

# CAPITAL HOME SHOW

**EXHIBITOR MANUAL**  
DULLES EXPO CENTER



**SEPTEMBER 21-23, 2018**

**Welcome to the Capital Home Show!**  
**Thank you for exhibiting with us!**

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

*The 10 minutes you take now to review this information will save you time and money when setting up your display at the show.*

CapitalHomeShow.com

**MARKETPLACE | EVENTS**

Exhibitors:

We would like to take this opportunity to thank you for participating in the 23<sup>rd</sup> Annual Capital Home Show.

As the exhibit contact, you will be receiving all the information that we send out. Should another individual assume your responsibilities, be sure that we are promptly informed so we can keep our records current.

The Exhibitor Manual has been compiled to help exhibitors and their staff with complete details about all phases of the exhibition process at the show.

Enclosed you will find: Move-In and Move-Out schedules, official show contractors and other helpful information to make your participation in our show successful.

**We strongly urge that you give this manual to those having responsibility for your participation in the show.**

We appreciate you being part of the 2018 show. Should you have any questions or concerns, please contact us at 888-248-9751.

Sincerely,

Lisa Gardon  
Show Manager  
[lisag@MPeshows.com](mailto:lisag@MPeshows.com)  
716-429-6626

Stephanie Shemik  
Sales Manager  
Alpha: A-C  
[StephanieS@MPeshows.com](mailto:StephanieS@MPeshows.com)  
703-935-3177

Kara Fatigati  
Exhibit Sales Consultant  
Alpha: D-M  
[karaf@MPeshows.com](mailto:karaf@MPeshows.com)  
571-814-4948

Heather Martin  
Exhibit Sales Consultant  
Alpha: N-Z  
[heatherm@MPeshows.com](mailto:heatherm@MPeshows.com)  
703-775-0073

Kelsey Collins  
Show | Office Administrator  
[kelseyc@MPeshows.com](mailto:kelseyc@MPeshows.com)  
703-775-0074

Kelly Baugh  
Operations Coordinator  
[kellyb@MPeshows.com](mailto:kellyb@MPeshows.com)  
571-814-4949

## SHOW DETAILS

- **Show Office:** The Show Office is located behind the security desk at the entrance of the show.
- **Exhibitor Badges:** Exhibitor badges can be picked up at Exhibitor Registration during move-in and show hours. During move-in, Exhibitor Registration will be at the overhead door between the two halls. During show hours, Exhibitor Registration will be located at the Exhibitor Entrance, the side of the building with the loading docks.
- **Will Call:** Will Call is located at the Box Office at the front entrance. You can drop your tickets off there or leave them with a member of Show Management in the Show Office. **Exhibitor Badges cannot be used at the front entrance.**
- **Exhibitor Entrance:** Exhibitors need to enter at the side of the building (near the loading docks) marked Exhibitor Entrance. That is where Exhibitor Registrations and badges will be located during show hours (see map at back of exhibitor kit).
- **Exhibitor Parking:** Exhibitor parking is located in Lot C – to the left of the main entrance. Please use that designated lot to park during show hours.
- **Show Hours**

Friday, September 21	10am – 9pm
Saturday, September 22	10am – 9pm
Sunday, September 23	10am – 6pm

\*Exhibitors may get in the building **ONE** hour prior to show open

## SHOW MANAGEMENT

The Capital Home Show is produced and managed by:

Marketplace Events  
31105 Bainbridge Rd., Suite 3  
Solon, OH 44139  
P: 703-775-0074  
[www.marketplaceevents.com](http://www.marketplaceevents.com)

### IMPORTANT PHONE NUMBERS:

Capital Show Team	703-775-0074	
Onsite Show Office Number	703-378-5324	Only in use during the show*
Dulles Expo Center	703-378-0910	

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## FACILITY AND DECORATOR INFORMATION

### Show Facility

Dulles Expo Center  
4320 Chantilly Shopping Center  
Chantilly, VA 20153  
P: 703-378-0910  
[www.dullesexpo.com](http://www.dullesexpo.com)

**\*All electric and WiFi needs will go through the Dulles Expo Center.**

### Show Decorator

Hale Northeastern  
828 East Ferry Street  
Buffalo, NY 14211  
P: 716-896-6170  
[www.haleexpo.com](http://www.haleexpo.com)

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## UTILITIES

Electricity, Internet, Cleaning, Phone Lines, and Water are provided by the **Dulles Expo Center**.  
See their order forms on their website: [www.dullesexpo.com](http://www.dullesexpo.com)

**Contact Khrysta Sink with any questions:**

Phone: 703-766-1312  
Email: [ksink@dullesexpo.com](mailto:ksink@dullesexpo.com)

## MOVE-IN | MOVE-OUT INFORMATION

**\*Please note, all accounts must be paid in full before you move-in\***

The move-in schedule is based on the location of your booth on the show floor. Approximately, two weeks before you move in, ***you will receive a call from a member of our team informing you of your date and time. While there may be some exceptions, we ask that you arrive as close to your designated time as possible to keep wait times to a minimum.*** Hale Northeastern will be onsite to marshal the cars in and out of the building in a timely manner.

**If you are unable to move-in during your assigned time slot, please contact Show Management.**

### General Move-In Dates/Times

Tuesday	September 18	NOON - 5pm
Wednesday	September 19	8am – 5pm
Thursday	September 20	8am – 5pm

### **Important Move-In Details:**

- **No vehicles on the show floor after Thursday, September 20<sup>th</sup> at 12pm**
- All exhibit material must be removed from the aisles by 5pm on Wednesday, September 19<sup>th</sup> in order to lay the aisle carpeting
- No hand carts, dollies, or anything on wheels can be used to come in and out of the front glass doors – **HAND CARRY ITEMS ONLY!**
- Steel overhead doors to the left and the right of the front glass doors, as well as the loading docks along the side of the hall may be used if carts and dollies are needed
- Hale Northeastern will have some carts available to use on a first come first served basis
- For safety reasons, no one under the age of 16 is permitted in the halls or dock areas during move-in/out

### General Move-Out Dates/Times

Sunday	September 23	6 pm – 10 pm
Monday	September 24	8 am – NOON

Exhibitors are not assigned time slots for move-out – you may choose if you want to move out on Sunday evening or Monday morning. **Please note, no vehicles will be allowed on the show floor until the carpet has been pulled up.**

### **Important Move-Out Details:**

- All exhibits must be removed from the Dulles Expo Center by NOON on Monday, September 24<sup>th</sup>
- No removal or dismantling of exhibits will be permitted before show closing – should you start to move-out early, your booth space for next year’s show will be in jeopardy
- Show Management will provide assistance to expedite the removal of exhibitors’ goods from the hall
- **All exhibit material must be removed from your booth space – any trash or residue left on the floor will result in extra charges to your company**

## SHOW DECORATOR SERVICES

Hale Northeastern is the show decorator and provides carpet, tables, chairs, etc. Should you need any of these items you will be able to preorder them by visiting our website at [www.capitalhomeshow.com/exhibitor-kit](http://www.capitalhomeshow.com/exhibitor-kit).

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## EXHIBITOR BADGES

Each company is entitled to **SIX (6) badges per 100 square feet of exhibit space**. The maximum number of badges distributed to any one company is 20.

Badges can be picked up at the Exhibitor Registration desk during move-in and throughout all hours of the show.

Should your company continue to lose, forget, or misplace your badges, there will be a \$6.00 charge for an additional one.

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## ADMISSION PASSES

Each company is entitled to **20 free admission passes per 10x10 booth** – (maximum number of passes allowed is 50). Admission passes are for special clients, prospects, family, and friends. **Please note: any exhibitor handing out admission passes at the entrance will be billed and will be responsible for the value of the tickets distributed.**

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## BOOTH REGULATIONS

- Each booth space will be provided an 8' black drape along the back, with two side drapes that extend from the back of the booth to the front at a height of 32".
- Exhibitors are allowed to build their booth to the maximum height of 8 feet – this includes back walls and side walls. Exhibitors on the peninsulas, in booths 20x20 or larger may get approval to build above the 8 foot restriction.
- **All exposed areas of your exhibit space must have finished surfaces including back and sides. Graphics, logos, or wiring that faces into your neighbors booth will not be allowed. Extra charges may incur if Show Management needs to drape part of your display.**

### Flooring

Flooring is NOT included in the cost of your booth space. It is mandatory that all exhibit booths are carpeted or have some type of professional floor covering. All edges must be secured and 100% of your area must be covered.

- All flooring should be neat and clean
- All edges of carpet should be taped down – double sided tape is acceptable. The following two brands are acceptable: **Echo Brand – Double Coated Carpet Tape (DCW188F) or Shur Brand – Residue Free (DF545).**
- Duct tape is not allowed
- **You must return the floor to its original condition – exhibitors will be charged for any damage or tape residue left that requires extra clean up.**

### Tables and Skirting

It is mandatory that all tables are professionally skirted.

- The use of plastic tablecloths, sheets, or any type of “residential” tablecloths are not permitted
- If storing boxes under your table, please be sure to have a professional tablecloth that goes to the floor

### Signage

All exhibitors are encouraged to have a professional sign identifying their company for consumers.

