

# Exhibitor Manual



And

## Maryland Fall Craft Show

October 18-20, 2019

Maryland State Fairgrounds  
Timonium, MD

Visit our web site at: [www.mdhomeandgarden.com](http://www.mdhomeandgarden.com)

### DEADLINES & HANDY CHECK-LIST

Pay balance on booth.....60 days prior to show  
Make hotel reservations.....immediately  
Order discount coupons.....immediately  
Order telephone service.....by Oct. 5  
Order carpet/furnishings.....immediately  
Submit electric form.....by Oct. 12  
Send new product info..... immediately  
Order WIFI service..... by Oct. 12

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**Save Time & Money**

**Read The Manual Today!**

# WRIST BAND & COMPLIMENTARY TICKET FORM

Company Name: \_\_\_\_\_

Telephone # \_\_\_\_\_

## WRIST BAND ALLOTMENT

- 1-2 Booths – Up to 8 supplied
- 3-4 Booths, Garden & Educational booths – Up to 12 supplied
- 5-8 Booths – Up to 14 supplied
- 9 + Booths – Up to 16 supplied

Your wristbands will be sent with your complimentary VIP tickets in a USPS 2-day envelope with tracking. If you signed up after the deadline, your wristbands will be in your show envelope which can be picked up as workers get to the show.

**Additional wrist bands are available at \$6.00 each. If you are requesting more than your allotment, please enclose a check with this form. We will need \_\_\_\_ additional wrist bands. Enclosed is our check in the amount of \$\_\_\_\_\_.**

*ADDITIONAL WRISTBANDS DUE TO LOSS OR OVER ALLOTMENT  
WILL INCUR A CHARGE OF \$6 EACH. NO EXCEPTIONS.*

## COMPLIMENTARY TICKETS

Additional complimentary tickets are available at a cost of \$6.00 each in quantities of ten or more.

### ALLOCATION

**Each Exhibitor receives 50  
Customized VIP tickets if  
contracted by August 31. All  
others receive 10 VIP's.**

We will need \_\_\_\_\_ additional complimentary tickets. Enclosed is our check in the amount of \$\_\_\_\_\_. (minimum order is \$60.00)

Please return form to: S & L Productions, 1916 Crain Hwy., Suite 16, Glen Burnie, MD 21061  
OR fax **410-863-1187**

**\*\*\*You only need to return this form if ordering additional items\*\*\***

## DISCOUNT COUPONS

# Maryland Home & Garden Show Maryland Fall Craft Show

October 18-20, 2019

Discount coupons are a great way to promote your appearance at the show. A discount coupon will allow an attendee to receive a \$2.00 discount off the regular \$9.00 admission. We will print and mail the coupons to you FREE. Simply fill out the form and mail or fax it to us.

I would like to help promote the show using discount coupons!

Number of coupons requested \_\_\_\_\_

(please print neatly)

Name of person ordering coupons \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Please return form to:  
S & L Productions, 1916 Crain Hwy., Suite 16, Glen Burnie, MD 21061 410-863-1180,  
fax **410-863-1187**

### **Move-In Schedule**

**Set-Up Tuesday, Oct. 15 – 10 AM – 6 PM  
Gardens, Large Exhibits (4 or  
more booths) and booths  
requiring trailer access**

**Wednesday, Oct. 16 - 9 AM – 6 PM  
Thursday, Oct. 17 - 9AM – 8 PM**

**Perimeter booths should set up on Thursday  
after 3 PM.**

### **Show Hours**

**Friday, October 18  
10 AM – 6 PM**

**Saturday, October 19  
10 AM – 6 PM**

**Sunday, October 20  
10 AM – 6 PM**

**\*\*\*Notice: Set up your booth as early as you can. No vehicles will be allowed in the aisles after the carpet is down.**

### **Dismantling Hours & Instructions**

**Sunday, October 20 6 PM – 10 PM  
Monday, October 21 8 AM – 12 Noon**

Dismantling will absolutely not begin until 6:00 PM on Sunday. S & L reserves the right to refuse applications for future shows of those companies dismantling before 6:00 PM. We also advise you to keep a representative at your booth until it is removed.

### **Exhibitor Entrance & Time**

The exhibitor's entrance is located at the front of the show. Exhibitors are permitted to enter the hall one hour prior to the daily show opening. Parking for exhibitors is in the gravel lot at the north end of the building. Trailers may be parked by the horse stalls next to the building. Crafters will be allowed to restock items during the show by using the designated exhibitor doors in the hall.

## **NIGHTLY TIE-DOWN PROCEDURES**

Please use reason and common sense in securing your booth at night so as not to tempt anyone. We recommend that you put string between front posts, move merchandise away from aisles and cover with flame-retardant material. If you have merchandise that you wish to remove from the hall each night, please notify show management.

