



ATTENTION EXHIBITORS

Dear Exhibitor,

You will receive your booth number two weeks prior to load-in. Please look out for an email with the subject line:

“Delaware Bridal & Wedding Expo: Booth Number”

When placing your order for tables, chairs and electric please use only your exhibiting company name on the order forms.

Thank you,

Show Management

BRIDAL & WEDDING EXPO



EXHIBITOR KIT

August 18, 2024



CHASE CENTER ON THE RIVERFRONT
WILMINGTON & GOVERNORS HALL

Venue Location:

Chase Center on the Riverfront, Wilmington & Governors' Hall: 815 Justison Street, Wilmington, DE 19801

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.
- 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.
- Exhibitors that want to have an animal in their display must receive permission by the facility. Please email Ops@acsshow.com with full details of the animal in the display for approval. Service animals are permitted without approval.

Event Time Table:

Move-In

Sunday, August 18, 2024

8:00 AM – 12:30 PM

Show Hours

Sunday, August 18, 2024

1:30 PM – 5:00 PM

Move-Out

Sunday, August 18, 2024

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 10' High x 8' Wide & 16' High x 16' Wide.
- The ceiling height is 24' in Governors' Hall and 21' in Wilmington Hall.
- This facility is equipped with a loading dock.
- The flooring in Wilmington Hall is carpet. The flooring in Governors' Hall is tile and carpet.

- A tarp or plastic covering must be used to protect the floor in all booths where exhibits are sampling food.
- 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.
- Covered booths(tents, walk in trailers, displays with roofs and walls) are not permitted.

Vehicle/Limousine Display Requirements:

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

- The battery must be disconnected.
- The fuel in the fuel tanks may not exceed 1/4 full.
- 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 regarding move-out procedures.

Edible Sampling Requirements:

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

- Exhibitors may give away small pre-packaged food such as wrapped candy.
- Any unpackaged food or beverage items to be sampled, must receive approval. Email Ops@acsshows.com for permission.
- Exhibitors that have received approval must supply a \$1M Certificate of Insurance name Sodexo and Riverfront Development Corporation of Delaware as insured.
- A Health Permit is required for all sampling. Exhibitors must submit this themselves no less than 12 days to April.Johnson@Delaware.Gov. This permit is available as part of this exhibitor kit, as well as online at <https://www.debridalshows.com/current-exhibitors/download-exhibitor-forms>.

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

Service Providers:

- Decorator Form(s) **Password: DEBRIDAL**
General Exposition Services: 205 Windsor Road, Limerick Business Center, Pottstown, PA 19464
P: 610.495.8866 **F:** 610.495.8870 **Email:** Info@generalexposition.com

Decorator orders are now made exclusively online at: www.generalexposition.com

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

Directions: At the Sign In page, you will be prompted to sign in with an existing exhibitor account, or if you do not have an account setup, you will be prompted to setup a new account. Now that you are signed in with the show, you can read through the important show information, and when scrolled to the bottom you, click the links for which services you wish to order, including carpet, furnishings, labor, etc. For photos of the items, as well as any additional custom forms you may need, please click on the appropriate links listed under "References". As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.

- **Electrical Form(s)**

Light Action Productions: 1145 E. 7th St, Wilmington, DE. 19801

P: 302.425.3929 x 164

Email: Orders@lightaction.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.

[Click Here](#) to view and print additional copies of this Exhibitor Kit and Service Provider Forms.

Utilities:

Electrical Services

Light Action Productions 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 Riverfront Audio Visual. Payment must accompany your

Telephone and Internet Services

Telephone & Internet service is available upon ordering. Please complete the individual order forms (located in the Service Provider Forms) return them directly to Light Action Productions. Payment must accompany your order. Cellular reception is excellent.

Tax Information:

Delaware does not impose a state or local sales tax, but does impose a gross receipts tax on the seller of goods (tangible or otherwise) or provider of services in the state. Unless otherwise specified by statute, the term "gross receipts" comprises the total receipts of a business received from goods sold and services rendered in the State. There are no deductions for the cost of goods or property sold, labor costs, interest expense, discount paid, delivery costs, state or federal taxes, or any other expenses allowed. For more information please visit <https://revenue.delaware.gov/>.

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 Wilmington: 818 Shipyard Dr, Wilmington, DE 19801

P: 302.654.2900

Toll Free: 302.654.4142

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.

**Chase Center on the Riverfront
815 Justison Street
Wilmington, DE 19801**

Move-In Instructions

- Proceed to the loading area at the entrance to the load-in area off Justison St. A staff member will direct you where to go to unload.
- Exhibitors whose display is a trailer or vehicle, must use the load-in door located on Justison Street. Check in with ACS staff when you arrive if this is the case.
- 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.
- Parking is free.
- 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.



