

N • O • R • T • H • E • A • S • T
SHOW PROMOTERS, INC.

proudly presents
the following
Empire State Plaza shows:

Mother's Day
Northeast Art & Craft Show
May 8 - 10, 2012

Thanksgiving
Northeast Art & Craft Show
October 23 - 25, 2012

Holiday Art & Craft Show (Part 1)
December 4 - 7, 2012

Holiday Art & Craft Show (Part 2)
December 10 - 14, 2012

The Empire State Plaza boasts over 30 years of craft show history and Northeast Show Promoters is pleased to be part of this tradition. We are committed to presenting quality events in the Capital Region.

Brenda Ladd
Show Coordinator
Northeast Show Promoters, Inc.
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Don't miss these other exciting Shows:

February 13 -14, 2012
Valentine's Northeast Art & Craft Show
Empire State Plaza, North Concourse, Albany, NY

March 23 - 25, 2012
Capital District Garden & Flower Show
Hudson Valley Community College, Troy, NY

May 8 - 10, 2012
Mother's Day Art & Craft Show
Empire State Plaza, North Concourse, Albany, NY

September 15 - 16, 2012
Capital Region Apple & Wine Festival
Altamont Fair Grounds, Altamont, NY

October 23 - 25, 2012
Thanksgiving Northeast Art & Craft Show
Empire State Plaza, North Concourse, Albany, NY

December 2, 2012
Troy Victorian Stroll Art & Craft Show
The Atrium, Third & Broadway, Troy, NY

December 4 - 7, 2012
Holiday Art & Craft Show (Part 1)
Empire State Plaza, North Concourse, Albany, NY

December 10 - 14, 2012
Holiday Art & Craft Show (Part 2)
Empire State Plaza, North Concourse, Albany, NY

About the Show

With over 10,000 state employees working in this complex, these shows provide an excellent selling opportunity for Crafters. The concourse is known as the quarter-mile "Main Street" of the Empire Plaza, which stretches from the Capitol to the Cultural Education Center and the New York State Museum. Shops, restaurants, and a collection of contemporary art line the concourse. This show offers a maximum of 75 - 10' x 10' exhibit spaces. Unique to our shows, we install white pipe and draping behind each exhibit booth. This drape provides a professional look to each display along with increased privacy to the craft exhibitors. With the State Police now located right on the concourse, security has improved and fewer exhibitors are choosing to use storage. Most just cover their booths or enclose it with their tent frames and side walls. State employees, the customer base at the plaza, always have their eyes peeled for quality crafts and new and unique items. The Empire State Plaza is just the place for them to find what they are looking for. We hope you will join us.

General Information

Booth Specifications: The basic booth configuration is 10' x 10'. All tables must have cloths which hang to the floor on all publicly viewed sides. Set-ups must fit within the space contracted. No portion of your display should extend into any aisle. Tables and chairs are available by request at an additional fee. Tents and/or enclosures will be allowed but not to exceed 10' x 10'. Tents must not obstruct the art collection or security cameras. Electric is included at no additional charge. It is **STRONGLY RECOMMENDED** that you utilize lights in your booth. All electrical cords must be secured with duct tape. We will provide white pipe and drape behind each booth.

Standards: All craft work offered for sale must be designed, created and hand-crafted by the participating exhibitor. No assembled or buy/sell items. Plants are not permissible. Two photographs or slides of your craft, one of you at work along with a written description of your production process, plus one photograph of your set-up are required of those exhibitors who have not participated in one of our shows during the past year. Please have your name on each photo and include a self-addressed, stamped envelope to have them returned after the show is over. Web-site submissions are not acceptable. Your booth must represent the same work that your juried photographs portray. Please notify us immediately of any new items.

Food Specialty Items

If you are selling/sampling food, there is a \$30 fee for the Albany County Health Department Permit. The Albany County Health Department no longer offers an exemption if you have a food processing license. You must submit proof of valid Worker's Compensation/Disability Insurance. If you are not required by law to have Worker's Compensation and Disability Insurance, a NYS Department of Health CE-200 - *Certificate of Attestation of Exemption Form* can be obtained on-line and submitted in lieu of a current Worker's Compensation/Disability Insurance policy. Form CE-200 can be processed electronically on-line at <http://www.wcb.state.ny.us>. The Worker's Compensation Board may be contacted at 1-866-750-5157, for any questions in regards to the CE-200 forms. **Albany County WILL NOT issue a health permit for you without copies of the insurance certificates stated above.** A copy of the Albany County Health Department guidelines will be mailed to you upon acceptance into the show. No candy or fudge vendors permitted.

