



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.**

Outdoor Exhibitor Load-In/Set-Up Information – (map attached)

- Your set up time is Saturday, April 27 and Sunday, April 28 from 8 a.m. to 10:00 a.m.
- Outdoor exhibitors will be set up directly behind or to the side of the TICKET SALES TENT located at the top of the hill from the Cottage Road entrance.
- Please enter from Cottage Road (north end of Campus) and go to the top of the hill. Please pull up along the circle to unload quickly and then immediately move your vehicle and park in Lot D. There will be Chamber staff available to help you unload. After parking your vehicle, check in at COMMAND CENTRAL & VOLUNTEER CHECK-IN located at the TICKET SALES TENT.
- Hand trucks and dollies will not be available so you are encouraged to bring your own. Keep in mind that in the event of bad weather and the opportunity to move indoors, some doorways accommodate a maximum width of 36".
- **Tents must have pole weights to keep them in place during possible wind conditions. You will not be able to stake down the tents.**
- In the event of bad weather, you may be moved inside Dutchess Hall, near the Theater.
- **All exhibitors are to be ready by 11:00 a.m. both Saturday, April 27 and Sunday, April 28 when the event opens.** Showing up late on event days, leaving your space unattended, and/or tearing down early is not permitted. This is for the benefit of all exhibitors and attendees.
- **Electricity is not available except for specific exhibitors previously arranged.**
- **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.
- **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.