

Main Line Expo

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

Dear Exhibitor,

Main Line Expo Inc once again is proud to be the official service contractor for the **MARYLAND HOME AND GARDEN FALL SHOW** at the **Timonium Fairground's** on **October 20-22, 2023**.

In this exhibitor packet enclosed, you will find all the necessary forms to order any additional items you may need to complete your booth.

Please note, your 10' x 10' booth space will include an 8' high backdrop with 3' side rails, and a booth sign. Also, **the venue is not carpeted.**

Please note only Main Line Expo staff are permitted to load and unload trucks, receive freight and hang signs.

Should you have freight being delivered to the Timonium Fairgrounds, we can help. Please complete the freight/ drayage section of the kit. Deliveries must all be made between the hours of 8 AM and 2 PM, starting October 17th through October 19th.

The hanging of signs is permitted, however, *if the signs are attached to any part of the building (pipes, columns, walls, ceiling, floors) Main Line Expo staff must perform the task.* Please refer to the labor section of the kit.

A forklift and driver will be available to assist you with your set-up and breakdown needs. There is a charge for this service. *The rental is per 15 minutes.* Please complete the forklift rental section. *All forklift orders must be pre-ordered.*

Please complete the applicable forms and return them by e-mail to lisa@mainlineexpo.com before *October 9, 2023*.



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Any questions regarding labor, furniture, freight should be directed to:

Main Line Expo, Inc.
Attn: Lisa Mooney
Phone: (610) 265-6200
E-mail: lisa@mainlineexpo.com

If you have any questions regarding exhibitor booths, move-in and move-out dates, please refer to the show management team.

Autumn Pennington
E-Mail: Autumnp@mpeshows.com
Phone: (612) 225-2334

Lisa Gardon
Lisag@mpeshows.com
(716) 861-7411

Main Line Expo would like to take this opportunity to thank you for your patronage and wish all the participants a successful show and hope to see you again in the Spring of 2024.



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Show Specials

Please circle your package number

- 1) **Booth Package:** Includes 6' x 30" draped table and 2 folding chairs
Circle table skirt colors: **Black, Silver, Ivory, Red, Blue, Hunter Green, Purple, Pink.**
Price: \$160.00

- 2) **Deluxe Booth Package:** Includes 6' x 30" draped table and 2 folding chairs
Circle table skirt colors: **Black, Silver, Ivory, Red, Blue, Hunter Green, Purple, Hunter Green, Pink**
plus 10' x 10' booth carpet, **Circle color: Tuxedo, Black, Grey Burgundy, Purple**
Price: \$255.00

- 3) **Carpet:** Circle color: Tuxedo, Black, Burgundy, Grey
Booth Sizes: 10' x 10' Carpet- **\$175.00**
10' x 20' Carpet -**\$275.00**
20' x 20' Carpet- **\$375.00**
Any other dimensions please call Lisa Mooney for pricing.

- 4) **Forklift and driver rental:** Ordered in increments of 15 minutes. ,
Price per 15 minutes: \$ 75.00

Setup date & time: _____ # of Minutes _____
Breakdown date & time: _____ # of Minutes _____

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Furniture Order Form

Rentals include delivery to the booth, set-up, use during the event, and removal. **Advance pricing applies to orders received by Monday, October 9th @ NOON.** Orders are to be accompanied by payment via Master Card, Visa, and/or American Exp Express.

Quantity	Item	Advance Price	Regular Price	Total
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Chairs

_____	Standard Chair	35.00	40.00
_____	Padded White Resin Chair	40.00	50.00
_____	Director's Chair	50.00	60.00

Tables and Risers

_____	6' x 30" x 30' Wood Table	65.00	75.00
_____	8' x 30" x 30" Wood Table	70.00	80.00
_____	6' x 30" x 30"H Skirted Table	90.00	100.00
_____	8' x 30" x 30"H Skirted Table	95.00	105.00
_____	Extensions to make table 42"H	30.00	50.00
_____	36" Round Cocktail (30"H) w/Linen	50.00	65.00
_____	36" Round High Top (42"H) w/Linen	55.00	70.00

Carpet

Colors: Burgundy, Grey, Tuxedo, Black, Purple

_____	10' x 10' Carpet	175.00	195.00
_____	10' x 20' Carpet	275.00	295.00
_____	10' x 30' Carpet	375.00	395.00
_____	20' x 20' Carpet	395.00	410.00

"S" Hooks (to hang sign and items)

Sold in increments of 5	4.00	5.00
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_____ # of Hooks

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Labor: Unloading and loading trucks, hanging signs, help with set up of booths,

Rates: \$85.00 per hour- ordered in advanced before 10/9/23
\$100.00 - per hour -when ordered at the venue or after 10/9/23

Minimum labor call is 1 hour, per setup / breakdown
Be sure to order for both setup and breakdown.

Setup: Number of hours _____ Date and time _____
Breakdown: Number of hours _____ Date and time _____

Scope of Work to be Performed: _____

Forklift: Driver included 15 minute minimum

Rates: \$75.00 - per 15 minutes advanced ordered by 10/9/23
\$95.00 - per 15 minutes after 10/9/23

Setup date & time _____ # of hours _____
Breakdown date & time _____ # of hours _____

Booth Name _____ **Booth #** _____

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Drayage / Freight

Direct Shipping to the Fairground's: The Timonium Fairgrounds will NOT accept any advanced shipments for the show. All freight that is being sent to fairgrounds MUST be received by Main Line Expo.

Drivers are not permitted to unload trucks while on the fairground premises.

All deliveries must be made between **Tuesday, October 17th, through Thursday, October 19th** **between the hours of 8 AM – 2 PM.** Deliveries outside these parameters will be returned.

Direct Shipping Address: Maryland State Fairgrounds
Cow Palace Bldg.
2200 York Rd
Lutherville-Timonium, MD 21093
C/O Main Line Expo Inc
MD Home and Garden Show
Booth # _____ Vendor Name _____

After the show: Any freight being shipped out of the fairgrounds must have a shipping label on it. All freight must be picked up on **Sunday, October 22nd between the hours of 6 PM – 9 PM.** As you schedule your pick-up, please advise all drivers to check in with Main Line Expo upon their arrival.

Price Incoming Deliveries: \$160.00 per 100 lbs.,

Weight over 100 lbs. get rounded to the next 100 lbs.

This service covers unloading the truck accepting the product and delivering to your booth and vice versa.

of lbs. _____ x 160.00 = _____

Price Outgoing Shipments: \$ 175.00 per skid, large crate,

of pieces _____ x 175.00 = _____

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Any freight that is not prepaid will not be delivered to your booth.

Name & Booth # _____



Orders cancelled after decorator move-in begins are subject to a 100% cancellation charge.

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

Company _____

Address _____

Ordered by: _____

Phone : _____

Am Ex ☐ Visa

☐ Master Card Acct # : _____

Expiration: _____

Billing Address Zip Code: _____

CCV Code: _____

Cardholder's Name: _____

E-Mail Address: _____

Authorization Signature: _____

(By signing above, I authorize payment and accept Limitations on Page 2 to 5)

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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, 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 "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.

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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.

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. The 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 of 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 (about 4 and a half weeks) 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.