Notification: All categories will be juried once a month until each booth space is occupied. All categories are limited. You will be notified by email of your acceptance or rejection.

Payments/Deposit: A \$50 deposit must be submitted with your completed application. All balances must be paid 30 days prior to the show. Unaccepted applications will have their deposit checks and photos or slides returned. A \$35 fee will be charged for any checks returned by the bank.

Jury Fee: A \$10 fee must be submitted along with your application. There will be no jury fee if you have participated in one of our shows during the past year. Jury fees will not be returned regardless of acceptance or rejection. Please submit two checks: one for the jury fee and one for the deposit. Make checks payable to: "Northeast Show Promoters, Inc." and mail to: 12 Avis Drive, Latham, NY 12110.

Refund Policy: An application to this show is a commitment to the show. No refunds will be given for cancellations.

Advertising & Marketing for Plaza Shows: In addition to our traditional signs and press release mailings, we also do a fax blast to the offices in the Plaza. The addition of the fax blast has improved sales and also minimizes the number of employees who say "I didn't know the show was here". Don't miss out! Send in your application today!

Parking: Parking must be reserved and paid in advance. The fee is currently \$10 per day for each car/van/pick-up/truck or trailer. Please indicate if you wish to reserve parking so that spaces will be reserved in your name. If you do not reserve parking prior to the show the rate is \$2.00 per hour/max \$20 for the day. Sleeping is not allowed in campers or motor homes in parking garage.

Security/Storage Rooms: Craft persons who leave their products on the Concourse overnight will be doing so at their own risk. The Concourse is open to the public until 11:00pm. Storage rooms are located just off the main concourse area near the elevators and will be open each morning from 8:00-9:00am and each afternoon from 3:00-3:30pm. There is no charge for storage. **Show hours are 9:00am - 3:00pm. Note: For your convenience, if you participate in both the December 4 - 7 and December 10 - 14, 2012 shows, you will be allowed to keep your display set up and store your product in the storage room over the weekend.**

Sales Tax: You must submit a current copy of your NYS sales tax Certificate of Authority with your application. Your Certificate must be visually displayed in your booth at all times. The current tax rate for Albany County is 8%.

Hotel Suggestions:	CrestHill Suites	(518) 454-0007	1415 Washington Ave., Albany, NY
	Comfort Inn	(518) 479-3217	99 Miller Rd., East Greenbush, NY
	Fairfield Inn & Suites	(518) 477-7984	124 Troy Rd., East Greenbush, NY

Questions may be directed to: Northeast Show Promoters, Inc., 12 Avis Drive, Latham, NY 12110
Voice: (518) 786-1529 Fax: (518) 786-1716
Web Site: www.northeastshowpromoters.com e-mail: neshowpro@aol.com

**2012 Empire State Plaza Northeast
Art & Craft Shows
North Concourse, Albany, NY**

Company Name: _____

Contact Person: _____

Address: _____

Day Phone#: _____ Cell Phone#: _____

E-mail Address: _____

Reserved Parking Requested: Yes No Oversized Parking required (Over 6'6" in height or with trailer): Yes No

(Required) Driver's License #: _____ State: _____ Expiration Date: _____

(Required) Driver's Name *exactly* as it appears on Drivers License: _____

(Required) Vehicle make & model: _____ Year _____

License Plate: _____ State: _____

(If Applicable) Trailer License Plate: _____ State: _____

(Required) NYS Sales Tax ID # _____ (NYS sales certificate required-please attach copy)

Will you be using your Tent or Tent Frame? Yes No (Must fit within 10x10 or space contracted - No tent tops allowed)

Selling/Sampling Food Products: Yes No

Craft Description (list all items that will be sold): _____

Approximate Price Range: _____ Do you provide receipts? Yes No

What is your refund policy? _____

Special Requests: _____

I _____ (your name) doing business as _____ (your company) do hereby agree to indemnify and hold harmless, Northeast Show Promoters, Inc., and its representatives and employees, and the NYS Office of General Services and its representatives and employees, from and against any and all losses, claims, damages, or expenses, including reasonable attorney's fees, arising from or growing out of my exhibited products or for personal injury at the Northeast Art & Craft Show, at the North Concourse of the Empire State Plaza, Albany, NY; whether it be caused by the negligence of _____ (your business name), its agents, servants, employees, or otherwise. The Concourse management and/or promoter reserve the right to remove any exhibitor for cause. I hereby verify that I will offer for sale only items that have been hand crafted by me.

