

BRIDAL & WEDDING EXPO



EXHIBITOR KIT

October 16, 2022



THE PARK EXPO AND CONFERENCE CENTER
LIBERTY HALL

Venue Location:

Liberty Hall at The Park Expo and Conference Center: 800 Briar Creek Road, Charlotte, NC 28205

General:

Our top priority is to produce a quality event and to create an atmosphere where all exhibitors can do business. The following rules allow every exhibitor to work in the best possible environment for conducting business.

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.
- Working in the aisles or distributing brochures, literature, etc. from any area other than your booth is prohibited. All promotional activity must take place inside your contracted space.
- As per venue directive, exhibitors are not permitted to hand carry merchandise through the front doors during move-in or move-out. Exhibitor move-in and out access is permitted via the rear loading area only.
- Please ensure that your display is completely set up one hour prior to the show opening for inspection.
- 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 set-up and show hours at the Information Booth.
- Performers will be contacted individually regarding access for set-up and/or breakdown.
- Each standard booth comes with a white 8' high back curtain and two 3' high side curtains (curtains will be omitted from open corners). Placement of curtains will vary for larger booths.
- Should you need carpeting and/or electric, please complete the respective order form and return it to the service provider. **Note: tables, chairs and electric are not included in your exhibitor space.** The decorator has discounted booth packages available (deadlines apply).
- Exhibitors may ship their contents to the decorator's warehouse prior to the show. Please contact the decorator directly for instructions and costs associated with this service.

Event Time Table:

Move-In

Saturday, October 15, 2022

12:00 PM – 4:00 PM

Sunday, October 16, 2022

8:00 AM – 12:00 PM

Show Hours

Sunday, October 16, 2022

12:30 PM – 5:00 PM

Move-Out

Sunday, October 16, 2022

5:00 PM – 8:00 PM

Move-Out will not begin until the official show closing time. Dismantling or removal of exhibits before the show has closed creates a safety hazard, is unfair to the brides who attend the show later in the day, is disrespectful to neighboring exhibitors and makes for a show environment which is not conducive to selling. Loading doors will remain closed until 5 PM. All exhibitor material must be claimed by 6 PM and completely removed by 8 PM on Sunday night, NO EXCEPTIONS.

Facility Details:

- Load-in door dimensions are 20' Wide x 16' High (Roll-Up) & 8' Wide x 12' High (Loading Dock Doors).
- The ceiling height is 27'.
- This facility is equipped with loading docks.
- The facility flooring is cement.

- Exhibitors that are carpeting their own booth or covering the floor must use tape provided by Show Management (visit the information booth during set-up to borrow tape) – **DO NOT USE DUCT TAPE ON THE FLOOR.**
- Trash removal of large items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.
- All covered booths must be fire-rated. A 5lb fire extinguisher and a smoke detector are required in all covered booths.

Vehicle/Limousine Display Requirements:

Exhibitors who have arranged for vehicle display space must adhere to the following safety rules:

- All vehicles must be approved by the facility. Please email ops@acsshows.com for approval.
- The battery must be disconnected.
- The fuel in the fuel tanks may not exceed one-quarter of a tank.
- Fuel tanks and fill openings must be closed and sealed to prevent tampering.
- Vehicles may not be started up or moved during show hours. Keys must remain with Show Management for the duration of the show.
- A drip pan and tarp must be placed under the vehicle(s) in order to protect the floor in the event of a fluid leak.
- All vehicles must be cleaned of excessive dirt, snow or water prior to being placed on the show floor.
- **Tire cleaning/polishing products are not permitted inside the venue. Please clean/polish all tires prior to entering the exhibit hall.**

Oversized Displays:

If your exhibit is an actual trailer, vehicle or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email ops@acsshows.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 often the first ones inside the venue. Please consult the move-out coordinator on-site

Edible Sampling Requirements:

Exhibitors who have been approved to sample cake, food or beverages at the show must adhere to the following rules:

- Food and beverage sample sizes are limited to 1oz. for food, and 2oz. for beverages. Please note all sampling requires facility approval. Please find the Sampling Request Form in this exhibitor kit.
- Samples must be provided at no charge.
- Exhibitor must provide proof of liability insurance.
- Exhibitor must contact ops@acsshows.com for information on required sampling forms and health permits.

