



**BREAKING DOWN OR DISMANTLING YOUR
BOOTH PRIOR TO 5PM ON SUNDAY IS
PROHIBITED**

**CONSUMERS THAT ARRIVE LATE ON SUNDAY
MAY BE YOUR NEXT BIG JOB!!**

**BREAKING DOWN EARLY MAY RESULT IN
LOSS OF BUSINESS, INJURY OR
BOOTH DISPLAY DAMAGE**

**YOUR COOPERATION IS GREATLY
APPRECIATED**

CAUTION



SAVE TIME!



**BRING YOUR OWN CARTS, HAND TRUCKS,
DOLLIES, ETC.**

It is strongly suggested that you bring your own hand truck, push cart or dolly to facilitate move-in/out. This will speed up the process.

**YOUR COOPERATION IS GREATLY
APPRECIATED**

BALTIMORE HOME SHOW

January 18 & 19, 2025

EXHIBITOR KIT

1. Venue Location:

Baltimore Convention Center: One West Pratt Street, Baltimore, MD 21201 (Exhibit Hall D)

2. Event Time Table:

A. Move-In:

Friday, January 17, 2025

10:00 AM - 4:00 PM

Saturday, January 18, 2025

8:00 AM - 9:00 AM *

* Note: Light display material only. Forklift service will not be available.

* Note: Please ensure that your display is completely set up one hour prior to the show opening for inspection.

B. Show Hours

Saturday, January 18, 2025

10:00 AM - 8:00 PM

Sunday, January 19, 2025

10:00 AM - 5:00 PM

C. Move-Out

Sunday, January 19, 2025

5:00 PM - 8:00 PM *

* Note: Move-Out will not begin until 5:00 PM

* Note: All exhibits must be completely removed by 8:00 PM on Sunday, NO EXCEPTIONS

Reminder: Exhibitors will be allowed in the exhibition hall one hour prior to the show opening each morning for preparation. For security purposes, at least one member of your company should be present at these times. American Consumer Shows personnel will be available during all show hours at the Information Booth.

3. Facility Details Hall D:

- Load-in door dimensions for Hall G are 26'8" W x 15'8" High.
- The ceiling height is 18' - 30'.
- This facility is equipped with a loading dock.
- The facility flooring is concrete.
- Exhibitors that are cooking within or landscaping their booth(s) must protect the venue floor with a tarp or plastic covering. This is inclusive of exhibit space and staging of materials during set-up and breakdown. Please remember to bring additional tarp to protect the aisles from loose display material during set-up and breakdown.
- Exhibitors that are carpeting their own booth or covering the floor must use tape provided by Show Management - *****DO NOT USE DUCT TAPE ON THE FLOOR*****
- Trash removal of large construction items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.
- Cutting inside the facility is not permitted. Please cut all display materials, such as wood, brick and stone, outside of the facility.
- A 5 lb. fire extinguisher and a smoke detector are required in all covered booths. All covered displays larger than 100 sq ft(10' x 10') must be approved. Please email ops@acsshows.com.

4. Service Providers:

- Decorator Form(s)

Baltimore's Premier Event Solutions: 11685 Crossroads Circle, Suite H, Middle River, MD 21220

P: 410.630.4121

F: 407.730.3887

Email: acsorderform@gmail.com

*** Note: Tables, chairs and carpeting are not included in your booth. Carpeting can be ordered from the decorator.**

- Electrical & Utility Form(s)

Edlen Electrical Exhibition Services: One West Pratt Street, Baltimore, MD 21201

P: 410.649.7321

F: 410.649.7327

Email: Baltimore@edlen.com

All services should be ordered prior to the deadline dates listed on the order form to avoid a surcharge by the service contractors. Show Management suggests that you retain copies of all order forms for your show site team.

[Click here](#) to view and print additional copies of this exhibitor kit and Service Provider Forms.

5. Utilities:

A. Plumbing Services

Edlen is the exclusive provider for all plumbing services. Please complete the individual order forms (located in the Service Provider Forms) and return them directly to Edlen. Payment must accompany your order.

B. Internet Service

Wireless Internet is available to order on-site. Please visit the ACS Information Booth to order this service.

6. Shipping and Handling:

Exhibitors may ship their contents to the decorator's warehouse prior to the Home Show. Any contents that are shipped will be stored and delivered directly to your booth during move-in. Please contact the decorator directly for instructions and costs associated with this service. Please note, advance shipping is time sensitive.

7. Hotels:

- Hyatt Regency Baltimore Inner Harbor: 300 Light Street, Baltimore, MD 21202

P: 410.605.285

F: 410.685.3362

Toll Free: 800.323.7249

8. Pay Your Bill:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit www.acsshow.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

9. Oversized Display:

If your exhibit is an actual trailer, vehicle, sunroom, shed, multiple spas, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email ops@acsshow.com to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

10. Tax Information:

Anyone selling to the public are required to collect 6% Maryland Retail Sales Tax. Each exhibitor will be required to have a 30 day license from the State of Maryland. If an exhibitor already has a Sales Tax License, they are required to display a copy of said license in their booth.

All inquiries should be directed to:

Comptroller of the Treasury
State of Maryland, Retail Sales Tax Division
301 West Preston Street, Room 404
Baltimore, Maryland 21201
Phone: (410) 767-1540/1543

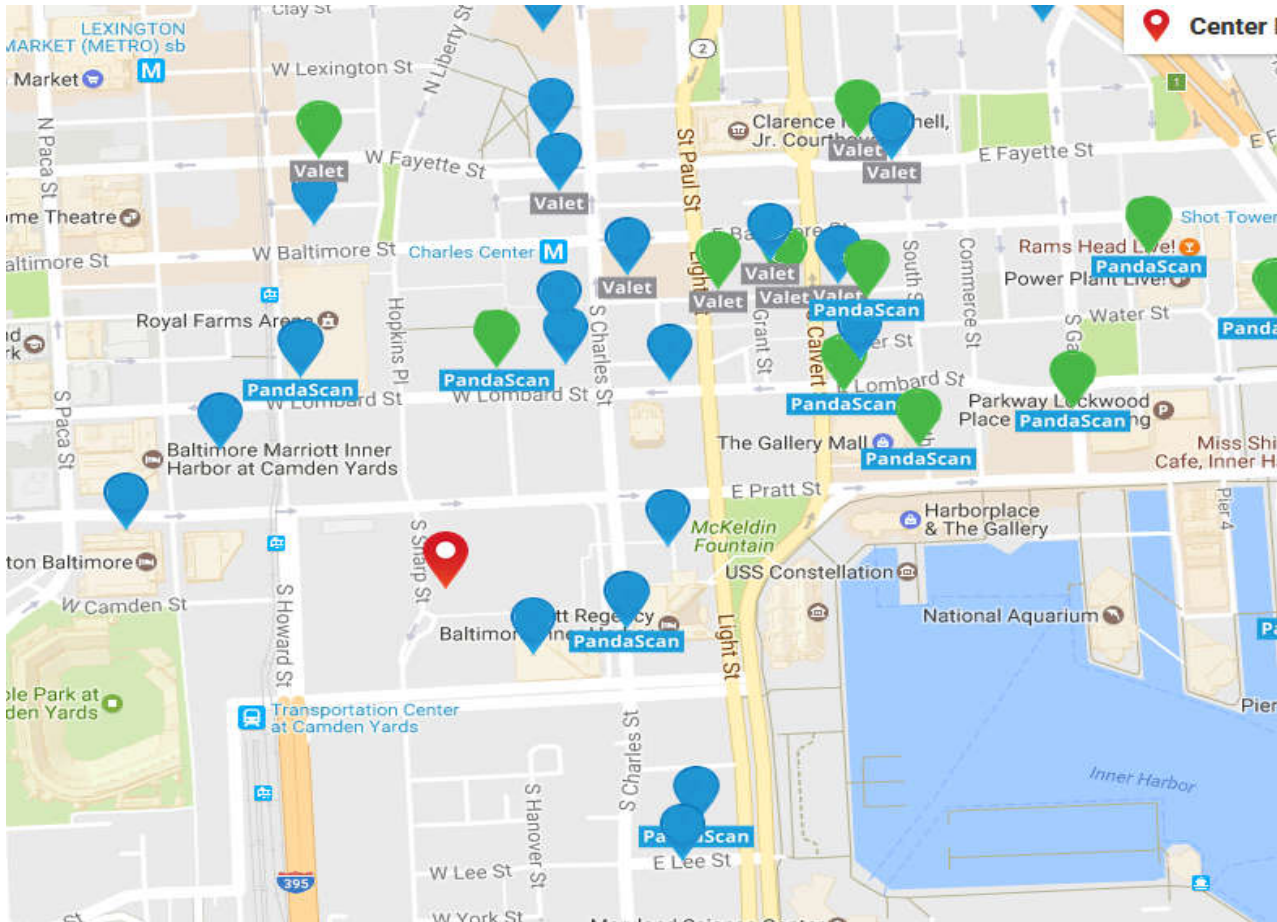
All exhibitors are required to have a Trader's License or an Exhibitor's Affidavit prior to the event. Any exhibitor who has a Trader's License for a fixed place in Maryland must present a photocopy to the promoter. A copy of the Trader's License or an Exhibitor's Affidavit must be Conspicuously Displayed during the show.

11. Local Agencies and/or Departments:

Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliance with the foregoing requirements is an integral part of its contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

ATTENTION EXHIBITORS

- Please be advised that On-Site Parking at the Baltimore Convention Center is not available. There are many available garages in close vicinity to the center. It is recommended to reserve a parking spot in advance of the show.
- Please visit the link below to reserve parking in advance:
<https://spothero.com/destination/baltimore/baltimore-convention-center-parking>
- For more information in regards to directions and parking for the Baltimore Convention Center please visit:
<https://www.bccenter.org/p/attend/directions--parking>
- Below is an additional map of available garages in the area.



**Baltimore Convention Center
One West Pratt Street
Baltimore , MD 21201**

Move-In Instructions

- Proceed to **Public Safety Check-In** at the entrance to the loading docks off S Charles St.
- At vehicle check-in, you will be directed on where to go to unload.
- Parking in the loading area is **PROHIBITED**. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- Once your vehicle is fully unloaded, please remove it from the loading area and park it in one of the nearby parking garages.
- If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- Parking in any unauthorized location will result in fines and possible towing by local authorities.
- Once inside the venue, the main entrance/exit will be used during the hours of the show. Emergency exits will not be accessible. Alarms will sound if the emergency exit doors are opened.
- There is a fee for parking during Show Days.
- It is strongly suggested that you bring your own hand truck, push cart or dolly to facilitate move-in/out. This will speed up the process.





BCC SAMPLING AUTHORIZATION REQUEST FORM

Policy for Food and Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy, the exclusive food and beverage provider at the Baltimore Convention Center. The selling of Food and/or Beverage products by any other entity is strictly prohibited. All food and beverage that is not a part of sampling must be contracted through Levy Restaurants. Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute SAMPLES of food and beverage products that are germane to the private event (may not be a public show) upon written authorization and adherence to all of the conditions outlined below.

General Information for Shows

1. Items dispensed are limited to products Manufactured or Processed by exhibiting companies for public distribution . If they are not Manufactured, Processed or Distributed by the company, then you are not able to provide samples of food and beverage unless they are purchased through Levy Restaurants. If you are looking to have food or beverage items used as a traffic promoter to your booth (i.e.: coffee, soft drinks, bottled water, popcorn, etc.), please contact Levy Restaurants and we will be happy to help you arrange these catering services.
2. If you do Manufacture, Process, or Distribute the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Maryland City and State Health Codes:
 - a. Non-Alcoholic Beverages can be a maximum of 4oz. Sample Size, served in plastic cups. No cans or bottles will be permitted.
 - b. Food items are limited to "bite size", not to exceed 2oz. portions.
 - c. Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming Levy Restaurants and the Baltimore Convention Center, as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
3. If your company Manufactures, Processes or Distributes Alcoholic Beverages and this product is related to the purpose of the show, please contact Levy Restaurants Baltimore for information.
4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Event Services.



BCC SAMPLING AUTHORIZATION REQUEST FORM

Shipping & Storage

If storage is required, exhibitors must make arrangements with Caterer a minimum of 30 days prior to the contracted event date to ensure space availability.

Shipping:

Dates: no product will be received 30 days prior to the event

Hours: 6:00am – 2:00pm Monday – Friday

Delivery Address:

Attn: Levy Restaurants – Purchasing Office

Loading Dock #15 or 16

1 W. Pratt Street

Baltimore, MD21201

Product must have your company name on the package if it is being shipped by another vendor

Shipped boxes or packages must clearly list storage needs on the outside of the box/package, if refrigeration or freezer space is needed (i.e. – box stamped “keep frozen”).

Storage, Delivery, or Kitchen Use:

If you as the Manufacturer, Processor or Distributor require any product storage, delivery, or kitchen use the following charges may be assessed:

\$150.00 per Day/Pallet for Refrigerated, Freezer, and Dry Storage.

Designated Attendant required for booths that request storage - \$250.00 for four hours, \$50.00 for each additional hour. Attendant to deliver product when requested.

\$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids

\$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.

\$250.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.

Additional charge for Rental of Equipment, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of Levy Restaurants.

Payment Policy:

Any unique or specialty orders can be accommodated, provided all arrangements and contracts are finalized four (4) weeks prior to the event date. All advance food and beverage orders must be accompanied by full payment either by credit card or company check.

PAYMENT MUST BE MADE IN FULL TO GUARANTEE SERVICES.

Cancellations made within seventy-two (72) business hours of the event will be assessed a charge of up to one hundred (100%) of the total order value, including fees and taxes. Cancellation of alcoholic beverages is subject to the distributors return policy.

Don't Forget!

If you are sampling in your booth or on the show floor, you are responsible for providing:

Electricity. If electricity is needed for any of the equipment, please contact Edlen Electrical Exhibition Services at 410.649.7321

- All equipment, including tables, heating equipment, serving utensils, cups, napkins, etc.
- Please call for rental equipment or to purchase supplies.
- The Exhibitor must provide own table(s) for all services. Please contact your show decorator.



BCC SAMPLING AUTHORIZATION REQUEST FORM

Company Requesting Sampling Permission Information

Show Name:

Date of Show Sampling Dates:

Company Name:

Booth Number & Hall Name:

Contact Name:

Contact Name:

Telephone:

Email address:

Address:

City:

Zip:

Items:

Item and Reason of distribution, please include quantity, portion size and method of dispensing items

Client Signature:

Date:

The company requesting sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws.

Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and location from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

Initial: _____

IMPORTANT:

Certificate of Insurance and completed Sampling Authorization Form must be sent back to your Show Manager seven (7) business days prior to start of the show. Exhibitors not in compliance will be asked to remove item(s) from the facility immediately.

Approved by Levy:

Date:

CERTIFICATE OF INSURANCE

ISSUE DATE

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY LETTER

A Carrier with at least B+ Best Rating & VI Financial Size B C D E

INSURED

Vendor/ Supplier or Sub Contractor

COMPANY LETTER

COMPANY LETTER

COMPANY LETTER

COMPANY LETTER

COMPANY LETTER

COMPANY LETTER

COMPANY LETTER

COMPANY LETTER

Listed INSURED includes the exact name of the Company for whom the Certificate is issued.

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES 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.

Coverage Limits must be no less than what is stated.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY				GENERAL AGGREGATE \$ 5000000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG. \$ 5000000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV. INJURY \$ 1000000
					EACH OCCURRENCE FIRE DAMAGE (Any one fire) \$ 1000000
					MEDEXPENSE (Any one pers on) 50000 \$
					COMBINED \$ 1000000
					SINGLE LIMIT \$
A	AUTOMOBILE LIABILITY				BODILY INJURY (Per person)
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per accident)
	<input type="checkbox"/> ALL OWNED AUTOS				PROPERTY DAMAGE \$
	<input type="checkbox"/> SCHEDULED AUTOS				\$
	<input type="checkbox"/> HIRED AUTOS				
	<input type="checkbox"/> NON-OWNED AUTOS				
	<input type="checkbox"/> GARAGE LIABILITY				
	<input type="checkbox"/> OTHER				
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE \$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS
					EACH ACCIDENT \$ 500000
					DISEASE-POLICY LIMIT \$ 500000
					DISEASE EACH EMPLOYEE \$ 500000

Policy dates ("Effective" and "Expiration") need to be current and cover the period work will be performed.

Policy numbers are listed for each Line of Business

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

The entities and individuals listed on Exhibit "A" are hereby collectively named as additional insureds with respects to the foregoing General Liability and Automobile Liability coverages.

The "Additional Insureds" are a list of legal entities for both our company and the building owner that are specific to your location. If the "Additional Insured's are on a second page, it is critical that this section reflects the existence of the "Additional Insureds" page. Either the front of the certificate or the attachment must acknowledge the paragraph as "Additional Insureds". It is not acceptable to specify on the certCifiAcaNtCe E"sLeLeA aTtIaOcNh ed".

CERTIFICATE HOLDER



SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

Levy Restaurants, BCC + the Event Location's Address

HOME SHOW

Move-Out and Breakdown Instructions:

Important Note: Please share this document with your breakdown crew!

- Move-out starts at **5:00 PM**.
- If you will need a forklift please notify the Move-Out Coordinator at the loading area beginning promptly at 5:00 PM.
- **We will not have temporary staff available to assist you** so it is strongly suggested that you bring your own hand truck, push cart, or dolly to facilitate move-out. This will speed up the process.
- Trash removal of construction material and landscaping material, such as pavers, stone, dirt, plants, etc., is your responsibility. Do not leave these items on the show floor; you must take them with you.
- Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please note: first in and LAST OUT. It is imperative that you make arrangements to have your dismantle team arrive at approximately 6:00 – 6:30 PM on Sunday of breakdown to pick up your display, unless your display directly impacts the load out of an event; in which case you will be asked to remove it promptly at the start of breakdown. It is not possible to move-out oversized displays until smaller exhibits, displays and pipe/drape have been dismantled and removed.
- You may ship your exhibit contents to the warehouse, where they can be shipped by a carrier of your choice. Please stop by the decorator's desk after 4:00 PM on Sunday to discuss the details with the service representative. Remember to label all outgoing shipments.
- Never leave your exhibit contents unattended during move-out. This is a difficult time to provide security.
- All exhibits must be removed by 8:00 PM on Sunday. Exhibit contents that have not been removed by 8:00 PM will be subject to shipping and storage charges.

Please note: Your cooperation in following the process outlined above will help in facilitating a smooth move-out.

HOME SHOW

EXHIBITOR MANUAL



A Member of the American Consumer Shows group of companies
6901 Jericho Turnpike, Suite 250, Syosset, NY 11791-4626
Telephone: (888) 433-433-EXPO (3976) • (516) 422-8100 • Fax: (888) 580-3977
www.acsshows.com



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Adhesive Stickers & Bumper Stickers:

No stickers of any kind are to be given out at any time, at any location, by exhibitors. Exhibitors distributing stickers of any kind will receive a bill from the facility for custodial personnel.

Balloons & Helium Tanks:

The facility does not allow helium balloons in the building for any purpose. For decorating purposes, you may have balloons without helium.

Booth Information:

- A. **Booths:** Maximum booth height is 8' all around, full cubic content. Island booths have no height restriction. Be sure to check the Exhibitor Kit under "*Facility Details*" for the ceiling height.
- B. **Pipe & Drape:** An 8' back curtain and two 3' side curtains are provided with each booth. Placement of curtains will vary for larger booths. Display material may go up to 8' high on either side of the inline booths. Sight line rules do not apply for the Home Show.

Decorator Services:

Draped tables, chairs, carpeting, wastepaper baskets, and other items can be rented for the duration of the show. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Directions and Parking:

Directions and parking are venue specific. For information on directions and parking, refer to the "*Directions*" page in the Exhibitor Kit.

Distribution of Literature:

Exhibitors are permitted to hand out flyers, catalogs, circulars, and folders within their booth only. Distribution of such material from booth to booth, in the aisles, or in the lobby is strictly prohibited. Canvassing of any kind or distributing literature in the exhibit facility or parking lot by or for non-exhibitors is forbidden. Exhibitors may display, demonstrate, give away samples, and sell within their booth only. Exhibitors should refrain from confronting those that are not complying with the above. Bring your concerns to show management at the Information Booth.

Electrical Services:

Electrical service is available in most venues. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Exhibitor Badges:

Exhibitor badges are optional. If you would like to print badges, please [click here](#) or visit acsshows.com > I Am An Exhibitor > Exhibitor Badges to download the badge template. Please fill out the form, print, and bring it with you to show site.

Food & Beverage:

Exhibitors are not permitted to sell food or drinks for consumption at the show without the prior written consent of American Consumer Shows. Sampling is permitted in most venues; please contact our customer service department at customerservice@acsshows.com for maximum sample size and additional details. It is the vendor's responsibility to obtain any and all permits, including permits required from local Health Departments or agencies. Any exhibitor providing food or drinks must protect the venue floor, no exceptions.

Fire Marshal Rules & Regulations:

- A. Flammable liquids are not permitted.
- B. Liquefied petroleum gases (Butane, Propane, etc.) are not permitted on or in any type of vehicle, boat, trailer, or in any exhibit.
 - 1. Vehicles that have removable propane tanks are not permitted to enter the building unless the propane tank(s) have been removed.
 - 2. Vehicles with built-in propane tanks that cannot be removed are not permitted to enter the building unless a notarized affidavit accompanying the vehicle indicates:
 - a. Propane tanks are new and have never contained propane or,
 - b. Propane tanks have been emptied and purged.
- C. If a vehicle is part of a display, where permitted, the exhibitor must ensure that there is ¼ tank of gas or less, the gas cap has been locked, and the battery has been disconnected.
- D. All drapes, curtains, tenting, decorations, tablecloths, etc., must be inherently fire resistant or flame proofed, unless made of non-combustible material. An original notarized certificate attesting to a material's fire resistance or flame proofing must be provided at the exhibit and available for inspection by the Fire Marshal.
- E. All exits, passageways, vestibules, lobbies, and fire passageways must be clear for their full width. They shall not be used for exhibits, tables, or storage.
- F. Open flame devices are not permitted.
- G. Cooking for demonstration purposes, where permitted, shall be by electrical appliances only and in locations approved by the Fire Marshal. If cooking is permitted, it must be kept clear of combustible materials. Deep fat frying is not permitted. Exhibitors are required to keep a working fire extinguisher within their booth. Please note, most Fire Marshals will request to see the extinguisher.
- H. The use of noxious, toxic, flammable substances, such as paint, stain, polyurethane or anything of the like, is not permitted during the show set-up.

Flyers:

Placement of flyers on cars in the parking lot is strictly prohibited. Exhibitors found placing flyers on cars in the parking lot will receive a bill from the facility for clean up and custodial personnel.

Information and Service Desk:

For any questions regarding the show onsite, please visit the American Consumer Shows' Information Booth, located in the lobby or on the show floor. The electrician will be on-site to help with your electrical requirements. For inquiries related to advance shipping, carpeting, and furnishing, please see the decorator representatives at their service desk, located in the lobby or on the show floor. All representatives will be available on-site during set-up and breakdown to facilitate exhibitor needs.

Janitorial Services:

The general public areas will be cleaned frequently during and after the show each day. Please place all garbage (boxes, papers, etc.) in the facility receptacles. Please note, it is the responsibility of the exhibitor to remove all trash. This includes but is not limited to construction and landscaping materials such as paving stones, dirt, etc. Do not leave large trash items on the show floor; you must take them with you.

Labor:

American Consumer Shows will have personnel available to assist exhibitors for the move-in day. There is no charge for this service. Complimentary forklift service will be available during allocated move-in and move-out hours.

Move-In and Set-Up Instructions:

- A. If your exhibit contents were shipped in advance to the warehouse, they will be delivered directly to your booth.
- B. If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- C. As soon as your vehicle arrives at the facility, check in at the HOME SHOW VEHICLE CHECK-IN (please follow the signs). Once checked in and on line, ACS or security personnel will instruct you further. Labor will be available to assist exhibitors with unloading, if necessary.

- D. Move-in can be very long and tedious; please be patient. We will move the line as quickly as possible. Some vehicles may be taken out of line based upon clear access to a particular booth.
- E. In many venues, vehicles are not permitted to drive into the exhibition hall to unload.
- F. Once your vehicle has been unloaded, immediately park it in the designated exhibitor parking area. Never leave your vehicle locked or unattended in the loading area. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- G. If your exhibit is arriving by an outside carrier (i.e. UPS, Fed-Ex, or non company/private owned vehicle), a representative from your company must be available to sign for your exhibit contents. Show Management strongly discourages exhibitors from sending packages via UPS/Fed-Ex (or the like) to the facility. Small items tend to get "misplaced." Instead, we suggest sending smaller items to your hotel. Be sure to bring your tracking number.
- H. Please bring your own wagon, cart or dolly for both move-in and move-out.
- I. Independent companies hired to work for an exhibitor must provide a Certificate of Insurance to American Consumer Shows thirty (30) days prior to the show.
- J. All exhibits must be completely assembled one hour prior to the show opening.
- K. Any exhibits extending to the front of the exhibit space above the 3' side curtain must be finished or draped, at the exhibitor's expense. Signage may not intrude upon neighboring exhibits.
- L. Move-in is the most difficult time to provide security because there are so many vehicles and boxes coming in and out. If you have small or valuable items in your exhibit, be certain to have one person remain with your exhibit at all times.
- M. You may store your empties in your own vehicle; ensure that they are available for move-out.
- N. Trash removal of large construction items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster

Move-Out and Breakdown Instructions:

- A. Detailed move-out instructions will be distributed on show-site.
- B. Please ensure that your entire exhibit is dismantled and packed prior to requesting a move-out pass or bringing your vehicle to the loading area. **DO NOT GET YOUR VEHICLE UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.** Do not lock your vehicle or leave it unattended in the loading area at any time.
- C. If your display requires a forklift, please notify the Move-Out Coordinator immediately following the conclusion of the show. Names will be taken for forklift assistance. Be patient, as everyone would like to be the first out. You may not bring your vehicle to the loading area until your exhibit has been completely packed. At that time the Move-Out Coordinator will instruct you when to get your vehicle.
- D. Never leave your exhibit contents unattended during move-out. This is a very difficult time to provide security.
- E. At some venues you have the option to ship your exhibit contents back to the decorator's warehouse for later pick-up via common carrier. Make sure you provide the contractor with the proper paperwork. There is a charge for this service. Please speak with the decorator representative to make arrangements.
- F. All exhibits must be removed by 8:00 PM on the last day of the show. Any exhibit contents that have not been removed by 8:00 PM will be subject to packing, shipping and storage charges.

