

# Albany VegFest 2016

Organized by the Albany Vegan Network (AVN) (formerly Albany Vegetarian Network)

## Participant Guidelines

### Expo Hours

10am to 5pm – Provide adequate signage identifying business / organization

### Booth Set up / Tear down – Easy load/unload, one level & wheel chair accessible (Sign in at Registration Table prior to set up)

**Set up** Saturday, June 4, 2016, begins 7:30am – done by 9:45 am. **Tear down**, 5pm and not before. Must vacate building by 7pm. Removal of items prior to expo closing is prohibited due to safety and consideration of attendees and exhibitors.

**Vendor Parking is Free** - located on the gravel lot behind the Polish Community Center.

### Handcarts

Handcarts will not be provided. Please bring your own if available.

### Exhibitor Booth Area

One 8ft table provided and two chairs. Materials restricted to the immediate area of your booth. Exhibitors are responsible for their booth area and not to be left unattended.

### Sales tax and Not for Profits

Exhibitors selling product must have valid certificate complying with NYS sales and tax in their booth, as issued by NYS Department of Taxation and Finance. Not for profits must display their federal tax ID number.

**Animals** - The only animals allowed are those previously approved by the event organizer.

Contact [support@albanyvegan.org](mailto:support@albanyvegan.org) if questions

**Internet/Electricity** – Note on application

No flammable materials used for decoration or backdrop.

No exit shall be blocked. Thank you!

### Driving Directions for the Polish Community Center

225 Washington Ave Extension, Albany NY Washington Avenue

Ext. & Rapp Road From the New York State Thruway:

I-90 EAST - Take Exit 24 to I-90 east. Take Washington Ave. Exit. Turn right. Proceed on Washington Ave. Ext. to traffic light at Rapp Road. Turn right. Take immediate left into Polish Community grounds.

I-90 WEST - Take EXIT 7 Fuller Road; take a left at the traffic light and then a right on to Washington Ave. Ext. Proceed on Washington Ave. Ext. to traffic light at Rapp Road. Turn right. Take immediate left into Polish Community grounds.

From Northway (I-87):

Take Exit 1-E to I-90 east. Take Fuller Road Exit from I-90 east, going south (right) to Washington Ave. Ext. Turn right. Proceed on Washington Ave. Ext. to traffic light at Rapp Road. Turn right. Take immediate left into Polish Community grounds.