Show Management reserves the right to remove any items which do not meet these requirements.

Service Providers:

Decorator Form(s)

Blue Ribbon Exposition Services: 519 Carthage Road Section 5, Lumberton, NC 28358

P: 910.738.9120

Email: blueribbonlumb@bellsouth.net

Note: Tables, chairs, and carpeting are not included in our booth. These items can be ordered from the decorator.

Electrical Form(s)

The Park Expo & Conference Center: 800 Briar Creek Rd., Suite AA506, Charlotte, NC 28205

P: 704.499.6805

F: 704.339.5434

Email: ancillary@theparkexponc.com

All services should be ordered prior to the deadline dates listed to avoid a surcharge by the service contractors. Show Management suggests that you photocopy all order forms prior to mailing and retain copies of each for your records.

Visit <https://www.ncbridalexpos-pe.com/current-exhibitors/download-exhibitor-forms> to view and print additional copies of this Exhibitor Kit and Service Provider Forms

Utilities:

Electrical Services

The facility is the exclusive provider of all electrical services. Please complete the individual order forms (located in the Service Provider Forms) and return them directly to The Park Expo and Conference Center. Payment must accompany your

Telephone and Internet Services

Wireless internet service is available upon ordering. Please complete the individual order forms (located in the Service Provider Forms) and return them directly to The Park Expo and Conference Center. Payment must accompany your order. Cellular reception is excellent.

Tax Information:

Every person engaged in business in North Carolina is required to register with the Department of Revenue. Tax due on all taxable tangible personal property sold or delivered for storage, use, or consumption in North Carolina must be collected and remitted. To obtain a Sales and Use tax account number, you must submit a completed Registration Application, Form NC-BR to NC Department of Revenue, P.O. Box 25000, Raleigh, NC 27640. You may obtain the form online at www.dornc.com, by mail, by contacting the Taxpayer Assistance Call Center at 877.252.3052, or by visiting one of the Taxpayer Service Centers. After your application is processed, you will be mailed information on your Sales and Use Tax Account ID as well as pre-printed forms, to be used to report your sales and use tax, which must be submitted with your payment. Tax is to be reported to the Department on the Sales and Use Tax Return, Form E-500. Information regarding the filing frequency and due date requirements can be found on their website at www.dornc.com/taxes/sales/frequency.html. For additional information on sales and use tax, refer to Sales and Use Tax Technical Bulletins at www.dor.state.nc.us/fag/sales.html.

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.

Hotels:

The Westin Charlotte: 601 South College St., Charlotte, NC 28202

P: 704.375.2600

Toll Free: 866.837.4148

Exhibitor Badges:

Exhibitor badges are optional. If you would like to print badges, please [click here](#) or visit www.acsshow.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. ACS will have badge holders available at the info booth.

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.

Bridal Registration List:

Exhibitors will receive an email outlining instructions on how to obtain the Bridal Registration List shortly after the show's end. Bridal registration lists are individually seeded to monitor use. Exhibitors who provide their list to a non-exhibitor will be subject to substantial penalties.

Music:

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.

The Park Expo and Conference Center
800 Briar Creek Road
Charlotte, NC 28205

Move-In Instructions

- Proceed to **Vehicle Check-In** at the entrance to the load-in area off of Television Place.
- At vehicle check-in, you will be issued a move-in pass and a member of our staff will direct you where to go to unload.
- Note: Passes issued at move-in must be displayed in your vehicle's front window.
- 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 the exhibitor parking lot before setting up your booth.
- 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.



BRIDAL & WEDDING EXPO

Move-Out and Breakdown Instructions:

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

- Move-out starts at 5:00 PM.
- 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 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 3:00 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 exhibitor material must be claimed by 6:00 PM and completely removed by 8:00 PM. 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.