## **SECURITY**

Security personnel will be on duty 24 hours a day during show days. Personal items, including purses, should be locked in a secure location. Items kept under a skirted table should not be considered secure. If you should have a loss, please notify show management immediately. You should call your insurance company to add coverage to your regular insurance for the time you are exhibiting at the show. **Our insurance does not cover your display, your product or your company.**

## **ELECTRICAL SERVICE**

Electric must be ordered through the Maryland State Fair. A separate form is on the web site. Unauthorized use of electrical outlets is prohibited and will be checked during the show.

## **INTERNET SERVICE**

WIFI is now available at the show. Call Rebecca Williams (410-252-0200) or see her at the Fairgrounds Office located in the administration building M-F 9 am – 4 pm. Cost is \$25 for the show.

## **FIRE REGULATIONS**

All decorations must be flame-proofed to the satisfaction of the Fire Dept. No combustible oil or gas can be used as part of an exhibit (contact S & L for special permission). All propane and open flames are strictly prohibited. Balloons are not allowed to be distributed from your booth.

## **FREIGHT SHIPMENTS**

In-going and out-going freight is handled through the Show Decorator. See Decorator Kit info on our web site.

## **INSURANCE**

If you desire to insure the contents of your booth, you are advised to see that your regular company insurance includes extraterritorial coverage and that you have your own theft, public liability and property damage insurance. Since S & L Productions, Inc. is not responsible for this, please send a copy of your binder to us immediately.

## **SIGNS & BOOTH COLORS**

A 7”x 44” ID sign is provided as part of your booth. Please use only professionally made signs. Booth drapery colors are Home & Garden – green & white, Craft/Gift – red & white.

## **NEW EXHIBIT ITEMS**

If you will be showing a new item at the Maryland Home & Garden Show/Craft Show, please let us know. We would need to know how long it has been on the market as well as a description of the item including the manufacturer's name and its use. Please send this information immediately or e-mail it to [jayp@slprod.com](mailto:jayp@slprod.com). We may be able to use this information in our press releases or as part of editorial.

## **BOOTH EQUIPMENT**

Each standard booth will be equipped with an 8' back drape and 3' high side divider drape in flame retardant material. For more booth equipment, see "Show Decorator".

## **SHOW DECORATOR**

Advantage Conference & Expo will be the show decorator for this year's show. The kit is on our web site. Order in advance to save money on carpet, tables, chairs, sign hanging and other rentals you may need for the show. Call 410-789-5000 for immediate assistance.

## **UNOCCUPIED SPACE**

An exhibitor who has not set up his booth or notified Show Management by Thursday of set-up at 3 PM that he will be late, will forfeit his space and any monies paid for that space. At this time, S & L Productions can re-sell this same space or use it in any manner for the good of the show.

## **SALES TAX**

Exhibitors selling merchandise at the show must have a valid Maryland Sales Tax License or a 30 day temporary license. If you are acquiring leads rather than selling directly, you do not need a license. S & L productions will send a list of exhibitors to the sales tax division prior to the show.

## **DISTRIBUTION OF ADVERTISING MATERIAL/SOLICITING IN THE AISLES**

Printed material, handouts, etc may be distributed by exhibitors from their space only. All such material is subject to approval by Show Management. **Exhibitors are prohibited from "hawking" attendees in the aisle. All conversations with attendees must be generated from within your booth space. Booth representatives that do not adhere to this policy will be asked to leave the show.**

## **FORK LIFT**

Please contact Show Decorator for rates and info.

## **HOTEL ACCOMMODATIONS**

The Holiday Inn in Timonium is the official hotel for the show. Please call 410-560-1000 to reserve a room at the special show rate of \$85 single/double. Make sure to use Group Code: Fall Home & Garden Show when calling for reservations. Make reservations by September 18 to guarantee this rate.

## **DIRECTIONS TO THE FAIRGROUNDS**

From the south: Baltimore beltway (695) to I-83 north. Take exit 17 east to York road. Make a right and proceed to entrance of the fairgrounds (1/2 mile)

From the north: I-83 south to exit 17. Go east on York road. Make a right and proceed to entrance of the fairgrounds (1/2 mile)

If you need additional directions, please call 410-863-1180

## **SHOW PROGRAM**

The Show Program will be a four color printed piece available to consumers as they enter the show. In it will be a floor plan, list of exhibitors and schedule of events for the show. If you are interested in advertising in the program, we have very affordable rates and can meet the needs of any budget. Please call Jay Plummer for details at 410-863-1180 ext. 11.

Notes: