

Welcome to our 2019 Summer Season! You have received this email because you are signed up for Saratoga Balloon and BBQ Festival.

THIS EMAIL REFERS ONLY TO THE FOLLOWING FESTIVAL:

Saratoga Balloon and BBQ Festival
June 21-23, 2019
Saratoga County Fairgrounds
162 Prospect Street
Ballston Spa, NY 12020

SETUP: Setup hours on Friday are from 8am to 2:30pm. If you do not check in by 2pm Friday, we will fill your space unless you notify us in advance. If you are running late, call the cell phone numbers below; emails are not acceptable during setup.

When you arrive enter through Vendor and Balloon Gate 6 off Fairground Ave; take a left and drive toward Antiques Building where you can check-in.

When you arrive at the Antique Building, look for the reception table where someone will hand you your exhibitor packet, which will include information, badges, your booth number, and directions to your spot. Drive your vehicle to your spot and pull in perpendicular to the building. Someone should be inside it to help you find your space, and your space will be marked with chalk with your booth number . Unload then move your car to the **approved** parking area. AFTER parking, you may start to set up.

Do not park near the building as it may be too crowded to leave from there in the evenings.

BOOTH: You will receive your booth assignment when you arrive at the show.

SHOW HOURS are Friday 3p-9p and Saturday 11a-8p and Sunday 11a-5p. These are the hours for the Marketplace Building. There are longer hours for other balloon related activities. We expect you to be open on time and to be on the premises throughout the show. It is fine to take a short break, but it is unprofessional to leave your booth unattended for any length of time. Please get a neighbor or friend to cover for you. **Do not break down early on Sunday.**

TAX INFO: Read because Fairgrounds is very strict. To set up you must comply.

You **MUST** have a NYS Sales Tax ID. You **MUST** send a copy of the ID to us via mail or email by May 21, 2019. You **MUST** display the certificate in your booth. If you need more info on sales tax, contact NYS Dept of Taxation.. There is more info [here](#). We must give this info to the Fairgrounds. Please do not fax the forms to us as they come through blurry and illegible. Without the Certificate or exemption, you will **not** be able to set up

Specialty Food exhibitors are exempt (except for wines and spirits) but you still need a Sales Tax Certificate. If your product is exempt from sales tax, you do not to collect sales tax but you need an an exemption certificate. If you are not selling anything, giving away samples or information, you still need a Sales Tax Certificate.or an Exemption Certificate.

ELECTRIC INFO:

In order to plug into the electric at the fairgrounds you **MUST** have a minimum 14 gauge, grounded cord approved for outdoor use. They **MUST** be embossed with a “W” showing they are for outdoor use. **NO EXCEPTIONS. A zealous electrician will patrol!** Please see attached electrical notes for more information.

If you do not have an approved cord you will **NOT** be allowed to plug in. The electrician inspects so **heed** this request.

ADDITIONAL or OUTDOOR POWER is available for \$50/400 watts. Let us know in advance. Additional power requests made during setup/after the cables have been laid will cost \$100/400 watts and will not be available for outdoor booths. By default 10x10 booths in buildings get 400 watts of power, 15X10 600 watts, and 20X10 800 watts.

Hotels: There are numerous hotels in the Saratoga area in all price ranges. We cannot compete with internet sites like priceline.com and hotels.com. They are your best for deals on hotels. Share lodging information with other exhibitors on our Facebook page (www.facebook.com/artsfestivals).

CAMPING: Camping is available on the site Friday and Saturday. The cost is \$10 for tent/car camping and \$30 for RV with hookups. There are showers on the site. If you spend the night on

site, that is considered camping. RV's can use the public parking lot on Sunday night. There are no facilities. This is limited to RV's with hookups.

If you intend to camp, please complete the attached camping form and return with payment to us by May 21, 2019

BUILDINGS: The buildings have cement floors. You may need weights to hold down tents, etc. in the buildings. It can be windy in this building as it is a large barn with a covered roof and no walls.

SMOKING IS NOT ALLOWED IN ANY BUILDING.

PETS ARE NOT ALLOWED ON THE SITE. This is a Fairgrounds rule and they will not allow pets on grounds. (Campers may have a pet but only if it is limited to camping area, not on the public spaces of Festival.)

MUSIC: Playing music inside your booth should be done at reasonable levels. If your neighbors complain, we will ask you to turn it off.

SECURITY: No one may enter the buildings before 9:00am on Saturday and Sunday. If your morning setup requires earlier entry, ask for permission from Charley or Tim. After the show closes in the evening, you may not enter the building without being escorted by security personnel.

IF YOU NEED TO CONTACT US THE WEEK OF A SHOW (MON-FRI) IT MUST BE DONE BY PHONE. WE MAY OR MAY NOT HAVE ACCESS TO EMAIL WHEN AT SHOWS.

Cell phone from Wednesday of the week of the show between 9AM and 6PM ONLY: Charley: 802.922.1859 and Tim: 802.489.6650

Sincerely,

Tim Cianciola/ Charley Dooley

Craftproducers

Office number: 802.316-5019

Email: info@craftproducers.com

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