

Exhibitor Manual



And

Maryland Fall Craft Show

October 15-17, 2021

Maryland State Fairgrounds
Timonium, MD

Visit our web site at: 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. 1
Order carpet/furnishings.....immediately
Submit electric form.....by Oct. 8
Send new product info..... immediately
Order WIFI service..... by Oct. 8

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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 15-17, 2021

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. 12 – 10 AM – 6 PM
Gardens, Large Exhibits (4 or
more booths) and booths
requiring trailer access**

**Wednesday, Oct. 13 - 9 AM – 6 PM
Thursday, Oct. 14 - 9AM – 8 PM**

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

Show Hours

**Friday, October 15
10 AM – 6 PM**

**Saturday, October 16
10 AM – 6 PM**

**Sunday, October 17
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 17 6 PM – 10 PM
Monday, October 18 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. 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

Main Line 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 610-265-6200 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 \$89 single/double. Make sure to use Group Code: Fall Home & Garden Show when calling for reservations. Limited availability so make reservations now 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: