

# Exhibitor Kit

Cabarrus Arena – Concord, NC



**January 28-30, 2022**

This Exhibitor Kit has been compiled to help you and your staff with complete details about all phases of the exhibition process at the Greater Charlotte Home & Landscape Show.

Enclosed you will find helpful information to make your participation in our show successful.

**Please share this manual with those responsible for your participation in the show.**

[CharlotteHomeAndLandscapeShow.com](http://CharlotteHomeAndLandscapeShow.com)

**MARKETPLACE** | **EVENTS**  
Largest Home Show Producer | in North America

## SHOW MANAGEMENT

The Greater Charlotte Home & Landscape Show is produced and managed by:

Marketplace Events  
2000 Auburn Drive  
One Chagrin Highlands  
Suite 200  
Beachwood, OH 44122

Bruce Evans, Show Manager

P: (612) 209-4593

[bruce@beddheadmedia.com](mailto:bruce@beddheadmedia.com)

Dan DeJaeger, Show Manager

P: (651) 373-6884

[dan@beddheadmedia.com](mailto:dan@beddheadmedia.com)

Anthony Davis, Exhibit Sales Consultant

P: 704-916-5000 ext. 903

[AnthonyD@MPEShows.com](mailto:AnthonyD@MPEShows.com)

Breonna Anderson, Show Coordinator

800-395-1350 Ext 160

[breonnaA@mpeshows.com](mailto:breonnaA@mpeshows.com)

[www.marketplaceevents.com](http://www.marketplaceevents.com)

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## SHOW FACILITY

The Greater Charlotte Home & Landscape Show is held at the:

Cabarrus Arena

4751 NC-49

Concord, NC 28025

[www.cabarrusarena.com](http://www.cabarrusarena.com)

Haley Cornell, Sales & Marketing Coordinator

[hacornell@cabarrusarena.com](mailto:hacornell@cabarrusarena.com)

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## UTILITIES

Electricity, Telephone, Internet, Water, etc. can be ordered through Marketplace Events. The order forms and pricing are available on the [Exhibitor Kit](#) section of our website. Discounts available for ordering early.

## MOVE-IN | MOVE-OUT DAYS AND HOURS

### ALL ACCOUNTS MUST BE PAID IN FULL BEFORE YOU MOVE-IN.

All exhibitors may move in on Wednesday afternoon and Thursday. Wednesday morning move-in is for bulk exhibitors or by appointment with Show Management approval only.

*For safety reasons, no one under the age of 16 is permitted in the halls during move-in/out.*

## Scheduled Move-In Dates/Time

Wednesday, January 26, 2022: 11am-2pm: Bulk Space Exhibitors (20'x20' or larger)

Wednesday, January 26, 2022: 2pm-6:00pm: All exhibitors may move in

Thursday, January 27, 2022: 8am-7:00pm: All exhibitors may move in

Friday, January 28, 2022: 8am-12pm: All exhibitors may move in (no vehicles on show floor)

**YOU MUST BE COMPLETELY SET UP BY 12:00PM ON FRIDAY.**

## General Move-Out Dates/Time

Sunday	January 30, 2022	5:01pm - 10:00pm
Monday	January 31, 2022	8:00am - Noon

**YOU MAY BEGIN BREAKING DOWN YOUR BOOTH IMMEDIATELY FOLLOWING THE CLOSE OF THE SHOW; HOWEVER, DRIVE-ON ACCESS WILL NOT BE PERMITTED UNTIL ALL CARPET HAS BEEN ROLLED UP.**

**You may use your own carts, hand trucks, dollies, etc.**



Dismantling your booth prior to show close at 5:00pm on Sunday is strictly prohibited.  
Your cooperation is appreciated.

## SHOW HOURS

Friday	January 28, 2022	2:00pm - 7:00pm
Saturday	January 29, 2022	10:00am - 7:00pm
Sunday	January 30, 2022	11:00am - 5:00pm

Exhibitors may enter the show one hour before opening.

