

Main Line Expo

200 Schell Lane Ste 204 Phoenixville, PA 19460
(P) 610-265-6200 (F) 610-265-4606
Email -lisa@mainlineexpo.com

Dear Exhibitors,

Main Line Expo is proud to be the official service contractor for the **Maryland Home and Garden Show** being held at the **Timonium Fairgrounds** on **March 4-5 & 10-12, 2023**. We understand your participation in this event is an important part of your firm's marketing strategy and we'll do everything possible to make it a profitable and enjoyable experience. Our services include everything from handling your freight (drayage) to arranging your booth. Please read further for a more in-depth look at how we can help!

Any general questions should be directed to:

S & L Productions
MD Home and Garden Show
Jay Plummer
Phone: 410-863-1180 Ext: 2
E-mail: info@slprod.com

Any questions regarding labor, furniture, signs, cleaning, shipping and storage should be directed to:

Main Line Expo, Inc.
Attn: Lisa Mooney
200 Schell Lane Ste 204, Phoenixville, PA 19460
Phone: 610-265-6200
E-mail: lisa@[mainlineexpo.com](mailto:lisa@mainlineexpo.com)

Included, please find all the necessary forms for ordering freight handling services (drayage) and additional equipment for the event. Please complete the applicable forms below and return them by scan / e-mail to me.

Please note, your 10' x 10' booth space will include an 8' high backdrop with 3' siderails, & booth sign.

The venue is not carpeted.

Setup Date and Time for Exhibitors: "Refer to Exhibitor Manual"
Breakdown Date and Time: "Refer to Exhibitor Manual"



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SHOW SPECIALS

(Advanced orders only by February 9, 2023)

Maryland Home & Garden Show- SPRING

Circle the package number and any colors.

1) Booth Package: Includes 6' x 30" Draped Table (circle skirt color) **Hunter Green or White** (other colors available upon request) and 2 folding chairs
Price \$ 160.00 plus 6% sales tax

2) Deluxe Booth Package: Includes 6' x 30" Draped Table (circle skirt color) **Hunter Green or White**, 2 folding chairs, and 10' x 10' carpet (circle carpet color) Burgundy, Grey, Black. (other colors available upon request)
Price: \$260.00 plus 6% sales tax

3) Carpet only: (circle carpet color) Grey, Burgundy, and Black.
10' x 10' Carpet \$185.00
10' x 20' Carpet \$ 285.00
20' x 20' Carpet \$385.00
20' x 30' Carpet \$485.00
Plus 6% Tax

Forklift Rental: per 15 minutes, \$90.00 each time

Includes, forklift and driver

Forklift rentals MUST be ordered in advance.

of Minutes _____ Dates; SU _____ TD _____

Exhibitor Name _____ Booth # _____

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Furniture, Accessories Order Form- MD Home and Garden Show

Rentals include delivery to the booth, use during the event, and removal. Advance pricing applies to orders received by Thursday, **February 9, 2023**. Orders are to be accompanied by payment via check, Master Card, Visa, and/or American Express,

Quantity	Item	Advance Price	Standard Price	Total
Chairs				
_____	Samsonite Chairs	35.00	45.00	_____
_____	Director Chair	55.00	65.00	_____
_____	Padded White Resin Chair	35.00	55.00	_____
Display Tables and Risers				
_____	30" x 4' x 30"H Wood Table	60.00	75.00	_____
_____	30" x 6' x 30"H Wood Table	70.00	80.00	_____
_____	30" x 8' x 30"H Wood Table	85.00	95.00	_____
_____	30" x 4' x 30"H Draped Table	75.00	85.00	_____
_____	30" x 6' x 30"H Draped Table	100.00	105.00	_____
_____	30" x 8' x 30"H Draped Table	110.00	115.00	_____
_____	Extensions to make above 42"H	50.00	60.00	_____
_____	36" High Top Table with Linen	85.00	95.00	_____
Accessories				
_____	Wastebasket w/ liner	10.00	15.00	_____
_____	Tripod Easel	35.00	45.00	_____
_____	Literature Rack	65.00	75.00	_____
_____	Bag Stand	30.00	40.00	_____

TOTAL: _____

For other specialty **furniture & carpet** rentals not listed please call Lisa Mooney @ 610-265-6200

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not designed to support your standing weight. Main Line Expo will not be responsible for injuries or falls caused by improper use of furniture.

