increase the liability of the Exhibitor. No other amendment will be binding on Management without its express written consent. This contract contains the entire agreement of the parties with respect to the subject matter contained herein and supersedes any previous agreements, understandings or communications.

(e) **CHOICE OF LAW/VENUE** - Any and all legal action related to this Contract shall be governed by New York law without application of the choice of law rules or provisions thereof.

# Trade Show Schedule

Action	By Whom	Date
<b>5 MONTHS PRIOR TO THE SHOW</b>		
Select space	_____	_____
Mail contract and deposit	_____	_____
Perform a market analysis	_____	_____
Choose a theme, set objectives, develop the message outline	_____	_____
Consider competitive offerings and decide on booth strategy	_____	_____
Include all department heads in planning	_____	_____
Commit the show plan to writing	_____	_____
Consult with agency or display builder	_____	_____
Establish a realistic show budget	_____	_____
Preliminary booth staffing	_____	_____
Make preliminary travel plans, flights and hotel	_____	_____
Check the rules of the show against the show plan	_____	_____
<b>4 MONTHS PRIOR TO THE SHOW</b>		
Finalize booth design/submit for approval if necessary	_____	_____
Check collateral materials - reorder, if required (Ship to office, not show site)	_____	_____
Order all supplies and equipment needed for booth	_____	_____
<b>3 MONTHS PRIOR TO SHOW</b>		
Send in requested show forms	_____	_____
Check exhibitors' kit for forms to cover equipment, carpet, furniture, plants, electricity	_____	_____
Arrange for the shipment of all:		
Literature	_____	_____
Samples	_____	_____
Give-a-ways	_____	_____
Exhibit materials	_____	_____
Preshow promotion, mailings, trade press advertising, press kits	_____	_____
Prepare press releases	_____	_____
<b>1 MONTH PRIOR TO THE SHOW</b>		
Pre-erect your display	_____	_____
Reconfirm hotel/flights	_____	_____
Schedule a training session	_____	_____
Check booth supplies	_____	_____
Prepare briefing book	_____	_____
Recheck shipping arrangements	_____	_____
Confirm exhibitors' service kit for shipping dates	_____	_____
Erect the exhibit on the first day of the show	_____	_____

## Pre-Show Exhibit Planning Checklist

- Are your exhibit objectives specific?
- Can success in achieving them be measured?
  - Should your booth help you meet new prospects?
  - How many new customers would be a realistic goal?
  - Will you introduce a new product?
  - Get sales leads for field force?
  - Research the market for new services or products?
  - Build new mailing lists?
  - Make direct sales?
  - What dollar volume would be a realistic goal?
  - Signing up new dealers or distributors?
  - Establish new market position in the industry?
  - Polish the corporate image?
  - If so, what specific image do you want to project?
- Which shows attract your best prospects or customers?
- Is your market concentrated in specific sections of the country?
- Which sales regions are strong?
- Which might benefit from "hipe" of trade show participation?
- Will distributors or dealers participate in your booth?
- Which show best fits the exhibit objectives you've established?
- Which show dates conform to your customers' budgeting timetables?
- Which show site is closest to your market concentration or targeted territory?
- Which show might aid problem sales territories?
- Which convention programs might best attract your prospects?
- Is list of exhibitors in previous shows available?
- How do other exhibitors rate show management?
- Does show management promote attendance? does it deliver the audience it promises?
- Are trade show visitors limited or qualified?
- What caliber suppliers does it hire?
- Does it consider exhibitor needs and problems?
- Does it create a good show schedule with convenient move-in/move-out dates?
- Are labor rules fair and realistic?
- Does it try to minimize conflicts between convention and exhibit schedules?
- Will management work to boost exhibit hall attendance?
- Is the show audited?
- Is show registration breakdown by industry and job title available?
- Is there time for you to visit prospective shows in progress?
- How is show space allocated?
- How far in advance must you reserve exhibit space?
- Must management approve your exhibit plans in advance?
- Will you coordinate your exhibit program with other company departments?
  - Advertising?
  - Factory production?
  - Sales promotion?
  - Shipping?
  - Traffic?
- Have you read the exhibitor's manual carefully?
- Have you read carefully all the service request forms supplied by show management?
- Have you assessed all of your exhibit decorating and supplier needs before move-in time?
- Do you realize late or changed orders to suppliers are very expensive?
- How many electrical outlets will you need?
- What voltage and current will you require?
- What office equipment will you need?
  - Wastebaskets?
  - How many chairs?
- What type of flooring will you use?
- What special labor requirements might affect you?
- Can you set up your own booth?
- Make simple electrical hookups?
- What are normal working hours; when does ertime pay period begin?
- Any other union regulations which might affect your exhibit?
- Need any services or products not listed in your manual?
- What is the height and width of exhibit hall entrances?
- What is the floor load?
- Have you noted all the important dates of your show, not just public attendance days?
- Do any of these involve holidays or weekends - at premium labor rates?
- What is show management policy on tips?
- Are you permitted to rent space outside the official exhibit area?
- Must all hotel space reservations be cleared with show management?
- Any restrictions on music, entertainment or noise levels in your booth?
- What insurance coverage does the show have?
- Does your corporate liability policy cover you and your exhibit?



# 2024 NEW YORK FARM SHOW #2 EXHIBIT MATERIAL SERVICES ORDER FORM

PLEASE COMPLETE AND RETURN WHITE COPY TO:  
NEW YORK FARM SHOW, INC. \* P. O. Box 3470, Syracuse, New York 13220  
(315) 457-8205/Fax (315) 451-3548 or email [sgrigor@ne-equip.com](mailto:sgrigor@ne-equip.com)

DEADLINE DATE: January 2, 2024 PLEASE TYPE OR PRINT LEGIBLY  
**RETURN ALL COPIES**

Exhibitor Name: \_\_\_\_\_ Booth No. \_\_\_\_\_  
Building \_\_\_\_\_

Set-up Services	Advance Order	Floor Order	Placed at Show
___ 1 Hour Pressure Wash	N/C	N/C	_____
___ 1 Hour Fork Lift Truck Service	N/C	N/C	_____

*(There will be a \$150 Minimum Per Hour Charge for Fork Lift Use After March 6, 2024 By Appointment Only)*

Electrical Needs:

___ 500 Watt 110V Duplex Outlet	40.00	60.00	\$ _____
___ 220 Hook Up	170.00	200.00	\$ _____

Standard Furniture:

___ Folding Chairs	15.00	20.00	\$ _____
___ High Stool	50.00	60.00	\$ _____
___ Wastebasket	20.00	30.00	\$ _____

Skirted Tables (All Tables 24" Wide):

___ 4' Skirted Tables	60.00	70.00	\$ _____
___ 6' Skirted Tables	60.00	70.00	\$ _____
___ 8' Skirted Tables	60.00	70.00	\$ _____
___ 4' High Tables (42" High)	70.00	80.00	\$ _____
___ 6' High Tables (42" High)	70.00	80.00	\$ _____
___ 8' High Tables (42" High)	70.00	80.00	\$ _____

Carpeting: **Red, Blue or Gray**

___ 10 x 10' Carpet	200.00	250.00	\$ _____
___ 10 x 20' Carpet	275.00	300.00	\$ _____
___ 10 x 30' Carpet	400.00	475.00	\$ _____
___ 10 x ___' Carpet \$10.00/lineal ft.			\$ _____

Miscellaneous:

___ Coat Trees	40.00	50.00	\$ _____
___ Easel	30.00	40.00	\$ _____

TOTAL	\$ _____	\$ _____
8% Sales Tax:	\$ _____	\$ _____

BALANCE DUE:

**THERE WILL BE NO FORKLIFTS AVAILABLE AFTER 1 p.m. ON WEDNESDAY**

NOTE: Services may not be available if order form is received AFTER January 2, 2024

**Payment Options: Checks made payable to New York Farm Show**

I AUTHORIZE MY CREDIT CARD TO BE CHARGED FOR THE ABOVE FEES:

Signature: \_\_\_\_\_

Visa/MC # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Sec Code \_\_\_\_\_



# 2024 NEW YORK FARM SHOW #3 EXHIBITOR REGISTRATION - BADGES ORDER

PLEASE COMPLETE AND RETURN WHITE COPY TO:  
NEW YORK FARM SHOW, INC.

P. O. Box 3470, Syracuse, New York 13220 \* (315) 457-8205 / FAX (315) 451-3548  
or [sgrigor@ne-equip.com](mailto:sgrigor@ne-equip.com)

DEADLINE DATE: JANUARY 2, 2024

PLEASE PRINT LEGIBLY

To speed your advance requests for exhibitor badges, you must submit completed information before deadline. Please print names of representatives exactly as they should appear on Exhibitor Badges.

Badges will be available for pick-up at the Exhibitor Registration Desk during move-in and throughout the Show. There is no charge for badges if order is placed by January 2, 2024. After that date, and during the days of the Show, **there will be a \$5.00 charge for each badge made.**

**\*\* PLEASE PRINT \*\***

**AFTER JANUARY 2, 2024 PLEASE INCLUDE PAYMENT TO COMPLETE  
NAME BADGES Exhibitor Badges:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Extra Badges Required: \$1.00 may be invoiced for each additional badge over ten.**

_____	_____
_____	_____
_____	_____
_____	_____

Exhibiting Company \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Authorized By \_\_\_\_\_ Date \_\_\_\_\_

Visa/MC # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Sec Code \_\_\_\_\_





# 2024 NEW YORK FARM SHOW #4 EXHIBITOR PROMOTIONAL ACTIVITY

PLEASE COMPLETE AND RETURN WHITE COPY TO:  
NEW YORK FARM SHOW, INC.

P. O. Box 3470, Syracuse, New York 13220 \* (315) 457-8205 / FAX (315) 451-3548

or [sgrigor@ne-equip.com](mailto:sgrigor@ne-equip.com)

DEADLINE DATE: JANUARY 2, 2024

PLEASE TYPE OR PRINT LEGIBLY

The primary purpose of this form is to provide information that will aid the New York Farm Show to approve, foster and when necessary, answer public inquiries regarding responsibly represented and conducted commercial promotions involving prizes.

All drawings must be approved by the New York Farm Show and the Board reserves the right to reject and cancel the contract of any exhibitor that is deemed by the Show Management to be guilty of any act that is against the best interests of the New York Farm Show.

1. Do you intend to conduct a drawing which will award prizes to winners? YES\_\_\_\_\_ NO\_\_\_\_\_

a. Do you request a Credit Card Number to register? YES\_\_\_\_\_ NO\_\_\_\_\_

2. If the above question is answered "YES", please describe briefly the nature and manner in which the activity will be conducted.

\_\_\_\_\_

3. What will the prize(s) be? \_\_\_\_\_

a. How many \_\_\_\_\_ Value of each \_\_\_\_\_

b. When and where will they be made available to winners? \_\_\_\_\_

\_\_\_\_\_

c. Do winners receive their prizes free and without any obligation other than participating in the contest?

YES\_\_\_\_\_ NO\_\_\_\_\_

d. If the last question answered is "NO", please describe fully the conditions the winners must meet before they can receive prizes.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exhibiting Company \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Authorized By \_\_\_\_\_ Date \_\_\_\_\_

(please print)



# 2024 NEW YORK FARM SHOW #5

## CARPET VACUUM SERVICE

PLEASE COMPLETE AND RETURN WHITE COPY TO:  
**NEW YORK FARM SHOW, INC.**

**P. O. Box 3470, Syracuse, New York 13220 - (315) 457-8205 / FAX (315) 451-3548**  
**or sgrigor@ne-equip.com**

**DEADLINE DATE: JANUARY 2, 2024**  
**PLEASE TYPE OR PRINT LEGIBLY**

**PLEASE ORDER BELOW:**

**Your space will be vacuumed all three days**

		<b>Advance Order</b>	<b>Floor Order</b>
100 sq. ft.	10 x 10	\$60.00_____	\$65.00_____
200 sq. ft.	10 x 20	\$70.00_____	\$75.00_____
300 sq. ft.	10 x 30	\$80.00_____	\$85.00_____
400 sq. ft.	10 x 40	\$90.00_____	\$95.00_____
500 sq. ft.	10 x 50	\$100.00_____	\$105.00_____
600 sq. ft.	10 x 60	\$110.00_____	\$115.00_____
700 sq. ft.	10 x 70	\$120.00_____	\$125.00_____
800 sq. ft.	10 x 80	\$130.00_____	\$135.00_____
900 sq. ft.	10 x 90	\$140.00_____	\$145.00_____

Plus 8% Tax: \_\_\_\_\_

Total Amt. \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Authorized By: \_\_\_\_\_ Date \_\_\_\_\_  
 (please print)

Visa/MC # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Sec Code \_\_\_\_\_



# 2024 NEW YORK FARM SHOW #6

## PROFESSIONAL EQUIPMENT CLEANING / PRESSURE WASHING SERVICES ORDER FORM

PLEASE COMPLETE AND RETURN WHITE COPY TO:

**NEW YORK FARM SHOW, INC.**

**P. O. Box 3470, Syracuse, New York 13220 - (315) 457-8205 / FAX (315) 451-3548**

**or email sgrigor@ne-equip.com**

PLEASE TYPE OR PRINT LEGIBLY

**\*ADVANCED ORDERS WITH FULL PAYMENT MUST BE RECEIVED BY JANUARY 2, 2024**

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Exhibitor Name \_\_\_\_\_

Name

This service was authorized by \_\_\_\_\_

Name

Equipment Cleaning Based on Booth Space Size	Advance Order	Floor Order placed at the Show	
Up to 400 Square Feet	\$400.00	\$500.00	\$ _____
401 to 800 Square Feet	\$600.00	\$700.00	\$ _____
801 to 1200 Square Feet	\$700.00	\$800.00	\$ _____
1201 to 1800 Square Feet	\$800.00	\$900.00	\$ _____
1800 Square Feet +	\$1,000.00	\$1100.00	\$ _____
	<b>Total</b>		\$ _____
	<b>8% Sales Tax</b>		\$ _____
	<b>Balance Due</b>		\$ _____

Please include Check # \_\_\_\_\_

**SEND NOW!!** All bills must be paid prior to the show

*Thank you for participating in the New York Farm Show*

\* For Office use

**Request received by the office:**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Building:** \_\_\_\_\_

**Received by** \_\_\_\_\_

**Visa/MC #** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_ **Sec Code** \_\_\_\_\_



**2024 NEW YORK FARM SHOW #7**  
**EXTRA POSTERS & FREE ADMISSION TICKETS ORDER FORM**

PLEASE COMPLETE AND RETURN WHITE COPY TO:  
**NEW YORK FARM SHOW, INC.**  
**P. O. Box 3470, Syracuse, New York 13220 - (315) 457-8205 / FAX (315) 451-3548**  
**or email sgrigor@ne-equip.com**  
PLEASE TYPE OR PRINT LEGIBLY

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_  
Exhibitor Name \_\_\_\_\_  
Person to Contact \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PLEASE SEND ME:	50 TICKETS _____	100 TICKETS _____
	150 TICKETS _____	200 TICKETS _____
	250 TICKETS _____	300 TICKETS _____
	350 TICKETS _____	400 TICKETS _____
	450 TICKETS _____	500 TICKETS _____

PLEASE SEND ME: \_\_\_\_\_ EXTRA POSTERS

*Thank you for participating in the New York Farm Show*

\* For Office use

**Request received by the office:**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Building:** \_\_\_\_\_

**Received by** \_\_\_\_\_

