

Exhibitor Manual



Maryland Spring Craft Show

Feb. 29-March 1 & March 6-8, 2020

Maryland State Fairgrounds
Timonium, MD

Visit our web site at: www.mdhomeandgarden.com

DEADLINES & HANDY CHECK-LIST

Pay balance on booth.....immediately
Make hotel reservations.....by Feb. 14
Order discount coupons.....immediately
Order Electric.....by Feb. 21

INDEX	PAGE
Wristbands/Comp Tickets.....	2
Directions to Fairgrounds.....	5
Discount Coupons.....	3
Electric Order Form.....	6
Exhibitor Entrance & Daily Arrival Time.....	4
Hotel Accommodations.....	5
Insurance.....	5
Nightly Tie-Down Procedures.....	4
Sales Tax.....	5
Security.....	5
Set-Up & Dismantling Hours.....	4
Show Hours.....	4
Signs.....	5
WIFI.....	5

WRIST BAND & COMPLIMENTARY TICKET FORM
MARYLAND HOME & GARDEN SHOW/SPRING CRAFT SHOW

Company Name: _____

Telephone # _____

WRIST BAND ALLOTMENT

- 1-2 Booths – Up to 10 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 for week 1 will be sent with your complimentary VIP tickets in a USPS 2-day envelope with tracking. If you signed up after this mailing, your wristbands will be in your show envelope which can be picked up as workers get to the show. All week 2 wristbands will be in your show envelope.

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 January 10th.
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)

If ordering additional items, 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 Spring Craft Show 2020

Discount coupons are a great way to promote your appearance at the Maryland Spring Craft Show. A discount coupon will allow an attendee to receive a \$2.00 discount off the regular \$6.00 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 Maryland Craft 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,
or fax **410-863-1187**

Maryland Spring Craft Show

Move-In Schedule

Set-Up: Friday, Feb. 28
9:00 AM – 8:00 PM

Week 2 Thursday, March 5
9:00 AM – 4:00 PM

Week 2 only for those doing 2nd
weekend only, otherwise display stays
up.

Show Hours

Sat., Feb. 29 10 am - 8 pm
Sun., March 1 10 am – 6 pm

Fri., March 6 10 am – 6 pm
Sat., March 7 10 am – 8 pm
Sun. March 8 10 am – 6 pm

Dismantling Hours & Instructions

Sunday, March 8
6 PM – 9 PM

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 center door of the south wall. Please use this door to re-stock items. **Exhibitors are permitted to enter the hall one hour prior to the daily show opening.** Parking for exhibitors is on the south side of Exhibition Hall.

ELECTRIC

Please use the electrical form in this manual to order your electric for the show if you have not already ordered it.

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 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.**

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.

SALES TAX

Exhibitors selling merchandise at the show must have a valid Maryland Sales Tax License or a 30 day temporary license. S & L productions will send a list of exhibitors to the sales tax division prior to the show.

WIFI

Please go to <https://mdhomeandgarden.com/spring/exhibitor-info-craft-show/> to download the WIFI form which gets sent directly to the Maryland State Fair.

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 blue and white.

HOTEL ACCOMMODATIONS

Holiday Inn Timonium - \$89 per night, single/double/triple or quad, plus applicable tax. Telephone is 410-560-1000 and you must ask for Spring Home and Garden Show room block. Rooms should be booked now to reserve a room in the block. Deadline to book at this rate is Feb. 14.

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

ELECTRIC FORM

MARYLAND STATE FAIR ELECTRIC FORM- TIMONIUM, MARYLAND

SHOW NAME: MARYLAND SPRING CRAFT SHOW 2020 **Exhibition Hall**

Booth(s)#: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact Name: _____ Phone: _____

*We cannot guarantee service prior to show opening for orders received after **02/21/20**. No orders will be processed unless accompanied by payment in full. No credits or refunds for unused services.*

All electrical equipment must meet UL standards for its use.

CONNECTION FEES

Power	Advance Rate	Late Rate	Quantity	Amount
1 - 120V 5A (500watts) shared with 3 other booths	\$20	\$30	_____	_____
1 - 120V/20amp and 1 duplex receptacle at rear of booth	\$100	\$150	_____	_____
2 - 120V/20amp and 2 duplex receptacles at rear of booth	\$120	\$180	_____	_____

FEES FOR HARD CONNECTIONS

Hard wired equipment **must be** in place 24 hours before show opening or **connections cannot be guaranteed**. All exhibitors with equipment that is hard-wired will be disconnected the morning following the show; If the exhibitor requires additional time you **MUST** notify our office for pricing and scheduling.

Power	Advance Rate	Late Rate	Quantity	Amount
208V/20amp Single Phase	\$120	\$180	_____	_____
208V/30amp Single Phase	\$150	\$220	_____	_____
208V/60amp Single Phase	\$220	\$330	_____	_____
208V/30 amp Three Phase	\$165	\$250	_____	_____
208V/60amp Three Phase.....	\$275	\$410	_____	_____

If a receptacle is required for this equipment, please note NEMA number here. _____

OPTIONAL SERVICES

If 480 volt or 277 volt service is required, please call for special pricing.

TOTAL

Electric will be available **24 hours** a day. Neither the Maryland State Fair, nor the show management is responsible for voltage fluctuations or power failures. Rates listed above are valid if 5 or more exhibitors order electric service.

METHOD OF PAYMENT:

Company Check: Please make all checks payable to **Maryland State Fair**.
Credit Card (we accept all major credit cards):

Cardholder Name (please print): _____
Credit Card Number: _____
Expiration Date: _____/_____
Cardholder Signature: _____

Mail Form & Payments to:
MARYLAND STATE FAIR
P.O. Box 188
Timonium, Maryland 21094
rrensor@comcast.net
Phone: 410-252-0200
Fax: 410-561-5610

FOR OFFICE USE ONLY

Authorization: _____