Mecklenburg County Public Health

Temporary Food Event Vendor Application

This application shall be completed and submitted to the Mecklenburg County Public Health (MCPH) to provide information about all food preparation and sales to the public at any public event or exhibition within Mecklenburg County. A TFE permit is required to sell food or drink at a special event. **The permit is issued in conjunction with a fair, carnival, circus, public exhibition or other similar gathering. Examples are the NC State Fair, holiday festivals traveling carnivals and special events.** In addition to this vendor application, a separate Organizer Application shall be submitted by the organizer of the event or exhibition. **Please Note:**

- Vendor and Organizer Applications must be submitted no later than **15 days prior to the event.**
- Applications can be mailed, faxed or submitted directly to: 3205 Freedom Dr Suite 8000 J, Charlotte NC 28208, Fax (704) 336-6894
- A fee of \$75.00 will be required for each food service permit and must be paid with the submission of each Food Vendor Application.
- **Food Vendor Applications will not be considered complete until the Organizer Application is received. If the Organizer Application is not received within 15 days prior to the event the Vendor application will be denied.**

1) Name of Event: _____ Date of Event: _____

2) Address of Event: _____
Street City State Zip

3) Name of Vendor: _____ Vendor Phone: _____

4) Vendor Business Name: _____

5) Vendor Business Address: _____
Street City State Zip

Please Note: food booth must be completely set up prior to permitting and NO food preparation is allowed in the booth until the permit is issued

6) Date for permitting: _____ 7) Time for permitting: _____

8) Applicant Email Address: _____

9) Will vendor prepare food prior to the event? Yes No

If you checked "yes" food will be prepared prior to the event*, provide the name of the facility where food will be prepared:

Name of Prep Facility: _____ Date of preparation: _____ Time of Preparation: _____

Address of Prep Facility: _____
Street City State Zip

Please Note: Advanced preparation may require a permit by MCHD for the preparation site.

10) As of September 1, 2012, the vendor/permit holder shall require all food service employees to comply with an approved Employee Health Policy. Do you have an approved Employee Health Policy? Yes No

11) Please check the box that best describes the source of water for your food booth:

- | | |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Public water supplied by organizer (requires food grade hose) | <input type="checkbox"/> Tap water supplied by vendor |
| <input type="checkbox"/> On-site private well
(requires sampling by MCHD prior to event or back up water source) | <input type="checkbox"/> Bottled water supplied by vendor |

12) Check the box that best describes the disposal method for the following:

- | | | |
|----------------------------------------------|---------------------------------------------------|-----------------------------------------------------|
| <u>Garbage:</u> | <u>Wastewater:</u> | <u>Grease:</u> |
| <input type="checkbox"/> Waste taken offsite | <input type="checkbox"/> Portable toilet at event | <input type="checkbox"/> Grease taken offsite Event |
| <input type="checkbox"/> Dumpster | <input type="checkbox"/> Event grey water bin | <input type="checkbox"/> Event grease receptacle |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

TFE Menu Details

Provide information below for all food/menu items in the chart below and check “Advanced Preparation” if the food/menu item will be prepared prior to the event or mark “N/A” if no advance preparation is needed. If ready-to-eat produce (vegetables or fruit) will be prepared in your food booth indicate this in the “Cut, Washed, Assembled” column. Please note that processing product onsite will require a dedicated prep sink. Please include all add-on items such as lettuce, tomato, onion, etc. (example: Hamburgers with cheese, lettuce, tomato, onion).

**Please note: food preparation may not exceed more than 7 days prior to the event.*

Food/Menu Items	Food Supplier/Source	Advanced Preparation*	Thawing	Cut, Washed, Assembled? Where?	Where will item be hot/cold held?
<i>Ex. Lettuce/Tomato</i>	<i>US Foods</i>	<i>N/A</i>	<i>N/A</i>	<i>Lettuce and Tomato cut, washed and assembled on site</i>	<i>In Refrigeration</i>