JUSTISON STREET

Fire Tower

Truck Bay Entrance

EXITS FROM JUSTISON

EAST ROLL UP DOOR

Wilmington Hall

Riverfront Ballroom

Christina vestibule

Riverfront vestibule

Pusey & Jones Room

Christina Ballroom

Harlan & Hollingsworth Room

Governors' Hall

Lobdell Room

Kalmar Suite
coat check

No Loading In Through ANY Lobby Doors

main entrance

Lobby

Dravo Auditorium

west entrance

Receiving

Security

loading docks

Tubman Room

Garrett Room

Shipyards Room

Board Room

Pool Room

Wilson Room

Warner Room

VENDOR LOAD IN/OUT



CHASE CENTER on the riverfront

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.



SAMPLING REQUEST FORM

Show Name: _____ Show Date: _____

Company Name: _____ Contact: _____

Phone: _____ Email: _____

Address: _____ Suite/Apt: _____

City: _____ State: _____ Zip Code: _____

If different from above, please fill in info for the on-site contact.

Contact: _____ Phone: _____

Product(s) to sample:

Brief description of dispensing method:

Sampling Guidelines:

- All food and beverage sampling must be pre-approved by the venue.
- Open flames are not permitted.
- Food and beverage samples are limited to 2 oz or less.
- Samples must be provided at no charge.
- Exhibitor must provide proof of liability insurance.
- Depending on the material of the show floor, you may be required to supply floor covering within your booth. i.e. plastic, carpeting, tarp. Please refer to your exhibitor kit for these details.

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

****IMPORTANT****

When submitting this form, you must use " BCHSampling Request Form " as the subject line.

This will ensure the request has been received by ACS.

All Sampling Request Forms **must** be submitted to Ops@acsshows.com.

If you have any questions please contact us at (516) 422-8100.

American Consumer Shows

Phone: (888) 433.EXPO (3976) (516) 422.8100 Fax: (888) 580.3977

Web: acsshows.com | Email: info@acsshows.com



APPLICATION FOR PERMIT TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

A Temporary Food Establishment (TFE) prepares food for the public, for free or for a cost, and operates for no more than 14 consecutive days in conjunction with a single event. Vendors are limited to 14 event permits per calendar year. Submitting an application that is incomplete or submitted less than 10 business days prior to the event can result in permit denial. Permits are emailed unless an alternate delivery method is necessary.

FULLY COMPLETE AND RETURN APPLICATION TO THE COUNTY IN WHICH THE EVENT IS HELD

New Castle County
 Environmental Health Field Services
 Chopin Building
 258 Chapman Road Suite 105
 Newark, DE 19702
 Ph 302-283-7110 Fax 302-283-7111

Kent County
 Environmental Health Field Services
 Thomas Collins Building
 540 S. DuPont Hwy. Suite 5
 Dover, DE 19901
 Ph 302-744-1220 Fax 302-739-1957

Sussex County
 Environmental Health Field Services
 Thurman Adams State Service Ctr.
 544 S. Bedford St.
 Georgetown, DE 19947
 Ph 302-515-3300 Fax 302-515-3301

EVENT

Name of Event _____ Date(s) _____
 Name of Venue _____ County New Castle Kent Sussex
 Address of Venue (Street) _____ (State) Delaware (Zip Code) _____

APPLICANT

<u>Business/Organization/Person Holding Event</u>	<u>Primary Contact Person/Person-in-Charge During Event</u>
Name _____	Name _____
Mailing Address (Street or POB) _____	Fax _____
(City) _____ (State) _____ (Zip Code) _____	Phone _____
Phone _____	Email (required) _____

MENU and FOOD PREPARATION

Proposed Menu _____

 Source(s) of Food and Milk _____
 Site of Food Preparation On-Site Another Location (Explain) _____
 Method used to maintain cold food at 41 degrees F or lower _____
 Method used to maintain hot food at 135 degrees F or above _____
 Source of Water Public Well Bottled Source of Ice Produced in Permitted Kitchen Purchased Bagged
 Method of Warewashing 3-Compartment Warewashing Sink 3 Containers Labeled Wash, Rinse, Sanitize
 No Washing, Have Multiples of Utensils
 Method of Handwashing Hard-Plumbed Handwashing Sink, Soap, Paper Towels Portable Handwashing Sink, Soap, Paper Towels
 Handwashing Station: A container that allows for a continuous flow of **WARM** Water, Soap, Paper Towels, and a Catch Bucket

By signing this Temporary Food Establishment application, I understand that my TFE may be inspected at any time during the event, including during setup. Failure to comply with the minimum requirements for operating a TFE may result in suspension of my operating permit, at which time I must immediately cease all food establishment operations.

Applicant Signature _____ Date _____

FOR OFFICIAL USE ONLY Approved _____ Rejected _____ Permit # _____
 Representative, Environmental Health Field Services _____ Date _____

MINIMUM REQUIREMENTS FOR OPERATING A TEMPORARY FOOD ESTABLISHMENT (TFE)

Mandatory Signature of Responsible TFE Applicant _____ Date _____

I have read and understand these requirements and I accept responsibility for monitoring all food handlers to ensure safe practices.

PERMIT This application should be submitted a minimum of **10 business days prior to the start of the event**. The approved permit must be posted during the entire event in conspicuous public view.

DEMONSTRATION OF KNOWLEDGE The Person-In-Charge (PIC) must be able to answer questions about basic food safety knowledge to reduce the risk of foodborne illness.

APPROVED FOOD SOURCES All food **must** be obtained from an approved source, including ice/water for food preparation, cooking, cooling, cold holding, and cleaning.

- All shell stock (clams, mussels, oysters) must have National Shellfish Sanitation Program (NSSP) tags on site.
- Proof of purchase is required for crab meat, soft-shell crabs, and hard-shell crabs.
- **Food may NOT be stored or prepared at a private residence.**
- **All food must be prepared on-site or at a permitted food establishment.**
- **Food preparation locations in Delaware not owned by the applicant require a signed commissary agreement.**
- **If food preparation is performed at a facility outside of the State of Delaware, a copy of a valid operating permit issued from the permitting authority as well as that facility's most recent health inspection must be submitted with this application.**

COOKING AND HOLDING

- **Food thermometers must be available** to monitor cooking and holding temperatures.
- Hot holding units, like steam tables or insulated containers, must be available to keep food **hot at 135 degrees F or above**.
- Cold holding units, such as refrigeration units or coolers with drained ice, must be available to keep food **cold at 41 degrees F or below**.
- Animal products served raw or undercooked (examples: sunny-side up eggs, raw oysters, sushi, rare tuna, cooked-to-order hamburgers or steaks, carpaccio, raw eggs as an ingredient in Caesar salad dressing or mayonnaise) require a consumer advisory to be posted which states the following: ***"Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness." A description or photo of how this advisory will be displayed must be submitted with this application.***

PREVENTING CONTAMINATION

- Food must be stored off the ground.
- Only single-service (disposable) containers may be given to consumers.
- Unless a sufficient quantity of equipment and utensils are provided so as not to require warewashing onsite, a hard plumbed three-compartment sink, a portable three-compartment sink, or three containers labeled WASH-RINSE-SANITIZE shall be provided, be **large enough to accommodate the immersion of the largest piece of equipment and utensils**, and has a means to safely collect grey water.
- A **test kit** or other device that accurately measures the concentration of sanitizing solutions per the manufacturer's requirements shall be provided (i.e., quaternary ammonium-based sanitizer with quaternary sanitizer test strips or chlorine-based sanitizer with chlorine test strips).

EMPLOYEE HEALTH AND HYGIENIC PRACTICES

- A separate handwashing station must be available onsite: **A container, with a minimum 5-gallon capacity, that allows for a continuous flow of WARM running water for at least 20 seconds** and has a means to safely collect grey water.
- Bare hand contact with ready-to-eat foods is prohibited. Use a barrier such as tongs, wax paper, or gloves.
- Persons with infections or illnesses must be restricted from handling food.

WATER SUPPLY AND WASTE DISPOSAL

- Drinking water must be obtained from an approved source utilizing food grade hoses. All physical connections to a water supply must maintain adequate backflow prevention, such as a vacuum breaker.
- An approved method must be used for liquid waste disposal.
- Keep refuse in easily cleanable containers and promptly remove from preparation and service areas.

FACILITIES

- A tent, tarp, or canopy large enough to cover food preparation, storage, and service areas must be provided.
- If graded to drain, a floor may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other approved materials that are effectively treated to control dust and mud. Plastic, vinyl, and cloth tarps/sheets are NOT approved.
- Toilet facilities for employees must be conveniently located and easily accessible. **Must always wash hands when re-entering kitchen / prep area.**

SPECIALIZED PROCESSES NOT PERMITTED DURING TEMPORARY FOOD ESTABLISHMENT OPERATION Food at a temporary food establishment processed on-site with any of the following methods is not permissible: reduced oxygen packaging including sous vide and cook-chill methods; juicing for wholesale packaging; curing, smoking, or drying fish for preservation; curing or smoking meat or poultry for preservation; fermenting sausages; acidification, fermenting, or additives to render a product shelf-stable; and sprouting.

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.

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:

Where applicable, please note the following:

- 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.

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.
- 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 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 acsshow.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.