

Passport to Spring

Gardenscape Exhibitor Handbook

The Exhibitor Handbook provides you with the information necessary for the successful set up and take down and Show Days of your exhibits. The rules are established for the benefit of everyone to have a safe and enjoyable experience at the show.

Please read - Updated information

Show Dates and Hours

Wednesday

March 11, 2019

5:30pm - 8:30pm

**Wednesday is the opening Night Party - A Special Ticket Event to Benefit
The Community Place of Rochester**

You may purchase tickets by going to www.communityplace.org

Thursday

March 12, 2020

10:00am - 9:00pm

Friday

March 13, 2020

10:00am - 9:00pm

Saturday

March 14, 2020

10:00am - 9:00pm

Sunday

March 15, 2020

10:00am - 5:00pm

The Rochester Dome Center
2695 East Henrietta Rd (Route 15-A)
Henrietta, New York 14467

For Further Information: Please call **Sharlene L Reeves** - 585-953-2135 or
585-288-3572 Or 585-243-2009 leave a message I will call you back.

During setup and Show days please call Sharlene Reeves - 585-953-2135
Val Seiler at 585-288-3572 - Administrative Assistant

INSURANCE REQUIREMENTS: Every Exhibitor is to provide a certificate of Public Liability Insurance protecting against liability for Bodily Injury and Property Damage in limits of \$1,000,000 each occurrence, \$1,000,000 General Aggregate and \$1,000,000 Products Liability with the Genesee Finger Lakes Nursery and Landscape Association, Inc. (DBA Gardenscape) and the Dome Center of Rochester additionally insured at 2695 E. Henrietta Rd, Henrietta, NY 14467. Please forward a copy to Gardenscape before the start of the show via email info@gardenscape.com or mail to 6995 Groveland Hill Rd, Groveland , N.Y. 14462.

NEW YORK SALES TAX NUMBER: Anyone doing sales during the event must have an original New York Sales Tax Permit and must display it in full view at all times in their booth. Please forward a copy to Gardenscape via email info@gardenscape.com or mail to 6995 Groveland Hill Rd, Groveland, N.Y. 14462. To obtain a sales tax number, contact the NY State Department of Taxation at (518) 485-2889 or <https://www.tax.ny.gov/bus/st/stidx.htm> - **Register as a Sales Tax Vendor to obtain a NY Sales Tax Number.**

UTILITIES: One 110V electric line is \$100.00 and is **NOT** included in the rental fee. Please indicate your need for electric on the application or lease agreement. Wireless service is included in your space rental fee. Each Exhibitor is responsible for adequate lighting in their booth. Bring your own extension cords.

Additional electric is available. Needs are to be presented to the Show Manager and costs will be additional and set after needs are furnished.

Electric boxes are not to be buried under mulch. Special boxes must be built and be put in place during setup. Non supplied boxes are to be approved by the Dome Center. Electrical boxes in the Marketplace are not to be tampered with.

CREDENTIALS: All Exhibitors will need daily credentials to enter the Show. Vendors, Landscapers and Not-For-Profit organizations will receive Exhibitor Badges for staffing their garden or booth. It is the responsibility of all Exhibitors (Vendors, Landscapers and Not-For-Profits) to maintain these badges for the term of the Show or to return them to the Volunteers table at the front door entrance to the Dome Center. **These exhibitor badges are only for people working in your booth/landscape space and should be worn when at your booth and turned in at the end of their shift if not returning the next day to the Volunteer table. The badges are NOT to be used as free passes.**

Credentials will not be given out until we have received full payment, approved liability insurance, a copy of your New York State Sales Tax Number (if doing sales) and or proof of Not-For-Profit status for our files. Credentials will be available Wednesday, March 11th in Show Office. During the show they will be available at the Volunteers table.

Preview Night Booth Staffing: Landscape Garden Exhibitors will have 2 complimentary passes for the evening. Additional tickets can be purchased if needed - contacting Debbie Baker at 585- 689-4899. This evening is also Award Night for the Garden Judging. The Marketplace is not open for Preview night and will not be given complimentary passes to the event.

MARKETPLACE VENDOR BOOTH ASSIGNMENTS: Every attempt will be made to place vendors in booth spaces as requested; however, the producer reserves the right to change space assignments without prior notice if the producer, in its sole discretion, deems such a change of space to be appropriate.

MARKETPLACE VENDOR BOOTH GUIDE LINES: Your booth should look professionally designed and related to your corporate (company) image. Each booth is to be aesthetically pleasing and in good structural condition.

Exhibitors must make arrangements through the Gardenscape office All tables must be covered and skirted. Chairs are available upon request.

All products, materials and manpower related to the operation of the exhibit must be contained within its interior walls at all times. No hawking, microphones or selling in the aisle ways will be permitted. No loud music or noise that interferes with your neighbors will be allowed. No strong arming people in the isles.

Marketplace exhibits must remain open and attended by a representative of the Exhibitor during show hours. If you have a need to be out of your booth, we will try to help you and find you a short term booth sitter. However the booth sitter will not handle the money for your Booth and management will not be held responsible for money or sales.

Vendors **cannot obstruct aisle view of neighboring vendors-** no solid high walls.

Per fire codes for this show - **Tents are not allowed.**

MARKETPLACE VENDOR AREA SET-UP: IMPORTANT: Marketplace vendors cannot set-up before 8AM on Tuesday, March 12th. You will be turned away if you attempt to set-up on Monday without prior arrangements. **This will be strictly enforced. Prior arrangements with Gardenscape office can be made for drop-off of large vendor display items - i.e., gazebos, sheds, etc.**

Landscape set-up to begin Monday, March 09th at 8AM. Marketplace Vendor set-up to begin Tuesday, March 10th at 8AM. **No vendor vehicles will be allowed in the building during set-up or tear down without prior arrangements.** *PLEASE NOTE: Further set-up/tear down information will be emailed in March.*

Monday, March 09, 2020

Landscape Garden set-up 8AM - 8PM

Tuesday, March 10, 2020

Garden set-up 8AM- 8PM

Marketplace set-up 8PM - 8PM

Wednesday, March 11, 2020

Landscape Garden Set-up 8:00AM - **12 Noon** < *Notice the 12:00 noon!*

Marketplace set-up 8:00AM - 8:30 PM

Judging of Gardens 1:00PM - 4:00PM

Preview Night 5:30PM - 8:30PM

The Preview Night Party begins at 5:30PM; therefore, we must adhere to the schedule. All gardens must be complete and ready for the Judging by 12:00 Noon on Wednesday, March 11. All Landscape people are required to leave the building by 11:00PM on Wednesday, March 11.

MOVE-OUT INFORMATION-- LANDSCAPERS & MARKETPLACE VENDORS: No removal or dismantling of exhibits will be permitted before show closing, 5PM, Sunday, March 15th.

FAILURE TO COMPLY MAY PUT FUTURE CONTRACTS IN JEOPARDY.

Sunday, March 15, 2020

All Marketplace Vendors may move out: 5pm - 8pm
All Landscape Gardens may begin removal of displays: 5pm - 8pm small hand carried items that can be carried out the man doors.

Monday, March 16, 2020

Landscape Gardens & Marketplace vendors must complete removal of display between 8:00AM - 5:00PM. All materials must be removed from the Dome Center and the Marketplace --- all pallets, mulch, flowers as this show is an **all in / all out**.

Exhibitors shall be responsible for restoring their booth space to broom-clean condition and for removing the entire contents of their exhibit and/or display by 5 PM, Monday, March 16. **Exhibitors leaving items at the end of the show will be charged a \$250 or more clean-up charge. This is a product in and full product out event. There is no dumpster available for trash**

GAFF DUCT TAPE: Only **Gaff duct tape** may be applied to the floor. If using any other type of tape (e.g., double sided), apply gaff tape to the floor, then apply other types of tape over the gaff tape

LOADING/UNLOADING: Absolutely no loading or unloading through glass doors. Acceptable loading areas will be designated (see more under PARKING)

HEAVY OBJECTS: Plywood must be placed under heavy objects in the garden area, such as under boulders

WATERING: Mulch, soil, etc., should be watered down each day. Any dry materials need to be sprayed with a fire resistant product. All vendors are responsible for watering their own displays. This must be done during hours when the Dome Center is not open to the public. All floor areas must be dried and the hoses put away. *(You are responsible for bringing your own hoses.)*

Hose bibs and electrical services are at various locations in the floor and will be identified. They should be exposed during the show for watering purposes.

