



APRIL 27 & 28 • 11 AM – 4 PM

Exhibitor Passes

- **Booth Exhibitors are allowed the following complimentary Lanyard Passes to staff their booth:**
 - Single booth allowed 3 Exhibitor Lanyards per day
 - Double booth allowed 5 Exhibitor Lanyards per day
- Touch-A-Truck Exhibitors allowed 2 Lanyard Passes or Wristbands per day to staff their truck space.
- Food Trucks allowed 2 Lanyard Passes per day to staff their food truck.
- **NOTE: YOU MUST HAVE A LANYARD PASS, A KIDVENTURE VOLUNTEER SHIRT, OR A WRISTBAND TO ENTER THE EVENT. ANYONE WITHOUT ONE OF THESE WILL BE CHARGED THE ENTRANCE FEE.**
- **Lanyard Passes must be left at COMMAND CENTRAL & VOLUNTEER CHECK-IN located at the TICKET SALES TENT (SEE MAP) when you leave, for the next person coming in to relieve you OR for the next day if you are not returning for the second day.**

Falcon HALL Load-In/Set-Up Information – (see map attached)

- You are required to exhibit both days of the event.
- Set up times are Friday, April 26 starting at 4 p.m. to 6 p.m. and/or Saturday, April 27 starting from 8 a.m. to 10:00 a.m.
- Please enter from Pendell Road (south end of Campus) into Lot A, pull up along the circle in front of Falcon Hall (south entrance) to check-in at Falcon Hall lobby and receive your Lanyard Passes. You must unload quickly and then move your vehicle to park in Lot D. Hand trucks and dollies will not be available so you are encouraged to bring your own. Keep in mind that some doorways accommodate a maximum width of 36”.
- **PLEASE NOTE: NO EXHIBITOR VEHICLES ALLOWED INTO OR THROUGH LOT A AFTER 10:30 A.M. EITHER DAY.**
- Chamber staff will be available to help you unload and check in. **All booths are to be ready by 11:00 a.m. both Saturday, April 27 and Sunday, April 28 when doors open. Falcon Hall Exhibitors must be operational during event times, which is 11:00 am to 4:00 pm both days. You may not exhibit only one day. Showing up late on event days, leaving your booth unattended, and/or tearing down early is not permitted. This is for the benefit of all exhibitors and attendees.**
- **PLEASE NOTE: Anyone arriving after 10:30 a.m. to staff a booth will need to park in Lot D off Cottage Street and check in at the Ticket Booth at the top of the hill to get a Lanyard Pass.**
- **The Chamber Foundation, Inc. reserves the right to restrict exhibits for the following reasons:** noise, method of operation, materials, or for any other reason, the exhibit becomes objectionable; or if, in the opinion of The Chamber Foundation, Inc., the exhibit detracts from the general character of the Hudson Valley KidVenture event as a whole. This includes persons, things, conduct, printed matter, and anything of character which The Chamber Foundation, Inc. determines objectionable. In the event of any such restriction or removal, The Chamber Foundation, Inc. will not be liable for any refunds or other exhibitor-related expenses.
- **All demonstrations or other activities must be confined to the limits of your rented exhibit space.** Sufficient space must be provided within the exhibit booth area for the comfort and safety of persons watching

demonstrations or other activities. Aisles must remain clear per the Fire Marshall. Each Exhibitor is responsible for keeping the aisles near their booth free of congestion caused by any activity or demonstration.

- **Electricity** - Your space will have access to electricity only when requested in advance on the Exhibitor form. Spaces that require electricity are limited to 300 watts. The following items are prohibited: space heaters, televisions, electric tools, lighting requiring more than 300 watts and any other items that will exceed the 300 watt limit. You must provide your own extension cord.
- **The use of sound systems are permissible, provided that they are not audible for more than 3-feet into the aisle or neighboring booths, and that the sound is directed into the Exhibitor's booth or vertically.**
- **Empty crates must be removed and stored by the exhibitor off the premises.** The Fire Marshall will not allow storage of any flammable packing goods in or around exhibits.

Exhibitor Conduct

- Please remember this is an all-inclusive event and we encourage everyone to keep in mind the interests and needs of those with disabilities and support their interests where possible.
- Exhibits must be staffed during all show hours. Please plan accordingly and staff your exhibit to maintain coverage throughout the duration of the event. Consider the time needed for breaks as well as exploring the event yourself.
- Exhibitors may not give away or "sublease" part or all of their booth space without the express written permission of The Chamber Foundation.
- Dismantling your booth prior to the official close of the show is prohibited.
- Storage of empty packing materials within the booth confines or behind any curtains is against fire marshal regulations.
- Exhibitors are expected to consider noise levels from equipment or from demonstrations when planning their booth layout, so as not to interfere with neighboring exhibitors.
- Any demonstrations or presentations must take into consideration the space required for viewing of attendees watching such displays.

Security

There is security throughout the weekend. Buildings/rooms will be locked at the end of the event each day. If you have items you do not wish to leave, make arrangements to take them with you. The Chamber, The Foundation and Dutchess Community College will not be held responsible for missing items.

No Pets Allowed

Service animals are the only animals allowed on campus. (Exception: animals in contracted shows, acts or performances)

Food Vendors

Food trucks and vendors will be available to purchase food and beverages from during the event. They will be located in parking Lot A. The Campus cafeteria will also be open during the event inside Drumlin Hall.

Smoking

Dutchess Community College is a tobacco-free campus. There is absolutely NO SMOKING allowed inside or outside any of the College buildings. The policy prohibits the use of cigarettes, e-cigarettes, cigars, chewing tobacco, pipes, vaping, snuff, dip and all related products on the college property.

Contacts during the Event

- The event will be staffed with volunteers wearing bright yellow VOLUNTEER SHIRTS. Please find one of these individuals who will be able to best assist you.
- For Emergencies, please contact **Jean Harris: (845) 489-5369** or **Nick Shannon: (845) 505-7416**.