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Labor Order Form- MD Home and Garden Show

Main Line Expo, Inc. can help set up and take down your booth, load and unload vehicles, etc. with you present or not. If you will not be present, a Supervisor will be required so please be sure to check that box below and provide detailed instructions on the scope of work to be performed.

The rates for qualified labor are as follows:

Labor Rates - \$90.00 per hour (straight time, minimum 1 hours)

Main Line Expo is not responsible for loss, theft, or damage to any display installed or dismantled under our supervision. Labor and / or services ordered on behalf of exhibitors by display builders or other third parties must be done so via authorized letter from the exhibitor. Payment of all labor services will be the responsibility of the exhibitor.

Labor Needed: _____ YES _____ NO

Supervisor Needed (15% additional charge): _____ YES _____ NO

of skilled Laborers / Stagehands need: _____

of hours: _____

Set Up Date/Time Requested: _____

Take Down Date/Time Requested: _____

Scope of Work to be Performed:

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MD Home and Garden Show Exhibitor Freight Handling (Drayage) and Shipping Instructions

Please choose between the following:

Advanced Shipping: The venue will **NOT** accept advance shipping of your materials but don't worry, we can help. All inbound freight can be shipped to Main Line Expo up to 4 weeks prior (**February 01, 2023**) to your event and delivered directly to your booth upon move-in. Billing is based on inbound shipping weights. This service also includes pick-up of your materials at the conclusion of the event and return to our warehouse. Return shipping, via the carrier of your choice, can be arranged starting on the day following the breakdown date listed on Page 1. Shipments consigned to our warehouse must arrive **no later than Tuesday, February 21, 2023 by 12:00 pm.**

Direct Shipping (Timonium Fairgrounds): Items shipped via carrier directly to Fairgrounds must arrive on **Tuesday, February 28, 2023 between 7:30 am and 2 pm.** Carriers picking up directly from the Fairgrounds will check in with Show Services between 6:00 pm- 9:00 pm on Sunday, March 13, 2023
The load-out will be between 6 pm – 9 pm on Sunday, March 13, 2023. Freight not received by Noon on Monday, March 14 will be rerouted to Main Line Expo, Inc.'s warehouse and incur a \$25 cwt additional charge.

Please label your exhibit materials as shown below:

Advanced Shipping:

Main Line Expo, Inc.
200 Schell Lane Ste 204
Phoenixville, PA 19460
(610) 265-6200

MarylandSpring Home and Garden Show
Exhibiting Company Name and Booth #

Direct Shipping:

Maryland State Fair Grounds
2200 York Rd
Lutherville- Timonium, MD 21093

Maryland Home and Garden Show
C/O Main Line Expo Inc
Exhibiting Company Name and Booth #

Any freight shipping from the event must have a name, phone number, and your return shipping label on them.

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Exhibitor Freight Handling (Drayage) Order Form MD Home and Garden Show 2023- Spring

Direct Shipping: **\$165.00 cwt** - \$9.50 cwt surcharge for materials uncrated, without paperwork or are not labeled properly.

1. Late Arriving Freight: Shipments arriving after the advance warehouse receiving deadline will be charged an additional \$15.00 cwt.
2. All drayage charges must be paid in advance and prior to freight arriving.
3. **SPECIAL HANDLING:** A 50% charge will be added for handling of uncrated or loose display materials or improperly labeled materials.

SHOW NAME: MD Home and Garden Show

Exhibitor Name: _____ Booth # _____

Exhibitor Address: _____

City _____ State _____ ZIP _____

Phone # _____

Ordered by _____

Please Print Name _____

PLEASE REMEMBER TO INSURE YOUR EXHIBIT MATERIALS. MAIN LINE EXPO IS NOT RESPONSIBLE FOR LOST OR STOLEN MATERIALS. MINIMUM SHIPMENT HANDLING CHARGE IS \$165.00.

Shipment Weight: _____ @ _____ per 100 lbs.

Number of Cartons/Pieces _____

Total Shipment \$ _____

Advance Warehouse or Direct Ship to Venue

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MD Home and Garden Show-2023 Spring

Recap Form

Furniture and Accessories		Pg 3	\$ _____
Labor Order Form		Pg 4	\$ _____
Drayage	CWT _____	Pg 6	\$ _____
	Total		\$ _____

CANCELLATION POLICY:

- Orders cancelled prior to decorator move-in are subject to a 50% cancellation charge.
- Orders cancelled after decorator move-in begins are subject to a 100% cancellation charge.
- On-site orders received after the deadline are subject to availability.

DISCOUNT PRICING: To receive the discounted price, order must be received with full payment no later than the specified deadline.

STANDARD PRICING: After the deadline orders will be processed at the regular price. Full payment must accompany the order.

Company _____

Address _____

Ordered by _____ Phone _____

PLEASE NOTE: THERE IS A 2% ADMINISTRATIVE FEE FOR CREDIT CARD PAYMENTS

Am Ex Visa Master Card Acct # _____ Exp ____ / ____

Card 3-digit CCV#: _____

Billing Address Zip Code: _____

CARDHOLDER'S NAME _____

E-Mail Address: _____

Authorization Signature: _____

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LIMITATIONS OF MAIN LINE EXPO LIABILITY & RESPONSIBILITY

The consignment or delivery of a shipment to Main Line Expo by an exhibitor, or by any shipper on behalf of an exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth below.

Main Line Expo shall not be responsible for damage to uncrated material, materials improperly packed or for any concealed damage.

Main Line Expo shall not be responsible for loss, theft, or disappearance of exhibitor's material after they have been delivered to exhibitor's booth.

Main Line Expo shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments that are furnished by Main Line Expo to exhibitors will be checked at the actual time of pick up from the booth and corrections will be made where discrepancies occur. The exhibitor must return the completed bill of lading to the Main Line Expo Service Desk.

Main Line Expo shall not be responsible for any loss, damage, or delay to due to fire, acts of God, strikes, lockout, or work stoppages of any kind, or any other cause beyond its control.

Main Line Expo's liability shall be limited to physical loss or damage to the specific article that is lost, or damaged. In any event, Main Line Expo's maximum liability shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.

Main Line Expo shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibit's material which makes it impossible or impractical to exhibit same.

Relative to shipments consigned to the warehouse. Main Line Expo shall exercise ordinary diligence and care in the receiving, handling, and storage of such shipments. Main Line Expo shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. In any case, Main Line Expo's maximum liability shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment, while these goods are in its warehouse or in vehicles for delivery to the show site.

INSURANCE: It is suggested that you arrange for an "all-risk" Insurance coverage. Adding "Riders" to existing policies, often at no extra cost can usually do this.

Empty container labels will be available at the service desk. Affixing these labels is the sole responsibility of the exhibitor or your representative. All previous labels should be removed or obliterated. Main Line Expo assumes no responsibility for errors to the aforementioned procedure, or for the removal of containers with old empty labels, or those without Main Line Expo labels or for improper information on empty labels, or for valuables stored in a container labeled empty.

It is the responsibility of the exhibitor to contract their designated carriers.

In order to ensure the removal of materials by the facility's designated time, Main Line Expo shall have the authority, without further clearance from exhibitors to change designated carriers.

Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, changes for loading out freight shipments are the responsibility of the exhibitor from whom booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

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Exhibitor agrees, that in the event of a dispute with Main Line Expo relative to any loss or damage to Exhibitor's material or equipment. Exhibitor will not withhold payment of any amount due to Main Line Expo for drayage or other services provided by Main Line Expo, as an offset against the amount or the alleged loss of damage. Instead Exhibitor agrees to pay Main Line Expo by show closing for all charges incurred and further agrees that any claim against Main Line Expo shall be pursued independently as a complete separate transaction to be resolved on its own merit.

Limits of Liability and Responsibility

- 1. Main Line Expo Services and its subcontractors shall not be held responsibility for loss, delay, or damage due to strikes, lockouts, or work stoppages of any kind.**
- 2. Main Line Expo Services and its subcontractors shall not be held responsible for loss, injury or damage caused by trades people or equipment furnished by Main Line Expo or its subcontractors; except when such trades people are working or operating equipment under the direct supervision of a supervisor designated by Main Line Expo or its subcontractors**
- 3. Main Line Expo and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or damage to an exhibitor's material or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.**
- 4. Claims for loss, injury or damage which are not submitted to Main Line Expo within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Main Line Expo or its subcontractors more than one year after the accrual of the cause of action thereof.**
- 5. The placing of an order for the services of trades people and the use of our equipment by an exhibitor or any agent of the exhibitor shall be construed as acceptance by such exhibitor or agent of the terms and conditions set forth in Paragraphs 1 through 4 above.**

Be sure your liability insurance is in effect at the exhibit site. Main Line Expo suggests you arrange all risk coverage, which can usually be done by "riders" to existing policies. Contact your insurance representatives.