FOOD AND ALCOHOL: Food items and/or alcoholic beverages may not be sampled or given away without prior written approval of the Dome Center Management. Any such written approval is subject to Monroe County Health Dept. and insurance requirements.

ALCOHOL (Includes beer and wine): Due to NYS Liquor Laws, at no time will alcoholic Beverages be allowed on the premises during move-in, the event, or move-out unless approved and contracted through the Dome Center Caterer and Dome Center Management. Anyone who brings in alcohol will be asked to leave immediately with no re-entry. You will be subject to a fine of \$1,000.00 per person, if matter is not addressed and resolved immediately by the promoter.

FOOD AND BEVERAGE: No food or beverages may be brought into the Dome Center during the show.

VENDORS SELLING FOOD AND BEVERAGE: Must be approved by Dome Center management in advance.

ADVERTISING: When advertising your participation Gardenscape, the following verbiage!!!! **MUST** be used: Gardenscape the Show 2020 at *The Rochester Dome Center located at 2695 East Henrietta Rd, Henrietta NY 14467.*

PARKING: Parking is permitted only in designated or paved areas. No parking, unloading or loading is allowed in fire lanes or on the grass. In the event of any damage to the outside grounds the Exhibitor will be held responsible. Vehicles parked in unauthorized areas will be towed at a rate of \$150 per tow/vehicle and will be charged to its owner. Payment must be made before the vehicle is released. Please contact event coordinator for designated parking and handicap areas.

SHIPPING: The Dome Center will charge a fee of \$5.00 per box received prior to event set-up dates. Drayage services are available at a rate of \$50.00 per 100 pounds. ALL packages /pallets delivered should be addressed to: The Dome Center, 2695 East Henrietta Rd (Rt.15-A). Henrietta, NY 14467, and included the event name, booth / business name and phone number of the booth holder. Check with Dome Center Mgmt. if other arrangements need to be made (585) 334-4000.

FIRE SAFETY: Open fire aisles must be maintained in front of your booth or garden. Booth signage or materials must not obstruct emergency exits or signs. Fire exits must remain open at all times. No exhibitor shall use or allow to be used, open flame, inflammable liquid, compounds or other inflammable substances, compressed gas or oil burning equipment. All equipment with combustible type engines are to have their fuel tanks taped & battery cables removed from batteries. **Promoter and exhibitors are required to know & abide by all fire safety rules & laws either governmental or the facility.**

LEFT ITEMS: The Dome Center and its employees will not be held responsible for any items and/or property missing before, during or after any event. Any items left for more than 14 days after an event will become the property of Dome Center.

RECYCLING: The Dome Center has instituted a recycling program and would appreciate your cooperation in placing all cans and bottles in the marked receptacles located throughout the buildings and grounds.

SMOKING Is not permitted inside the buildings at any time per NYS Law. At no time will smoking be allowed in the buildings during move-in, the event, or move-out, this includes all E (vapor) cigarettes. No Exceptions! You will be subject to a fine of \$1,000.00 per person, if matter is not addressed and resolved immediately by the promoter.

ANIMALS: No pets of any kind are allowed on the grounds or inside the buildings unless part of an event or prior arrangements have been made. Exhibitors, and /or attendees will be asked to remove the animal immediately, or will be asked to leave the premises. Comfort animals may be permitted if a valid legal permit is shown. Owner is responsible for actions of said animal.

DEBRIS: All debris must be removed from the Dome Center every day. During set up all debris should be removed from the property. The Dome Center is a garbage in /garbage out facility.

ATTACHING MATERIALS: No materials shall be attached to any part of the building in such a manner as to damage the building.

ADHESIVE STICKERS: The giveaway of any type of adhesive sticker, promotional or otherwise is strictly prohibited.

AISLE WIDTHS: 8 feet main aisles and 6 feet secondary aisle must be maintained at all times in accordance with the fire marshal code. Aisles will be marked and marked aisles and areas must be followed.

STORAGE: The outside of the north side of the building is the only area where there can be storage of materials. An area will be coned off for your use. This is the side to the right if facing the back of Wegmans.

LINK YOUR WEB-SITE: Let your customer s know where you are! Link Gardenscape to your website using www.RochesterFlowerShow.com

Thank you

Gardenscape would like to thank you for participating in Gardenscape 2020.

The rules you have read are to help all of us to have a better show
and set expectations for everyone!

Have a Safe travel home

And we will see you at Gardenscape 2021!!!