

THE 2010 NORTHEAST ASTRONOMY FORUM & TELESCOPE SHOW
EXHIBITOR SUMMARY INFORMATION SHEET

Dates:

Saturday & Sunday April 17th and 18th

Venue:

Indoor Field House at Rockland Community College, 145 College Road, Suffern, NY.

Lodging:

Holiday Inn, Suffern, NY (845) 357-4800 for reservations **SPECIAL NEAF RATE \$79**

Hilton Garden, Nyack (845) 623-0600 for reservations

Sheraton Cross Roads (201-529-1660 for reservations

Howard Johnsons 845-368-1902 for reservations

*You must mention the Northeast Astronomy Forum to receive reduced rates.

Sponsors:

Sky & Telescope Magazine, Astronomy Magazine, SUNY Rockland Community College

Booths Fees and Information:

Please refer to Exhibitor Registration Form.

Electricity:

New this year – ALL BOOTHS AVAILBLE WITH ELECTRICITY \$100.00. **500Watt maximum Additional current is available please call Alan Traino for higher power needs.**

Setup Hours:

Friday, April 16th from Noon to 9:00PM. Sorry, no exceptions.

Show Hours:

Saturday, 8:30AM to 6:00PM and Sunday, 10:00AM to 5:00PM. Exhibitor personnel will be permitted entry after 7:30AM at the EXHIBITOR ENTRANCE at the rear of the building. Security guards will not allow entry to anyone who is not displaying an Exhibitor Name Badge.

Vendor / Speaker Reception:

Friday evening from 7:30PM to 9:00PM. Registered vendors will be contacted by Sky & Telescope magazine.

Registration Deadline:

We have established **March 1, 2009** as the deadline for accepting booth reservations from exhibitors. All reservations received by this date are guaranteed space at the show. Reservations received after this date will be accepted on a “space available” basis, and your company name may not appear in our promotional advertising. Please refer to the EXHIBITOR RESERVATION FORM included with this letter.

Security Issues:

Professional security guards will be employed around the clock commencing at 4:00PM on Friday, April 16th. After 9:00PM on Friday, all doors providing access to the exhibit area will be locked. Overnight security is provided. Security guards will also be stationed at all entrances and exits during show hours on Saturday and Sunday. Roaming undercover security will also be in attendance during all show hours. Please keep alert notify security of any concerns.

Exhibitor personnel are advised to remain at their booths at 6:00PM on Saturday, until Security guards have cleared the building of visitors. This should take no more than 10 – 15 minutes and will eliminate the chance of theft from your booth.

Insurance issues:

The Rockland Astronomy Club requests copies of proof of General Liability and Workman's Comp insurance. If you are a sole proprietor or partnership, this does not apply.

Loading and Parking:

ANY SPECIAL NEEDS PLEASE LET US KNOW, WE ARE HERE TO HELP!

The driveway on the east side of the building is "off limits". You must use the parking area and entrance at the west side "rear" of the building. We will provide "helping hands". If your vehicle is a large RV, please let us know so we can reserve a parking space for you.

PLEASE KEEP ALL FIRE LANES OPEN AT ALL TIMES. VEHICLES WILL BE TOWED AWAY AT OWNERS EXPENSE.

Door and Raffle Prize Donations:

1. The donation of prizes is requested, but optional.
2. Merchandise with a retail value of \$150.00 or more will be listed as a raffle prize.
3. Individual items valued less than \$25.00 will not be accepted.
4. When donated, gift or discount certificates should be valued at \$50.00 or greater.
5. Donated prizes will be picked up at your booth during setup hours.
6. **If you plan a donation, we request that you tell us what it is, and its retail value when returning the Vendor Reservation Form.**

Shipping Merchandise to NEAF:

1. Merchandise may be shipped and delivered directly to NEAF at Rockland Community College, 145 College Road, Suffern, NY 10901.
2. **Must be delivered only on Friday, April 16th between the hours of 8:00AM and 5:00PM.**
3. Must be marked "Deliver to Field House at roll-up door on East side of building".
4. A RAC staff member will sign for all packages delivered.
5. **You may alternately have merchandise shipped to your hotel and held until you arrive. We strongly advise you to contact the hotel beforehand to make arrangements.**
6. **Contact Alan Traino for other options**

Shipping Merchandise to your home base:

1. You must make your own arrangements for post-show storage, pickup and shipping.
2. Merchandise cannot be stored at, or picked up for shipment, at the college.

Miscellaneous:

1. Placement and location of booths is at the sole discretion of the Rockland Astronomy Club. We will, whenever possible, honor requests from two vendors to be located next to each other.
2. On-site food service will be provided on Saturday and Sunday. Vendor personnel do not have to wait in line for service.
3. You are responsible for damage to the floor within the confines of your booth. Please ensure that sharp or pointed merchandise does not tear or puncture the rubberized floor.
4. **ALL VENDORS MUST BE OUT OF BUILDING BY 9:00PM SUNDAY NIGHT! ALL EXPENSES FOR OVERTIME WILL BE BILLED TO VENDOR!**