Signature: _____ Date: _____

N • O • R • T • H • E • A • S • T SHOW PROMOTERS, INC.

Empire State Plaza - Northeast Art & Craft Shows North Concourse, Albany, NY

(Check off which show(s) you would like to apply to and mail
along with photos or slides, deposit, and copy of NYS sales tax certificate)

**Mother's Day Art & Craft Show -
May 8 - 10, 2012**

Tuesday - Thursday

Booth Size & Fee:

10 x 10 - \$250.00 - \$ _____

10 x 15 - \$355.00 - \$ _____

10 x 20 - \$455.00 - \$ _____

Jury Fee - \$10.00 \$ _____

Corner Booth (no charge)

Electric (no charge)

Food Sampling/Health Permit \$30 \$ _____

6' Table & 1 Chair @ \$5.00/ea \$ _____

Parking \$10.00 per day/per vehicle \$ _____

Total Due \$ _____

Less Deposit (\$50 min) \$ _____

Balance Due by April 30th \$ _____

Overnight Storage Yes No

**Holiday Art & Craft Show - Part 1
December 4 - 7, 2012**

Tuesday - Friday

Booth Size & Fee:

10 x 10 - \$250.00 - \$ _____

10 x 15 - \$355.00 - \$ _____

10 x 20 - \$455.00 - \$ _____

Jury Fee - \$10.00 \$ _____

Corner Booth fee \$15.00 \$ _____

Electric (no charge)

Food Sampling/Health Permit \$30 \$ _____

6' Table & 1 Chair @ \$5.00/ea \$ _____

Parking \$10.00 per day/per vehicle \$ _____

Total Due \$ _____

Less Deposit (\$50 min) \$ _____

Balance Due by November 21st \$ _____

Overnight Storage Yes No

**Thanksgiving Art & Craft Show -
October 23 - 25, 2012**

Tuesday - Thursday

Booth Size & Fee:

10 x 10 - \$250.00 - \$ _____

10 x 15 - \$355.00 - \$ _____

10 x 20 - \$455.00 - \$ _____

Jury Fee - \$10.00 \$ _____

Corner Booth (no charge)

Electric (no charge)

Food Sampling/Health Permit \$30 \$ _____

6' Table & 1 Chair @ \$5.00/ea \$ _____

Parking \$10.00 per day /per vehicle \$ _____

Total Due \$ _____

Less Deposit (\$50 min) \$ _____

Balance Due by October 12th \$ _____

Overnight Storage Yes No

**Holiday Art & Craft Show - Part 2
December 10 - 14, 2012**

Monday - Friday

Booth Size & Fee:

10 x 10 - \$330.00 - \$ _____

10 x 15 - \$475.00 - \$ _____

10 x 20 - \$590.00 - \$ _____

Jury Fee - \$10.00 \$ _____

Corner Booth fee \$15.00 \$ _____

Electric (no charge)

Food Sampling/Health Permit \$30 \$ _____

6' Table & 1 Chair @ \$5.00/ea \$ _____

Parking \$10.00 per day/per vehicle \$ _____

Total Due \$ _____

Less Deposit (\$50 min) \$ _____

Balance Due by November 30th \$ _____

Overnight Storage Yes No

***2012 MULTIPLE SHOW DISCOUNT:** ONE SHOW - NO DISCOUNT. WHEN YOU BOOK THE SECOND, THIRD, OR FOURTH SHOW - RECEIVE A \$10 DISCOUNT ON EACH ADDITIONAL SHOW.

Note: For your convenience, if you participate in both the December 4 - 7 and December 10 -14, 2012 shows, you will be allowed to keep your display set up and store your product in the storage room over the weekend.