



20th ANNUAL TASTE OF NEW PALTZ

September 12, 2010
GENERAL EXPO INFORMATION FOR
Business Expo

Date: **Sunday, September 12, 2010**

Time: **11:00 a.m. to 5:00 p.m.**

Location: Ulster County Fairgrounds, Libertyville Road, New Paltz, NY

Anticipated audience: 9,000 visitors from the surrounding region and Tri-State area

General Guidelines

- Applications to TASTE OF NEW PALTZ must be complete (completed application form and full payment of booth fee) in order to be accepted and guarantee a space at the event. Booth spaces are filled on a first-come, first-served basis. Once all booth spaces in a given section are filled, we will create a wait-list from any additional applications received to fill any vacancies in that section; wait-listed vendors will be accepted in the order in which their completed application was received. Booth fee payments are non-refundable; however, we will not process any booth fee payments from wait-listed vendors until they are accepted into TASTE OF NEW PALTZ.
- Set-up time for your booth begins at **7:30 a.m.** and must be completed no later than **9:30 a.m.**
- Bring your vehicle to the handicapped gate (North side of the fairgrounds) to check in. Please notify the Chamber in advance if someone else will be driving your vehicle or setting up your booth for you.
- Your vehicle must be moved immediately after unloading your materials.
- Refer to the information sheet (next page) for your section of TASTE OF NEW PALTZ to confirm what items, if any, are provided and what items you will need to bring with you.
- It is your responsibility to leave the area as clean as you found it.
- No food is to be sold or given away in the Business Expo section.
- You may not “sublet” to or share your booth space with another vendor without prior permission from the Chamber.
- You may **not** solicit donations or funds for organizations or charities in your booth(s).
- You **MAY NOT** break down your booth before 5 p.m. unless asked to do so by the Chamber.

Please make your check payable to:

NEW PALTZ REGIONAL CHAMBER OF COMMERCE

257 Main Street

New Paltz, NY 12561

New Paltz Regional Chamber of Commerce
257 Main Street
New Paltz, NY 12561
845-255-0243
fax 845-255-5189
info@newpaltzchamber.org
www.newpaltzchamber.org





Business Expo 2010 Information Sheet

Keep this information for your records.

The Business Expo offers area retailers and service-providers an opportunity to showcase their businesses and provide information about the services they offer. Business Expo participants may schedule appointments with visitors for later follow-up, and give away promotional items; no retail sales are permitted and no food items may be sold or given away. Business Expo vendors may also participate in the “Great Giveaway,” a collection of drawings held at individual booths throughout the Business Expo and given away during TASTE OF NEW PALTZ.

Provided:

- All booth spaces will be in the Youth Building
- Each exhibitor in the Business Expo will receive one 8’ table and one chair.
- **Limited** electricity (110V) is available for booths in the Business Expo at no charge, but **must be requested in advance**. **No on-site requests for electricity can be honored.**
- Each exhibitor/booth will receive **two (2) wristbands** for admittance to the TASTE OF NEW PALTZ grounds; any additional staff for the booth must pay the admission fee (\$3 in advance; \$5 on-site) to enter.

Business Expo Exhibitor Obligations:

- Your booth may not exceed the amount of space for which you contracted. All booth furnishings, equipment, literature, etc. must fit within the confines of your booth space.
- You must monitor your own space or make your own arrangements for alternating with a co-exhibitor, should you need to leave the booth for a restroom or meal break.
- It is your responsibility to leave the area as clean as you found it.
- No food is to be sold or given away in the Business Expo.
- No retail sales of any items will be permitted.
- Vendors **MAY NOT** break down their booth before 5 p.m. unless asked to do so by the Chamber. Vehicles will not be permitted back on the fairgrounds until after 5 p.m.
- Vendors have the option of participating in the “Great Giveaway,” donating a prize or gift of their choice for drawings to be selected at the TASTE. Vendors are strongly encouraged to participate, as the “Great Giveaway” generates tremendous traffic to the Business Expo, creates interest and enthusiasm in the exhibiting booths, and helps vendors to build their mailing lists. Participating “Great Giveaway” vendors will collect drawing slips, draw a winner and provide the name to the Chamber, who will announce the prize winners from the stage. Any prizes not claimed on-site will be the vendor’s responsibility.
- Vendors who indicate that they will participate in the “Great Giveaway” by September 1, 2010 will be acknowledged on posters promoting the Business Expo at the TASTE OF NEW PALTZ, and will be announced from the stage when the prizes are awarded. Vendors must be fully responsible for the distribution of any prizes they donate to the “Great Giveaway” or any other drawings they may hold.

Business Expo Chairperson: Constance Harkin, Ulster Savings

Phone: 845-338-6322

E-mail: charkin@ulstersavings.com

New Paltz Regional Chamber of Commerce
257 Main Street
New Paltz, NY 12561
845-255-0243
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Business Expo 2010 Application & Agreement

Business Name _____

Contact Name (print) _____

Address _____

Telephone _____ Fax _____

E-mail address _____

Booth Fees:

Member
___ \$185

Non-Member
___ \$235

**All booth fees are non-refundable.*

_____ I will require electricity for my booth (110v) (**MUST BE ORDERED IN ADVANCE**)

_____ I will participate in the "Great Giveaway" drawings. I understand that I am fully responsible for distributing any prizes not claimed on-site at the Taste of New Paltz.

Please describe the item you will offer for the "Great Giveaway" drawing: _____

I have read, understand and agree to abide by the Vendor Obligations as set forth on the Guidelines and Information. I understand this Agreement and the application fee must be returned to the New Paltz Regional Chamber of Commerce in order to participate in the 2010 Taste of New Paltz. I further understand and agree that if I do not fulfill the requirements agreed to, I may be asked to leave the site of the 2010 Taste of New Paltz.

_____ Vendor _____ Date

PLEASE RETURN WITH FULL PAYMENT TO:
The New Paltz Regional Chamber of Commerce
257 Main Street,, New Paltz, NY 12561
845-255-0243.

Date rec'd: _____
Method: _____
Amount: _____