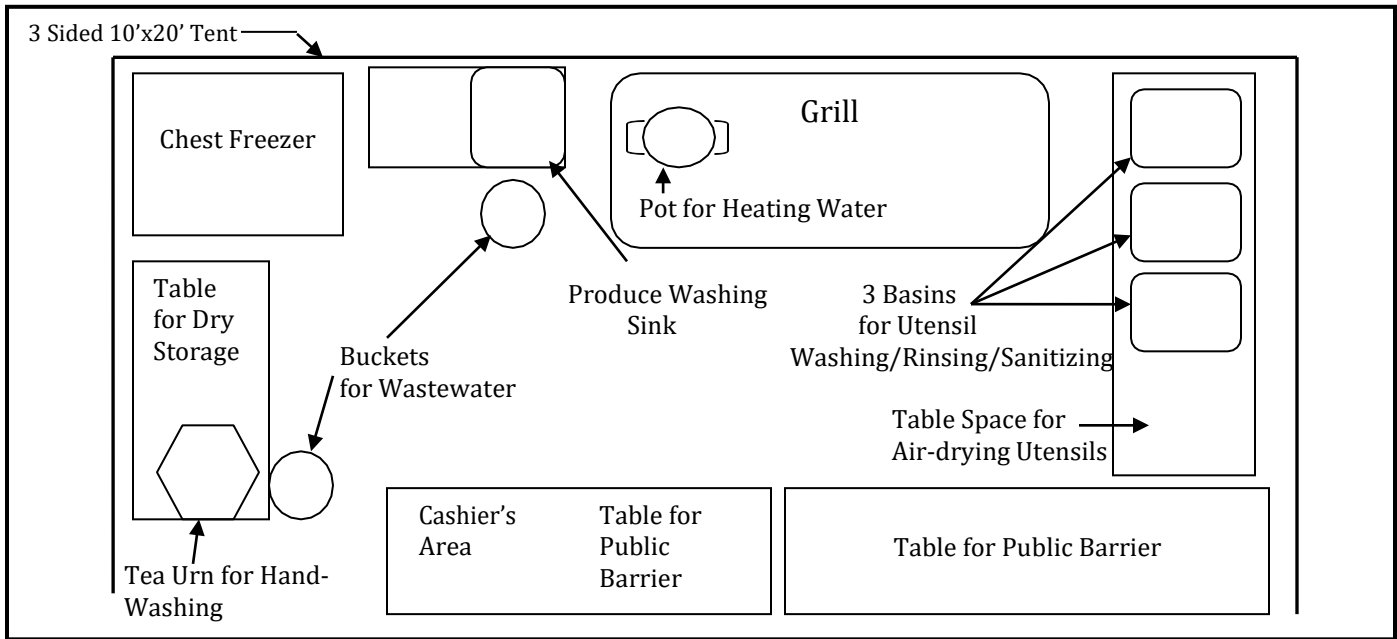
13) Check the box that best describes your equipment:

- | | | | |
|--------------------------------------------------|----------------------------------------------|--------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> <u>Cold Holding:</u> | <input type="checkbox"/> <u>Hot Holding:</u> | <input type="checkbox"/> <u>Utensil Washing:</u> | <input type="checkbox"/> <u>Hand Washing Set-up:</u> |
| <input type="checkbox"/> Refrigerated truck | <input type="checkbox"/> Chafing dishes | <input type="checkbox"/> 3 Utility sinks | <input type="checkbox"/> Mechanical sink |
| <input type="checkbox"/> Commercial refrigerator | <input type="checkbox"/> Electric hot box | <input type="checkbox"/> 3 Compartment sink | <input type="checkbox"/> Gravity flow set up |
| <input type="checkbox"/> Freezer | <input type="checkbox"/> Grill | <input type="checkbox"/> 3 Basins | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | |

14) Check the box which describes your food booth setup:

- 3-sided tent Tent with fans Mobile food unit Other: _____

15) Find the following example of a typical food booth set-up. Please note that ALL food booths must have approved hand wash set-up and utensil washing set-up for washing, rinsing and sanitizing equipment. Other equipment needs may vary.



I certify that the information in this application is complete and accurate. I understand that:

- Any changes to my operation must be submitted to the Mecklenburg County Health Department for review and approval prior to the day of the event.
- All potentially hazardous foods (PHF/TCS) that I am serving must be maintained at approved temperatures (41°F or below for cold food and 135°F or above for hot food) during transport, holding and/or service.
- Failure to maintain approved temperatures for PHF/TCS foods may result in disposal or embargo of the food.
- Vendor is expected to be ready at permitting time given.
- Permits must be posted in a conspicuous place designated by the regulatory authority.