Noisemaking Equipment:

Devices that produce sound must be operated at levels that will not disturb other exhibitors. The facility and American Consumer Shows reserve the right to determine the acceptable sound level in such instances. Failure to comply may result in ejection from the venue.

Outstanding Balances:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit acsshows.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Oversized Display:

If your exhibit is an actual trailer, vehicle, sunroom, shed, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or e-mail ops@acshomeshow.com to make move-in arrangements at venues that can accommodate oversized displays. Please double check measurements to ensure that your display will fit through the door of the facility and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult with the move-out coordinator on-site regarding move-out procedures. Note: this section applies only to venues where oversized displays are permitted. Please contact the Operations Department if you are unsure.

Products & Services to be Exhibited:

Only those products and services listed on the exhibitor contract may be exhibited at the show. Should different and/or additional items be displayed, Show Management has the right to ask that they be removed. Failure to comply may result in ejection from the show and forfeiture of booth cost.

Refunds for Exhibit Space:

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied within two hours of the show start on the opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

Sales Tax & Permits:

All exhibitors are required to collect sales tax where applicable. The State Department of Taxation prohibits the selling of taxable merchandise or services at a show or event by all persons that have not registered for a valid Sales and Use Tax License. For your convenience, applications can be completed online; refer to the Exhibitor Kit under "*Tax Information*" for additional information. Please remember to print a copy of each page during the online registration process to keep for your records. It is the obligation of the exhibitor to obtain and clearly display a copy of the Certificate or License within their booth.

It is the responsibility of any exhibitor playing music at the show to obtain any necessary permits from ASCAP. Failure to obtain the required permits will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Security:

At the close of each show day, American Consumer Shows management will walk the show floor to ensure that everyone is out of the exhibition hall, at which time the facility is deemed secure and will be locked down.

Doors will open to exhibitors each morning one hour before the show opens to the public. For preparation and security purposes, at least one member of your company must be present at these times. American Consumer Shows does not guarantee exhibitors against loss, nor does it imply any assumption of liability for exhibitor's property.

Shipping Information:

- A. **Advance Shipping to Warehouse:** Exhibitors may ship their exhibit contents to the decorator's warehouse prior to the home show for a fee. Such contents will be stored and delivered directly to your booth before the show. Please contact the service provider directly for detailed instructions and costs associated with this service.
- B. **Direct Shipments to the Facility:** Exhibitors may ship by common carrier of their choice directly to the facility, only on the move-in day, during the move-in hours. Freight will not be accepted prior to this date. Under this shipping method, there are no additional warehouse charges. All exhibit materials that are shipped directly to the facility must be delivered to the loading area of the exhibition hall. Employees of American Consumer Shows and the facility are not authorized to sign and accept any shipments whatsoever. If personnel from your company are not available to sign and accept your exhibit contents, your carrier will not be permitted to leave your exhibit contents at the facility.

C. **POV:** Personal Occupancy Vehicles are the most common form of to-show shipping. If you are bringing your own exhibitor contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.

** Important: Do not ship your exhibit contents directly to the facility prior to the move-in day. The facility will not receive any advance shipments (unless otherwise specified).*

Signs & Banners:

Signs and banners may be suspended from the back wall curtain of your booth. The decorator will have sign hooks available that fit around the 10' pipe holding up the back curtain. Please ensure that your banner or sign has grommets along the top. Written approval from Show Management is required for any signage extending above 8' high. Please note, sign copy is limited to one side only and should be displayed above your booth. Signage must not encroach on neighboring displays, no exceptions.