

Albany VegFest 2019 Exhibitor Guidelines

Event Details

Albany Capital Center
Sunday September 8, 2019
10:00 am to 5:00 pm

Booth Set Up / Tear Down – Volunteers will be on hand to assist vendors in setting up and tearing down. The Albany Capital Center has elevators as well as escalators and is wheelchair accessible from the outside. Handcarts will not be provided to exhibitors on an individual basis.

Set Up Time Sunday, September 8, 7:00 am – 10:00 am. We will assign vendors to arrive during different windows of time based on expressed needs at time of registration. We will do the best to accommodate all vendors and see that vendors are comfortably set up and ready to go when doors open at 10:00 am.

Two Entrances to Unload:

- 1) **Front door** - You may pull up to the front of the building and unload your supplies. Volunteers will be on hand to bring items up to your table while you find parking.
- 2) **Freight Elevator** - If you have a large amount of supplies to transport, it may be easier to pull underneath the Albany Capital Center and utilize the freight elevator. Volunteers will be on hand to assist you in bringing up your supplies to your table.

Tear down, 5:00 pm and not before. Must vacate building by 7pm. Removal of items prior to event closing is prohibited due to safety and consideration of attendees and exhibitors.













Parking

Albany Capital Center lists multiple parking options (see map). The following are suggestions for Albany VegFest 2019:

- 1) **Albany Capital Center Parking Garage**- 100 spots
 - Located beneath the facility. Entrance at 7 Wendell Street.
 - Cost: \$8 with \$2 donated to Capital Region Vegan Network
- 2) **Times Union Parking Garage**- 1,000 spots
 - Entrance on Market Street. Clearance of 6'6".
 - Cost: \$8 with \$2 donated to Capital Region Vegan Network
- 3) **Hudson-Green Parking Garage**- 900 spots
 - Entrance at Hudson Ave. and Green Street
 - Cost: free
- 4) **On street**
 - Cost: free

Albany Capital Center Parking Map



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Albany Capital Center Parking Garage
 - Enter at 7 Wendell St., Albany, NY 12207
 
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Times Union Center Parking Garage
 - Enter at 100 Beaver St., Albany, NY 12207
 - Enter at Market St., Albany, NY 12207
 - Connected to ACC via Capital Complex Walkway
 
- 
Renaissance Albany Hotel Parking Garage
 - Enter at 49 Howard St., Albany, NY 12207
 - Connected to ACC via Hotel Walkway
 
- 
Empire State Plaza Visitor Parking Lot
 - Enter at S. Mall Arterial, V Lot
 - Connected to ACC via Capital Complex Walkway
 
- 
80 State Street Parking Garage
 - Enter at 11 S. Pearl St, Albany, NY 12207
 
- 
Hudson-Green Parking Garage
 - Enter at the intersection of Hudson Ave. & Green St.
 Albany, NY 12207
 

Exhibitor Booth Area Materials are to be restricted to the immediate area of your booth. Exhibitors are responsible for their booth area and booths are not to be left unattended. The Rules and Regulations must be read and accepted via the online registration.

Food Vendors All vendors serving hot or prepared food must have a valid Albany County Department of Health permit displayed on their table for the entire duration they are serving food. The \$30 fee for a permit is included in the cost of food vendor registration.

Sales tax and Not for Profits Exhibitors selling product must have a valid certificate complying with NYS sales and tax in their booth, as issued by NYS Department of Taxation and Finance. Not for profits must display their federal tax ID number.

No animals allowed- The Albany Capital Center does not allow animals inside the building (other than service animals as provided by law).

Electricity - please note on your application if you will require electricity.

Internet – Wifi at the venue is not strong. Please bring your own personal hotspot or if connectivity issues are experienced day of event plan to use your network's data.

ALL VEGFEST 2019 EXHIBITORS ARE ALSO EXPECTED TO COMPLY WITH [ACC EXHIBITOR GUIDELINES](#) IN ADDITION TO THOSE OUTLINED ABOVE.