



# Merchandise Vendor Registration Form

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

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

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

Email \_\_\_\_\_

Business Website \_\_\_\_\_

Date	Location	Venue	Time	Price
Saturday March 26, 2022	Rochester, NY	Double Tree Hotel 1111 Jefferson Rd, Rochester, NY	1-4p, 5-8p	<b>\$175</b>

## Price includes:

10'X10' Space | Pipe and Drape | 8' Table  
(2) Chairs | Waste Basket | Table Covering

CHECK HERE IF YOU NEED ELECTRICITY

**PAYMENT IS DUE 15 DAYS PRIOR TO EVENT DATE. FAILURE TO PAY MAY RESULT  
IN LOSS OF BOOTH SPACE.**

\_\_\_\_\_  
PLEASE SIGN HERE

Send registration form and payment to: [Galaxy Events | 235 Walton Street | Syracuse, NY 13202](#)  
Fax: 315-472-1888 | Email: [Jordan@galaxyeventscompany.com](mailto:Jordan@galaxyeventscompany.com) | Call 315-471-9597 with any  
questions



# Exhibitors Manual

## Event Times

1pm – 4pm and 5pm – 8pm

## Event Location

Greensboro Coliseum Complex  
1921 West Gate City Blvd, Greensboro, NC 27403  
Event Hall B

## Exhibit Area Load-In and Set-up time

Set up and load in can only be done on Saturday, February 12 From 8:30am to 12:30pm  
All exhibitors must be set up by 12:30pm.

Each Vendor is being provided with an approximate 10'x10' space that will include the following:

1 8' table – skirted and covered

2 chairs

Pipe and drapes with sides

1 dump bucket (for wineries/breweries/distilleries only)

1 waste basket

WiFi Access

\*\*Electricity (110v) is Available and must be ordered in advance

We strongly suggest that if you have a hand cart or dolly, you bring that with you.

## Insurance

Galaxy Events LLC require vendors that are sampling or selling products that contain alcohol to submit a Certificate of Liability Insurance. **Liquor Liability** has to be noted on the form and the following company must be listed as additional insured:

**Galaxy Events LLC**  
**235 Walton Street**  
**Syracuse, NY 13202**

**Greensboro Coliseum Complex**  
**1921 West Gate City Blvd**  
**Greensboro, NC 27403**

A copy of your Certificate of Liability Insurance must be submitted to us NO LATE than Friday, February 4<sup>th</sup>.



# Exhibitors Manual

## **Vendor Wristbands**

Each vendor will receive 2 vendor wristbands while setting up their booths. Wearing the wristband will enable the vendor to come in and out of the venue without having to pay admission. All vendors must wear their wristbands at all times during Festival hours.

## **Event Map**

During the week leading up to the event, we will email you a vendor list and map indicating your booth location. We will also include a map that will show you the location of the facility as well as how to get to the load in area.

## **Booth Decor**

We encourage you to be creative and decorate your assigned space – go wild and have fun. Remember, an attendee's first impression of your business will come from the appearance, of your booth and your personnel. When decorating your space, please remember, **ALL DÉCOR SHOULD REMAIN INSIDE OF YOUR 10X10 SPACE**, please be respectful to your fellow vendors.

Feel free to bring banners, signs, menus, samples and plenty of marketing material to advertise your business. When promoting your product/business, we ask that you remain in your booth. Do not walk the aisles or block other vendors.

## **Supplies**

Don't forget the scissors, tape, electrical cords or anything else you might need to make your space eye-catching and attractive.

## **Load Out**

- Festival will conclude at 8:00pm on Saturday February 12
- All Vendors should begin to clean up and break down at that time
- Under no circumstances may a vendor breakdown prior to the official closing of the event
- All participants should be off the premises no later than 10:00pm Saturday, February 12. Please remember to leave your booth space as clean as you found it upon move-in. Cardboard boxes may be left behind for pick up by the complex cleaning staff.