**Show Contract**

February 24th – 26th, 2026

Tuesday & Wednesday 9:00 – 5:00, Thursday 9:00 – 3:00

***Utica University Nexus Center, Utica, New York***

**please print legibly. this information will be used for the marketing of the show.**

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Show Fee..............................................................$250.00

Electric (one outlet/use your power strip) $55.00 each................$\_\_\_\_\_\_

Booth Space $700.00 x \_\_\_\_\_ Booths....................................$\_\_\_\_\_\_

Booths are 8’ x 10’ and include: 8’ high backdrop draping, 8’ high side rail draping, 7” x 40” exhibitor ID sign, 1 eight foot table (topped & skirted), 2 chairs, and 1 wastebasket. All payments are non-refundable.

Total.......$\_\_\_\_\_\_

**Deposit Amounts**

Single Booth: $500 total deposit

Multiple Booths: $750 total deposit

Deposit Due July 15th.......$\_\_\_\_\_\_

**Balance Due November 30th**.......$\_\_\_\_\_\_

**All pages of this contract must be returned. No space will be reserved until a deposit is received.**

**We accept cash or checks. Checks should be made out to *Upstate New York Gift Shows, Inc.***

Accommodations at DoubleTree by Hilton Utica

The DoubleTree is located in the Heart of Downtown Utica. We are within walking distance to the Nexus Center as well as many great local restaurants. We have an onsite restaurant and bar called Iconic by Chesterfield that serves breakfast and dinner. We offer our guests complimentary high speed internet, complimentary parking, 24 hour access to the business and fitness center, and a warm DoubleTree cookie upon arrival.

DoubleTree by Hilton Utica 102 Lafayette Street, Utica, N.Y. 13502

Call 315-724-7829 for reservations. We have a room block under Upstate NY Gift Expo!

Show Information

Visit us at www.upstatenygiftexpo.com for information about accommodations, directions, exhibitor tools, and more.

The Upstate New York Gift Expo is an established wholesale gift show conveniently located in the heart of New York State at the beautiful **Utica University Nexus Center**. This event offers a unique, enjoyable, and convenient shopping and selling experience.

For three days each February, the Upstate New York Gift Expo welcomes buyers from top regional retailers including gift shops, specialty stores, craft stores, boutiques, stationery stores, museum shops, hardware stores & pharmacies.

We are now offering exhibitors the option to sell their products via cash and carry. Exhibitors who choose to participate in selling cash and carry will be spread out on the show floor.

The Upstate New York Gift Expo is proud to offer a diverse group of the best exhibitors representing the following markets: gifts, souvenirs, resort merchandise, jewelry, decorative items, furniture, personal accessories, handmade items, regional books, and more.

**please print legibly. this information will be used for the marketing of the show.**

**Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**List of Product Lines\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Check One □ Order Writing □ Cash & Carry □ Both**

**Reps Working\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Please list any special requests here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please include a business card for use in show program. Please email high-res product images for show marketing.

There will be personnel on hand to assist exhibitors during move-in and move-out. Tips are appreciated.

Free Wi-Fi is available throughout the facility.

If you would like to permit Upstate New York Gift Shows, Inc. to use your New York State customer mailing list for show promotion, please contact us.

**exhibitors are responsible for removal of excess trash at the beginning and end of the show.**

*Upstate New York Gift Expo is organized and promoted by:*

Bill Moore Rob Igoe, Jr. Roma Boulter

Moravia, NY Sylvan Beach, NY 13157 Up North Trading Company Cell: (315) 729-0928 Cell: (315) 794-5244 Keene, NH – (603) 903-0237

Rules & Regulations

**Exhibit Space:** Upstate New York Gift Shows, Inc. will make assignment of space guided by established protocol. The space assigned shall be used only by the exhibitor. The exhibitor is responsible for the space leased and has the sole responsibility, including but not limited to the repair, insurance, and maintenance of said space. Including but not limited to the sole responsibility of keeping said space free of any conditions which might be deemed dangerous to persons coming upon said premises. Acceptance of space makes it obligatory on the part of the exhibitor and his employees that they shall not deface, injure, nor mar the walls, floors, ceiling, or any other property in the exhibit area and/or corridors. There shall be no attachments to the walls, ceiling, or floors. The exhibitor shall be liable to the facility and/or the decorating company for any damage occurring by reason of act or omission of the exhibitor and/or his agents, staff, or employees. The show reserves the right to reject and eject exhibits and exhibitors that have been misrepresented or are deemed objectionable. Subletting of booth space is not permitted. All exhibits shall remain open during show hours. Removal of exhibits shall not commence until after 3:00 p.m. on Thursday. Products must be displayed in a professional manner.

**Cash & Carry:** We are now offering exhibitors the option to sell their products via cash and carry. Exhibitors who choose to participate in selling cash and carry will be spread throughout the show floor.

**Exhibitor Conduct:** All exhibitors must conduct business within their own exhibit space and shall not solicit in the aisles. Exhibitors will not enter another exhibitor’s booth without permission. Each exhibitor shall keep an attendant in his or her space during all open hours of the show. Exhibitors will conduct themselves in a professional manner at all times, in or out of their booth space.

**Exhibitor Badges:** An exhibitor badge will be issued to each booth attendant. Admission will be by official Upstate New York Gift Shows, Inc. badge only. Exhibitor badges must be pre-ordered and will be issued during installation hours before show opening. Badges are to be worn at all times.

**Photography:** A photographer will be taking pictures of exhibitors’ booths and products throughout the show for use in show promotion. Credit will be given to the exhibitor wherever photos are used.

**Liability:** The exhibitor assumes the entire responsibility and liability of losses, damages, and claims arising out of injury or damage to exhibitors, displays, equipment, and/or other property brought upon the show premises and shall indemnify and hold harmless the show building, Upstate New York Gift Shows, Inc., and its management, agents, and staff from any and all such losses, damages, and claims.

**Insurance:** Exhibitor acknowledges that Upstate New York Gift Shows, Inc., and its agents, do not maintain insurance covering exhibitors’ property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses.

**Indemnity:** Exhibitors will indemnify Upstate New York Gift Shows, Inc., et al and save harmless from and against all claims, actions, demands, liability, and expenses, in connection with loss of life, personal injury, and/or property damage.

**Set-up: Monday, February 23th from 10:00 A.M. until 8:00 P.M. Anyone wishing to make different arrangements for set-up must receive prior approval from show management.**

**General:** All matters and questions not covered by the regulations are subject to the decision of Upstate New York Gift Shows, Inc.

I have read the contract and agree to the terms, rules, and regulations. It is understood and agreed that the contract between the parties is entirely expressed herein, and that there are no verbal or oral contracts, agreements, or understandings of any kind whereby the terms are changed.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_