## EXHIBITOR BADGES

Exhibitor badges are NOT mailed out prior to the show. Badges can be picked up in the Show Office (located before the concessions in main hall – look for signs). Plastic badge holders are provided.

Exhibitor badges are required to identify you as an authorized exhibitor. Exhibitors will not be allowed access to the show floor during show days without a badge. Six (6) exhibitor badges are provided for each 100 square feet of space purchased, with a maximum allotment of 24 badges per company.

If you have different staff members working your booth on different days, you are encouraged to drop off your badge each night in the Show Office so that your company does not run out of badges during the show.

**EXHIBITOR BADGES MAY NOT BE USED AS ADMISSION TICKETS FOR THE GENERAL PUBLIC.**

## SHOW OFFICE

During move-in, show hours and move-out, Show Management will maintain a show office at Cabarrus Arena. The office is located in the main hall near the concessions. Look for the show office sign.

## EXHIBITOR ENTRANCES DURING SHOW HOURS

During show hours, exhibitors may use the main entrances to the Cabarrus Arena. An exhibitor badge will be required to enter the show floor. The main entrance is for attendees and gets very crowded prior to opening each morning. You will not be allowed to bring in exhibit supplies through this entrance, including hand-carried items.

## COMPLIMENTARY TICKETS

Each exhibitor will receive 10 complimentary tickets for each 100 square feet of space purchased with a maximum allotment of 40 tickets. These will be mailed out three weeks prior to the show. Tickets will only be mailed out if your account has been settled in full. Please contact your show managers, Bruce Evans and Dan DeJaeger to purchase additional tickets at a discounted rate: [bruce@beddheadmedia.com](mailto:bruce@beddheadmedia.com), [dan@beddheadmedia.com](mailto:dan@beddheadmedia.com).

**COMPLIMENTARY TICKETS ARE NOT PERMITTED TO BE DISTRIBUTED AT THE ENTRANCE TO THE SHOW.** Use your tickets to invite potential customers to the show, as a thank you to good customers or for friends and family.

## MARKETING OPPORTUNITIES FOR YOU

Please contact Show Management to take advantage of our many affordable marketing opportunities that will maximize your investment in the show and drive traffic to your booth. Sponsorship Opportunities are also available; please reach out to our show managers Bruce Evans and Dan DeJaeger for more information: 612-209-4593, [bruce@beddheadmedia.com](mailto:bruce@beddheadmedia.com), [dan@beddheadmedia.com](mailto:dan@beddheadmedia.com)

## HAVE A NEW/INNOVATIVE PRODUCT? BE PART OF THE NEW PRODUCT SHOWCASE!

Please contact the show team if you are introducing a new product at the show. Your product will be highlighted on the show website, with a small sign at the show, possibly in the Show Guide and pitched to the media. This is a great way for added exposure for your business. Complete the submission form available in the [Exhibitor Kit](#) section of our website or contact show management with questions.

## SHARE YOUR EXPERTISE ON OUR STAGE

Are you comfortable presenting in front of groups and have valuable information you can share with homeowners? There are opportunities for stage presentations on the Fresh Ideas Stage throughout the show. If interested, contact Show Manager, Bruce Evans for more information: [bruce@beddheadmedia.com](mailto:bruce@beddheadmedia.com)

## WILL CALL

**Will Call will be set up in the box office at the entrance of the show, which will be utilized by consumers to pick up the tickets that have been reserved for them.** Please leave your tickets in INDIVIDUALLY marked envelopes with FIRST AND LAST NAME on the front of the envelope at Will Call for your guests.

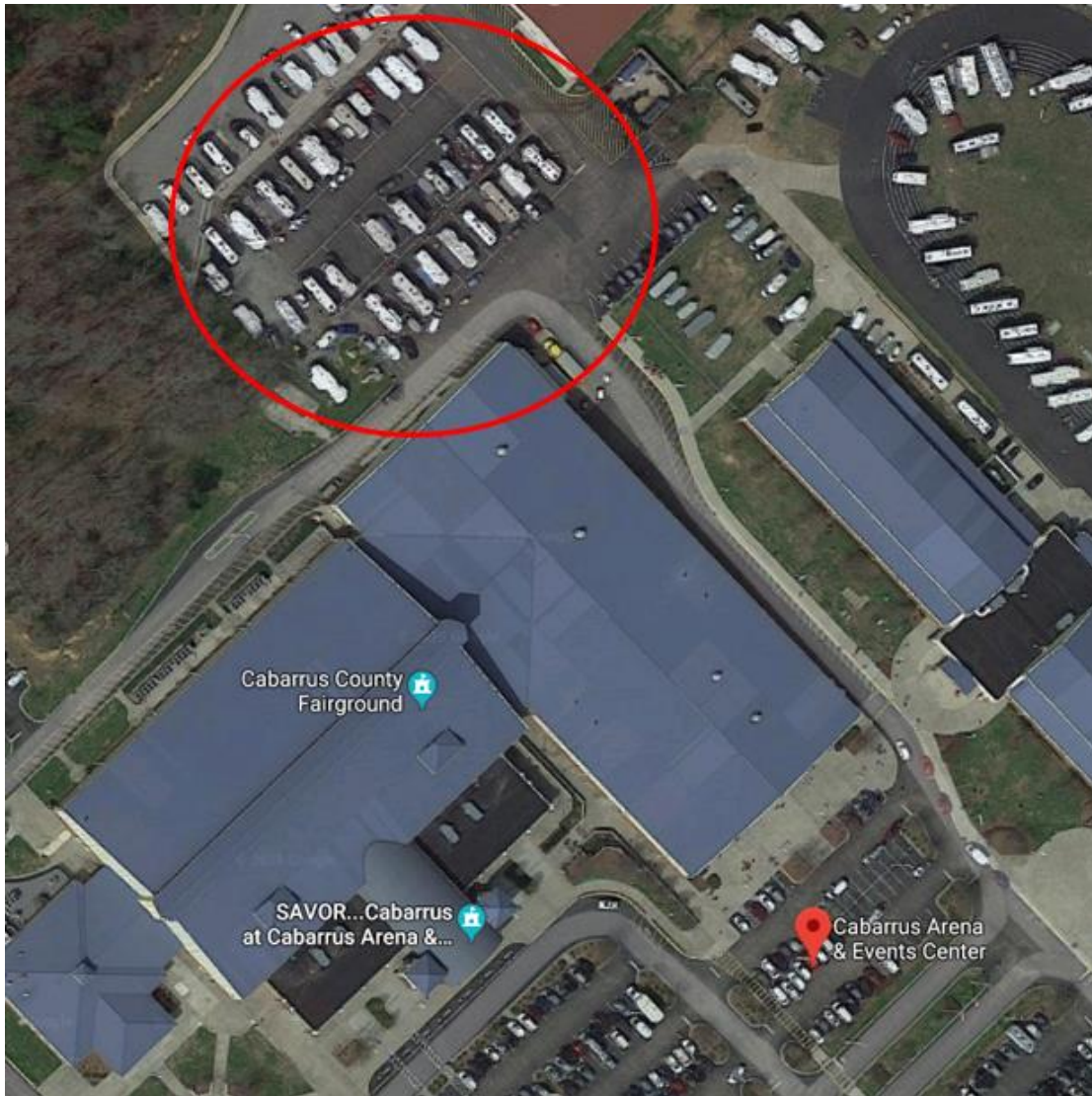
## DECORATOR SERVICES

GEMS is the show decorator and provides carpet, tables, chairs, cleaning, signage, etc. Please order these items directly from them. GEMS will be emailing you directly with information and order form. GEMS phone: 214.388.5722 Ext.3; email: [britney@gemsevents.com](mailto:britney@gemsevents.com)

## PARKING

Exhibitor parking is free at the Cabarrus Arena. Exhibitors should park in the lot between the Event Center and warehouse (see picture below). It can fit oversize vehicles and is an open-air lot behind and to the side of the exhibit buildings. **There is no cost to park.** During move-in, you may park your large commercial trucks and trailers in the

front parking lot but we ask that you do not park these vehicles where attendees need to park on Friday, Saturday and Sunday during show hours.



## UTILITIES AND SERVICES POLICY

The Greater Charlotte Home & Landscape Show is happy to provide utilities and services at prevailing rates. Current rate sheets for utilities and services are located under the [Exhibitor Kit](#) section of our website. If there is a service needed that is not listed on website, please contact Show Manager. To receive the lower advance rate for electricity, your forms must be received 5 days prior to your first scheduled move-in day.

WiFi can be ordered on show site through the venue. Exhibitors will be able connect to the WiFi directly on devices. Select the network "ArenaGuest", an external link will pop up in which payment will be needed. Cost for WiFi – 1 Day: \$10; 2 Days: \$20; 4 Days: \$25; 5 days: \$30.

## FOOD AND BEVERAGE SAMPLING

Any vendors sampling food & beverage items must also apply for the appropriate licenses/permits from the Cabarrus County Health Alliance. Exhibitors should contact the CHA at 704-920-1000 or [www.cabarrushealth.org](http://www.cabarrushealth.org) no later than 30 days before the event to apply. Please visit the [Exhibitor Kit](#) section of show website for the food and beverage sample requirements guide and application for sampling.

## VEHICLES IN EXHIBITS

If you plan on having a vehicle in your booth as part of your display, please contact Show Management for approval and move-in instructions.

- Visqueen must be put down on the floor before the vehicle is driven into place.
- All vehicles must have a locking gas cap or gas cap sealed with tape and no more than 1/8 tank of gas in the vehicle.
- A set of keys must be left with Show Management for the duration of the show.
- All vehicle batteries must be disconnected and cables taped.

## FLOORING

Flooring is not included in the cost of your exhibit booth. **It is mandatory that all exhibit booths are carpeted or have some type of clean, professional-looking floor covering that covers 100% of the booth's square footage.** Carpeting, Astroturf, hardwood, tile, vinyl flooring etc., may be used.

Visqueen must be placed on the floor before laying bricks, patios, mulch, etc. Do not drill holes, nail glue or affix flooring to the flooring. Any damage to the flooring will be repaired at the exhibitor's expense.

## TABLE COVERINGS

It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all **VISIBLE** sides. All skirting must be pressed and neat. **Use of plastic table cloths, sheets, shower curtains or any type of "makeshift" table cloths is not permitted.** We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.



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## BOOTH INFORMATION, RULES & REGULATIONS

Exhibit booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at a height of 32". The drape color is black. **Tables, chairs, electricity etc. are not included with the cost of your exhibit booth.** All inventory and personal items must be stored **COMPLETELY OUT OF SIGHT**. Your booth should look professional and inviting to the attendee.

### Staffing Your Booth

All exhibitors are expected to be in their booths during all published show hours, as we do receive consumer complaints about un-manned displays. Our visitors pay an entrance fee and expect to be able to do business with our exhibitors at any time during show hours. Working in the aisles or distributing brochures, etc. from any other area other than your booth is prohibited. All activity must take place inside your contracted space.

**\*\*\*TENTS AND CANOPIES ARE NOT ALLOWED\*\*\***

**Booth Guidelines**

Exhibitors are allowed to build booths to the maximum height of 8 feet. This includes back wall and sidewalls. Side walls must completely finished on BOTH sides. No exposed wires, frames or wood can be exposed for the public or your neighbor to see. Signage is not allowed above the 8' height limit.

**Demonstrations and Handouts**

Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are not permitted to do outside the confines of their rented exhibit area. Working in the aisle is strictly prohibited and will be enforced by show management.

