

# **SCHENECTADY** SPORTS CARD & TCG SHOW<sup>TM</sup>

**VENDOR NAME:** \_\_\_\_\_

**Show Information for Vendors:**

- Table fees are \$100 for the entire weekend (Saturday AND Sunday) for ONE TABLE.

\*THERE ARE NO "SINGLE DAY" TABLE SPACES AVAILABLE FOR THIS SHOW. IF YOU CHOOSE TO DO ONLY "ONE DAY", THE TABLE FEE IS THE SAME AS IT IS FOR THE ENTIRE WEEKEND.

Vendors will be allotted **ONE** Badge per 8ft table.

- Additional Badges are \$5.00 each.
- Badge sharing is NOT permitted!
- Allstate Showcases are available for rent at the rate of \$25.00 each per show. Must be requested upon booking your space.

**Cancellation Policy & No-Shows:**

- **Cancellations MUST be made no later than SUNDAY (1 week) prior to the show or table fees will be billed.**
- "No Shows" will result in the vendor being billed for the missed show table fees along with pre-payment for all upcoming shows.

\* **PLEASE NOTE:** All vendors **MUST** register as a vendor with New York State and have a valid New York State Sales Tax ID Number. You can obtain one online at: [businessexpress.ny.gov/app/answers/cms/a\\_id/2058](http://businessexpress.ny.gov/app/answers/cms/a_id/2058)

**Set Up Times:**

- Saturday: 9am - 11am
- Sunday: 9am - 11am
- **All Vendor Tables are 8 Foot** — table throws are provided.
- Vendors are welcome to bring their own back-up tables, shelving units and other displays.
  - Back-up tables **MUST** be no larger than 4ft x 2ft.
  - Back-up tables **MUST** be set up BEHIND your vendor table. (NOT on the side).
  - Shelving units and other displays **MUST** be set up ON or BEHIND your vendor table.
- Not permitted:
  - Set up on the sides, the floor, or in front of your vendor table is NOT permitted.
  - Table sharing between vendors is NOT permitted.

**Please remember the show is OPEN to the public from 11am to 6pm on Saturday & 11am to 5pm on Sunday.**

Hotel rooms are available in the area for all of our vendors and patrons that wish to stay.

\*\*\*We do our best to provide all of our vendors with a secure environment, however, Albany NY Show Promotions is not liable for lost, stolen, or damaged property or merchandise.

**Show Location:**

VIAPORT ROTTERDAM — Formerly Rotterdam Square Mall, 93 West Campbell Road, Schenectady, NY 12306

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I agree to the above Show Policy for Vendors and understand that, aside from the differences in fees, set up times, and show hours, it applies to all Albany Sports Card Shows and/or affiliates scheduled show dates.*

**Promoter Initials:** \_\_\_\_\_

# Albany NY Show Promotions — Vendor Application and Contract

Today's Date: \_\_\_\_\_

**Booked From:** Albany | Saratoga | Schenectady | Syracuse | Johnstown

**Booked By:** Email | Text | Phone | Facebook Messenger | In-Person

**Requested Show Locations** (check ALL that apply):

Albany \_\_\_\_\_ Saratoga \_\_\_\_\_ Sch'dy \_\_\_\_\_ Syracuse \_\_\_\_\_ Johnstown \_\_\_\_\_

Requested Show Date / Dates: \_\_\_\_\_

**VENDOR / Business Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Accepts Text Messages? Y / N

**NYS Sales Tax ID #:** \_\_\_\_\_

(See first page if you do not have one).

Email Address: \_\_\_\_\_ Add to our email newsletter? Y / N

# of 8ft Tables Needed: \_\_\_\_\_ x Table Rental Fee (see other page) \_\_\_\_\_ = \_\_\_\_\_

# of All-State Display Cases: \_\_\_\_\_ x \$25.00 Rental Fee per show = \_\_\_\_\_

Badge #1: \_\_\_\_\_ Free

Badge #2: \_\_\_\_\_ Fee: \_\_\_\_\_

Badge #3: \_\_\_\_\_ Fee: \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

(TOTAL FEES are to be PAID IN FULL on the DAY OF THE SHOW by CASH or CHECK only please)

**\*\*Credit Card Information:** MC / Visa / Discover / American Exp.

(Credit cards will ONLY be charged for Vendor "No-Shows" or "Late Cancellations".

Please see other page for our Show Policy / Show Rules and Guidelines)

Name on Credit Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ CVV: \_\_\_\_\_

**Signature Authorization:** \_\_\_\_\_