Applicant Signature: _____ **Date:** _____

Reviewer Signature: _____ Comments: _____	Office Use Only Date: _____
----------------------------------------------	--------------------------------



Mecklenburg County Public Health

Checklist for Temporary Food Establishment Vendors

The following is a checklist to assist a vendor in setting up a Temporary Food Establishment (TFE). All items on the checklist are necessary to obtain a permit for a TFE; however, additional requirements may be applicable. *All applications must be submitted to the Mecklenburg County Health Department (MCHD) at least 15 days prior to the date of the event.*

Person in charge

- Available during all hours of food preparation

Employee requirements

- Gloves
- Employee Health Policy Agreement
- Hat, hair net or visor

Tent/weatherproof structure/canopy

- Canopy over entire operation (smokers are not required to be under a canopy)

Fly protection

- 3 solid or mesh sides
- Fly fans

Ground covering

- Protection from dust/mud (in the absence of asphalt, concrete or grass)

Water supply

- Approved water source (requires testing by MCHD if private well)
- Drinking water hose(s) – must be labeled
- A means to heat water

Wastewater disposal

- Buckets/grey water containers – must be labeled
- Disposal in approved sewage system or port- a-johns

Utensil washing

- 3 basins (large enough to fit equipment)
- Drain board or counter space for air drying
- Soapy water, rinse water, sanitizer
- Sanitizer test strips

Hand washing station

- At least 2 gallons of hot water under pressure
- Free-flowing faucet/stopcock
- Soap and disposable towels
- Wastewater catch bucket – must be labeled

Approved/protected/secured food

- Approved source/food invoices
- Food storage above ground
- Separate vegetable washing sink (when preparing/serving ready-to-eat vegetables)

Food temperatures

- Accurate food thermometer
- Cold holding: refrigeration/freezer/coolers with ice
- Hot holding equipment

Food shields/customer barriers

- No food exposed to customers
- Approved self-service condiments

Lighting (for night-time operations)

- Shielded above food/preparation

I certify that I will comply with the requirements listed above and any other requirements as described by MCHD while operating my Temporary Food Establishment:

Vendor Signature: _____

Date: _____

The Park Expo and Conference Center

REQUEST FOR FOOD AND BEVERAGE SAMPLING

All food sampling must be approved by The Park Expo Exhibitors and sponsoring organizations may distribute food samples from their booth or sponsor area with the approval of this request.

Food / Beverage Sample Guidelines

1. Items are limited to products manufactured or produced by the exhibiting firm
2. All items distributed are limited to sample sizes
 - a. Beverages limited to 2 ounce max.
 - b. Food items limited to "bite-size" (1 ounce or less)
3. Use of cooking equipment must have prior approval.
4. Alcoholic beverages: Wine or Beer is the only item allowed by The Park for sampling. Exhibitor must have all necessary off-site permits and comply with all ABC regulations.
5. Food and Beverage storage must be provided by exhibitor.
6. The applicant named below acknowledges they have sole responsibility for use, service and disposal of such items in compliance with all applicable laws. Accordingly, the applicant agrees to indemnify and forever hold harmless The Park Expo and Conference Center, Park Ministries, Park Property Management, LLC and its agents from all liabilities, damage, losses, costs or expense resulting directly or indirectly from their distribution of food and beverage sample items.

Name of Event _____

Event Date _____ Booth # _____

Company Name _____

Contact Name _____ Phone Number _____

Address _____

City, State and Zip _____

On-site Contact Name and Cell Phone: _____

Product(s) you wish to sample _____

The Park Expo Approval by: _____



Fax completed form to: Attn. Henry Mills at 980-209-0724

**Mail completed form to:
Henry Mills 800 Briar Creek Road, AA 506 Charlotte, NC**

For questions call, Henry Mills, Business Manager at 980- 365-7568

BRIDAL & WEDDING EXPO



EXHIBITOR MANUAL



A member of the American Consumer Shows group of companies
6901 Jericho Turnpike, Suite 250, Syosset, NY 11791-4626
Telephone: (888) 433-EXPO (3976) | (516) 422-8100 | Fax: (888) 850-3977



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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.

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.

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 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. Never leave your exhibit contents unattended during move-out. This is a very difficult time to provide security.
- D. 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.
- E. 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@acsshow.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 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.