**Microphones, Audio Equipment & Music**

Use of microphones, audio equipment and musical instruments is permitted, however, sound levels must be kept at a volume that Show Management deems reasonable. If there are more problems with volume, Show Management reserves the right to prohibit exhibitor from using sound equipment for the remainder of the show.

**MUSIC, PHOTOGRAPHS AND OTHER COPYRIGHTED MATERIAL**

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitor's booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to Marketplace Events proof that the exhibitor has, or does not need, a license to use such music or copyrighted material. Marketplace Events reserves the right to remove from the exhibit all or any part of any booth or display which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses. The exhibitor shall remain liable for all claims, causes of action, suites, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation of infringement (or claimed violation or infringement) by exhibitor, exhibitor's age or employees of any patent, copyright or trade secret rights or privileges.

**INSURANCE**

Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk. Please refer to items #4 and #5 on your exhibitor contract/application or contact Show Management if you have questions.

**SHIPPING INFORMATION**

GEMS charges a drayage fee for handling any materials delivered to the Cabarrus Arena. Deliveries without company name and booth number will be declined. Contact GEMS if you are sending shipments ahead of your arrival. Marketplace Events and the Cabarrus Arena are not authorized to accept your shipment. Delivery address:

Cabarrus Arena & Events Center  
c/o GEMS  
Company Name & Booth #  
Home & Landscape Show 4  
751 US HWY 49  
North Concord, NC, 28025

**\*ALL DELIVERIES COMING TO THE CABARRUS ARENA FOR YOUR COMPANY MUST BE PICKED UP THE SAME DAY AS DELIVERED!**

Shipments arriving at show site before the designated move-in date will be refused, rerouted, or held by the facility. Exhibitors are responsible for all related charges incurred at show site and by GEMS. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

## **LOCAL HOTEL INFORMATION**

Our official hotel is the Hampton Inn & Suites Concord. Exhibitors of the Greater Charlotte Home & Landscaping Show receive 15% discount when booking through link below.



### **Hampton Inn & Suites Concord Charlotte**

9850 Weddington Road Ext. Concord, NC 28027

Hotel: 704-979-5600 | [Website](#) | [Facebook](#)

### **Exhibitor Hotel Booking Link:**

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=CLTKGHX&corporateCode=0002756601>



## EXHIBITOR RULES AND REGULATIONS CHECK LIST

- All booths must have floor covering in entire booth area.
- No signs above 8'. All signs must be professional. "Homemade" or handwritten signs are not allowed.
- If the height of your display exceeds 8' you need to notify management for approval. **Electric, tables, chairs, carpeting, water, telephone, etc. are not included with the price of your exhibit space.** These items can be ordered through GEMS and the Cabarrus Arena.
- No tents allowed.
- Tables are to be professionally skirted with floor-length skirting. Absolutely no paper or plastic table skirts! Fine furniture is acceptable without skirting.
- Exterior of display or structure facing adjacent exhibitor or aisle must be finished or suitably decorated. You can order masking drape from GEMS.
- Improve exhibit with live flowers and plants.
- Stickers, pressure adhesive and helium balloons are not permitted in the booth.
- No food or beverages may be distributed by exhibitors unless approval has been obtained from Marketplace Events and the Cabarrus Arena and you have completed the necessary applications with the North Carolina health department.
- All exhibitors are expected to be in their booths during all published show hours. If Show Management sees that you are in violation of this rule, your company may not be permitted to exhibit in future shows.
- All exhibiting companies must have an executed space agreement with Marketplace Events. Exhibitors are not permitted to assign, sublet or share booth space.
- Admission with an exhibitor badge is required.
- Exhibitors are allowed on the show floor one hour before the show opens to the public and are encouraged to arrive early and be prepared for the crowds.
- What you bring in, take out. Leave the Cabarrus Arena floor in broom-clean condition.

**THANK YOU for your support and participation in the Greater Charlotte Home & Landscaping Show!**