SARATOGA SPRINGS CITY CENTER
EXHIBITOR GUIDELINES

Shipping
If you intend to ship your booth display/materials in advance, it must be shipped to and received by your Show Decorator for delivery to the City Center on set-up day.

Any shipment arriving at the City Center prior to the set-up day will be refused.

Arrangements for out-going shipments must be made in advance with the Decorator. Any unclaimed items must be removed by the Decorator at vendor’s cost, or be considered abandoned and will be discarded.

Unloading and Loading
Attached is a map indicating the load-in and load-out locations. Carts are available at points 1, 2 and 3. Use of the Main Entrances on Ellsworth Jones Place, Point 4, is limited to hand carried items only! Every exhibitor must move their vehicle from the load-in location to the designated parking area immediately after unloading.

Exhibitor Parking
The City Center Parking Lot and the City Lot are accessed from Maple Avenue, on the east side of the City Center. Parking based on availability.

IT Communication Services / Phone Lines
Limited free wifi is available. Please ask your Event Coordinator for network and password information. Any other internet connections and/or phone lines must be ordered in advance directly from SPA.NET at 581-0690 or events@spa.net.

Food Guidelines
Vendors must obtain advance approval from the City Center for the distribution and or sale of any food or beverages.

No alcoholic beverages may be served or distributed by any vendor.