

**BIG EAST**  
**POWERSPORTS**  
**SHOW**

**September 29 – October 1, 2023**

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**Exposition Center at New York Fairgrounds**

**Syracuse, NY**

**EXHIBITOR**  
**KIT**

# **BIG EAST** **POWERSPORTS** **SHOW**

## **EXHIBITOR TIMELINE**

- Immediate** Room reservations at area hotels
- August 15** Balance due for exhibit space
- September 8** Sales Tax Certificate of Authority Due  
(See page 10 of this Exhibitor Kit for links)
- September 15** **NEW – Electrical Services** must be ordered using the link on page 4. Deadline is 9/15/23
- September 15** **NEW – Internet Services** must be ordered using the link on page 4. Deadline is 9/15.
- September 15** Exhibitor Services Order must be placed with Great Lakes Events, LLC (tables, chairs, carpet, etc.) to get discount price
- September 15** All freight being shipped advance to Great Lakes Events, LLC (drayage service) must arrive by this date
- September 28-29** Set-up time for show at Exposition Center at NY Fairgrounds
- September 28-29** All freight being shipped directly to the show **must** arrive on these dates only
- September 29** Show opens at 4 p.m.

Questions? Contact Cassie Huskey, Event Coordinator, at 763-383-4472 or [chuskey@epgacceleration.com](mailto:chuskey@epgacceleration.com).

# **BIG EAST POWERSPORTS SHOW**

## **GENERAL INFORMATION**

**Show Dates:** September 29 - October 1, 2023

**Show Location:** Exposition Center at the New York Fairgrounds  
581 State Fair Blvd., Syracuse, New York 13209  
Phone: 800-475-3247  
Fax: 315-487-9260  
[www.nysfair.org](http://www.nysfair.org)

**Show Hours:** **Friday 4 p.m. – 9 p.m.**  
**Saturday 10 a.m. – 7 p.m.**  
**Sunday 10 a.m. – 4 p.m.**

**Move-In:** Booth set-up time is from 12 p.m. to 7 p.m. on Thursday, September 28. Additional set-up time will be available from 8 a.m. until 2 p.m. on Friday, September 29, prior to the opening of the show.

**Move-Out:** Booth teardown is not to start until close of the show at 4 p.m. on Sunday, October 1. Move-out must be completed by 11:59 p.m. on Sunday, October 1.

**Hotels:** See area hotels on page 9 in this kit.

**Security:** Security will be in force during show hours.

**Parking:** Parking is free for exhibitors and consumers attending the show. Exhibitor parking is behind the Exposition Center.

**Promoter:** *Snow Goer* magazine  
10405 6<sup>th</sup> Avenue N, Suite 210, Plymouth, MN 55441  
Telephone: 763-383-4454, Fax: 763-383-4499  
[www.bigeastpowersportsshow.com](http://www.bigeastpowersportsshow.com)

Questions? Contact Cassie Huskey, Event Coordinator, at 763-383-4472 or [chuskey@epgacceleration.com](mailto:chuskey@epgacceleration.com).

# **BIG EAST** **POWERSPORTS** **SHOW**

**NEW! [Click Here](#) to order Electric and/or Internet service:**

## **Electrical Service:**

Standard power is included with your booth space however, *it must be requested by Sept 15.*

## **Internet Service:**

Service options:

**Wi-Fi Secure 20 Mbit Access - \$105 for 4 codes per exhibitor/show** (*This service is not compatible with credit card machines*)

(Specify Number of Connections)

**Internet Wired Hook Up - \$85 per exhibitor/show**

**Internet Wired Hook Up - \$225 per show day (3+ connections)**

(Specify Number of Connections)

**DEADLINE:** Exhibitor will be invoiced for Internet service and due on receipt.. All orders must be placed and paid in full by **Friday, Sept. 15, 2023.** *Orders placed or paid after 9/15/23 incur a \$50 late fee.*

If questions, please contact Cassie Huskey, Event Coordinator, at 763-383-4472 or [chuskey@epgacceleration.com](mailto:chuskey@epgacceleration.com).

## **New York State Fair Wireless Internet Network**

**The New York State Fair Wireless Internet Network is an unsecure network and should not be used to process financial or confidential information. If the intent of using the internet is to process credit card or other financial, business or personal information, a secure network should be used. We would recommend using a hardwired internet connection which is available at the NYS Fair through internet service providers.**

### **Disclaimer of Liability**

**THE USER OF THIS WIRELESS INTERNET SYSTEM ASSUMES ALL RESPONSIBILITY AND RISK FOR THE USE OF THIS SERVER AND THE INTERNET GENERALLY. THE STATE OF NEW YORK, THE NEW YORK STATE FAIR, ITS INTERNET SERVICE PROVIDER, AND THE NYS FAIR'S AFFILIATES DISCLAIM ALL WARRANTIES, REPRESENTATIONS, OR ENDORSEMENTS, EXPRESS OR IMPLIED, WITH REGARD TO THE INFORMATION ACCESSED FROM, OR VIA, THIS SERVER OR THE INTERNET, INCLUDING, BUT NOT LIMITED TO, ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT. THE STATE OF NEW YORK, THE NEW YORK STATE FAIR, AND ITS INTERNET SERVICE PROVIDER DOES NOT ASSUME ANY LEGAL LIABILITY OR RESPONSIBILITY FOR THE ACCURACY, COMPLETENESS, OR USEFULNESS OF ANY INFORMATION, APPARATUS, PRODUCT OR PROCESS DISCLOSED ON THE SERVER OR OTHER MATERIAL ACCESSIBLE FROM THE SERVER. IN NO EVENT SHALL THE STATE OF NEW YORK, THE NEW YORK STATE FAIR, AND ITS INTERNET SERVICE PROVIDER BE LIABLE FOR ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA, OR PROFITS, WHETHER IN AN ACTION OF CONTRACT, NEGLIGENCE OR OTHER TORTIOUS ACTION, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THE INFORMATION ON THIS SERVER OR THE INTERNET GENERALLY.**

# **BIG EAST** **POWERSPORTS** **SHOW**

**Exhibitor Admission:** In order to expedite admission to the show for exhibitors, we are using WRISTBANDS. Here is how the program works:

- 1) Each 10 x 10 exhibitor will be provided 6 wristbands
- 2) For each additional 10 x 10 space (i.e. 10x20, 10x30, etc.), exhibitors will receive the following allotment:

200-400 sq. ft.: <u>8 wristbands</u>	801-1000 sq. ft.: <u>14 wristbands</u>
401-600 sq. ft.: <u>10 wristbands</u>	1001+ sq. ft.: <u>16 wristbands</u>
601-800 sq. ft.: <u>12 wristbands</u>	

**Note: The maximum wristbands an exhibitor will receive is 16. Wristbands are good for all days of the show.**

- 3) Wristbands will be available for pick-up/purchase at the Big East Powersports Show Office during move-in and show hours. Signature is required on your company form at the time of pick-up. Wristbands must be worn each day of the show.

If questions, please contact Cassie Huskey, Event Coordinator, at 763-383-4472 or [chuskey@epgacceleration.com](mailto:chuskey@epgacceleration.com).

# **BIG EAST** **POWERSPORTS** **SHOW**

## **SHOW REGULATIONS**

- Booth Size:** Standard booths are 10' x 10' unless otherwise noted. All booths are draped with an 8' high back drape and 3' high side drapes. Booths must not have sides that exceed 4' in height at the front half and must not exceed 8' in height in the back. No booths will be allowed to block neighboring booths. If you have special needs or sizes, please address with show management in advance.
- Booth Materials:** All booth decorations must be fireproofed to comply with fire regulations. Propane tanks are not permitted in the Expo Hall. Gasoline tanks must be empty and a locking fuel cap must be installed or the tanks must have their filler caps secured with duct tape. Storage is not allowed in booth space or show floor. If you need additional storage, please see show manager. No decals ("stickers") will be allowed on walls or tables.
- Booth Staffing:** Booths must be open and staffed at all times during show hours. Only staff members with the proper show credentials are to work booths. This is for your security! Exhibitors may enter the show floor one hour prior to show opening. Do not try to enter the show floor at any time during the weekend when the show is not in progress. This rule is for the security of your display and equipment.
- Use of Space:** Distribution of advertising or promotional material will be restricted to the exhibitor's booth. No part of the booth or product may extend into the aisle. No exhibitor shall assign or sublet any portion of his/her space to another exhibitor. No business or individual not assigned space will be permitted to distribute materials or solicit business during show hours. Show management reserves the right to decline, limit or prohibit an exhibit or part of an exhibit, which, in its judgment, is out of keeping with the character of the show.

# **BIG EAST** **POWERSPORTS** **SHOW**

## **SHOW REGULATIONS**

- Liability:** Exhibitor must carry general liability coverage as outlined on the show contract. Exhibitor assumes all responsibility for damages to exhibit area caused by their oversight or negligence. The exhibitor agrees to keep and hold harmless *Snow Goer* magazine (EPG Media, LLC), the New York State Fairgrounds, Great Lakes Events, LLC, their management, agents and employees from any and all claims, liabilities and losses for injury to persons or damage to property arising in connection with the exhibitor's use of the exhibit space. Neither *Snow Goer* magazine nor the service contractor (Great Lakes Events, LLC) nor the NY State Fairgrounds nor any staff member of the above will be responsible for the safety of the exhibits from theft, damages by fire, water, vandalism or other causes. However, all reasonable precautions will be taken by show management to protect the exhibits from such losses.
- Security:** Security will be onsite for the duration of the show. Exhibitors will be allowed in the hall one hour before the opening of the show with an exhibitor wristband. If an exhibitor needs to be on the show floor prior to or after published times, please see show management.
- Labor:** Exhibitors will be allowed to assemble and dismantle their booths on their own (no union regulations or charges are in effect at the NY Fairgrounds). If an exhibitor needs assistance, the hire of labor is available through Great Lakes Events, LLC (see labor order form in your Great Lakes Events, LLC information).
- Sound Level:** Any devices that produce sound must be operated at a level that does not disturb other exhibitors. Show management reserves the right to determine acceptable sound levels. If you have any special sound needs, check with show management in advance.
- Cancellation:** In the event of a cancellation of exhibit space by the exhibitor, show management shall retain as a cancellation fee all amounts paid by exhibitor (and those fees due from the exhibitor) to the time of cancellation. All cancellations must be in writing. In the event the exhibitor has no representation on the show floor by the stated opening time of the show, exhibition management reserves the right to re-sell exhibit space or to move another exhibitor into that space.



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# **BIG EAST**

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## **AREA HOTELS**

### **Hampton Inn Syracuse/Clay**

3948 State Route 31  
Liverpool, NY 13090  
Phone: 315-622-3443

### **Best Western The Inn at the Fairgrounds**

670 State Fair Blvd,  
Syracuse, NY 13209  
Phone: 315-484-0044. 800-780-7234

### **Crowne Plaza**

701 E. Genesee St.  
Syracuse, NY 13210  
Phone: 315-479-7000 866-305-4134

### **Tru by Hilton Syracuse-Camillus**

116 Township Blvd.  
Camillus, NY 13031  
Phone: 315-314-8676

### **Holiday Inn Express Syracuse Fairgrounds**

6946 Winchell Road  
Warners, NY 13164  
Phone: 315-701-5000

### **The Maplewood Suites Extended Stay**

400 7<sup>th</sup> North St  
Liverpool, NY 13088  
Phone: 315-451-1511

### **Embassy Suites Syracuse Destiny USA**

311 Hiawatha Blvd. W.  
Syracuse, NY 13204  
Phone: 315-303-1650

For more listings go to: [www.nysfair.com/hotels](http://www.nysfair.com/hotels)

# **BIG EAST POWERSPORTS SHOW**

## **RETAIL SELLING/CERTIFICATE OF COMPLIANCE**

Retail selling will be allowed and is a major benefit to exhibitors at the show. Regardless if you are selling products from your exhibit or just displaying, you must complete BOTH of the following items:

- 1) Sales Tax Certificate of Authority – see links below for information and to register.  
**Registration is completed online. Allow 20 days for processing.**

Application Checklist to register for a Sales Tax Certificate of Authority:

<https://www.tax.ny.gov/e-services/elcoa/default.htm#checklist>

Instructions for the Application for a Sales Tax Certificate of Authority:

<https://www.tax.ny.gov/e-services/elcoa/default.htm>

**To Register** – Set up an account with a username and password first.

[https://www.businessexpress.ny.gov/app/loginregister/?p\\_next\\_page=%2Fcc%2FInterview%2FstartDataIntake%3Fapp%3DDTF17](https://www.businessexpress.ny.gov/app/loginregister/?p_next_page=%2Fcc%2FInterview%2FstartDataIntake%3Fapp%3DDTF17)

Once the application is completed and submitted, it will automatically be sent to the New York Taxing Authority and they will mail the Certificate to your provided address.

It is the exhibitor's responsibility to charge appropriate sales tax.

For additional information visit [www.tax.ny.gov](http://www.tax.ny.gov)

- 2) Certificate of Insurance – please follow the attached example COI, revised in 2019.

Both items must be clearly displayed at your exhibit location.

**\*\*Remember, impulse purchases are very strong at the show. Be prepared and ready to sell your products to active enthusiasts\***

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS:		
Insurance Agent	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			
INSURED			

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE	\$ <b>1,000,000</b>
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	<input type="checkbox"/> _____ <input type="checkbox"/> _____						MED EXP (Any one person)	\$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ <b>1,000,000</b>
	<b>AUTOMOBILE LIABILITY</b>						GENERAL AGGREGATE	\$ <b>2,000,000</b>
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						PRODUCTS - COMP/OP AGG	\$ <b>2,000,000</b>
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR						COMBINED SINGLE LIMIT (Ea accident)	\$ <b>1,000,000</b>
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						BODILY INJURY (Per person)	\$
	DED <input type="checkbox"/> RETENTION \$						BODILY INJURY (Per accident)	\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PROPERTY DAMAGE (Per accident)	\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A							\$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input checked="" type="checkbox"/> WC STATU-TORY LIMITS	OTH-ER
							E.L. EACH ACCIDENT	\$ <b>500,000</b>
							E.L. DISEASE - EA EMPLOYEE	\$ <b>500,000</b>
							E.L. DISEASE - POLICY LIMIT	\$ <b>500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

2 of 4

**Big East Powersports Show**  
10405 6th Ave. N., Suite 210  
Minneapolis, MN 55441

(See Attached Descriptions)

**CERTIFICATE HOLDER****CANCELLATION**

1 of 4

**EPG Media, LLC**  
10405 6th Ave. N., Suite 210  
Minneapolis, MN 55441

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

## DESCRIPTIONS (Continued from Page 1)

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Onondaga County and New York State Fair,  
a Division of the Department of Agriculture and Markets  
581 State Fair Blvd.  
Syracuse, NY 13209

4 of 4

Great Lakes Events, LLC  
100 Bickford St.  
Rochester, NY 14606

All certificate holders and their parent, subsidiaries, affiliates, officers, directors, employees, and agents are additional insured under the General Liability and Auto Liability policies.

Waiver of subrogation applies in favor of all certificate holders in regards to the Workers Compensation and General Liability.