**Handwritten signs will not be permitted.**

- Company signage must be single sided
- Professional signage only - if using a “banner” style sign, please make sure it is fastened tightly and not wrinkled
- **Signage may not go more than ONE FOOT above the drape line**
- Exhibitors with a 20x20 booth or larger may pay to have a hanging banner
- **Pop up banners may not be placed on stop of tables or structures within your booth unless you are on the perimeter wall of the building**

**\*NO TENTS OR CANOPIES ARE PERMITTED.**

## **ADVANCED/DIRECT SHIPMENTS**

All Shipments must be pre-paid  
Receiver is not authorized to accept any other type of shipment.

### **Advanced Shipments:**

For Shipments arriving on or before Friday, Sept 14, 2018, please ship to the advance warehouse.

COMPANY NAME: \_\_\_\_\_ BOOTH: \_\_\_\_\_

FOR: CAPITAL HOME SHOW

C/o Hale Northeastern/ABF Freight

7850 Wellingford Drive

Manassas, VA 20109

### **Direct Shipments:**

Direct shipments to the show will be accepted on/or after Tuesday, Sept 18, 2018 and should be marked as follows:

COMPANY NAME: \_\_\_\_\_ BOOTH: \_\_\_\_\_

FOR: CAPITAL HOME SHOW

c/o Dulles Expo Center

4320 Chantilly Shopping Center, P.O. Box 221075

Chantilly, VA 20153-1075

### **UPS/FedEx/U.S. Postal Service Express Main, etc. deliveries:**

Exhibitors' packages should be scheduled to arrive at the Dulles Expo Center no earlier than Tuesday, September 18, 2018 and should be marked as follows:

COMPANY NAME: \_\_\_\_\_ BOOTH: \_\_\_\_\_

FOR: CAPITAL HOME SHOW

Show Office

c/o Dulles Expo Center

4320 Chantilly Shopping Center, P.O. Box 221075

Chantilly, VA 20153-1075



## ELECTRICAL DEVICES

Electrical cords used must be of the three-prong type and all the equipment used must be U.L. approved. Regular extension cords are allowed for one single portable appliance. They shall be in good condition without splices, deterioration or damage. Power strips shall be grounded or three-prong type, equipped with a circuit break and shall be UL or ETL listed. Power strips should be directly connected to a permanently installed receptacle.

The use of batteries or battery charger packs to generate electric in the facility is prohibited under all circumstances. NO EXCEPTIONS.

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## FIRE REGULATIONS

- **Ceilings:** No ceilings are allowed in any size booth without prior approval from the Dulles Expo Center. Contact Terri Harrison at 703-766-1306 for more information.
- **Lumber:** All lumber used in displays must be fire resistant and treated accordingly unless the item can be carried out by two adult males. This includes lumber in window displays, door displays, kitchen displays, bathroom displays, etc.
- **Fire Treated Greenery:** All trees, plants and greenery must be treated for fire resistance prior to the show opening.

Display or operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, etc. is prohibited unless device is inspected by the Fire Marshal.

Electrical boxes must remain visible at all times and may not be covered or obstructed in any manner. In-the-floor outlets, water sources, drains and/or air or telephone pockets may not be covered.

Additional information regarding fire regulations please contact:

Terri Harrison / DULLES EXPO CENTER

703-766-1306

[tharrison@dullesexpo.com](mailto:tharrison@dullesexpo.com)

Please remember smoking is NOT PERMITTED in the Dulles Expo Center.

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## FUEL TANKS

**\*\*NO VEHICLES ARE PERMITTED TO BE USED WITHIN AN EXHIBITORS BOOTH WITHOUT PRIOR WRITTEN APPROVAL FROM SHOW MANAGEMENT\*\***

If a vehicle has been approved by Show Management, the following guidelines must be followed:

The use of flammable liquids is permitted only with the approval of Show Management and the Fire Marshal.

- Propane gas tanks are permitted under two conditions: (1) brand new and empty or (2) totally purged with proper documentation.
- When stationary fuel tanks are part of a display the fuel tanks must have no more than 1/8 tank of gas.
- The gas cap must be a locking gas cap or have the ability to be secured with tape.
- A set of keys must be left with Show Management for the duration of the show.
- A vehicle permit is required if you are bringing a vehicle into the facility.

## **FOOD AND BEVERAGE SAMPLING**

Prior written permission must be obtained from the Dulles Expo Center management for sampling of ANY food and beverages to attendees. Under no circumstances may exhibitors sell, sample, or giveaway food or beverages without prior written approval.

- A health department fee will be charged to exhibitor wanting to sell and/or sample items in their booth that require a County Health Temporary Event Permit. Exhibitors must pay this fee prior to the Health Department inspection (approximately 3PM on Thursday, September 20, 2018). If that is approved it is the Show Manager's responsibility to provide the vendor with the appropriate paperwork for the Fairfax County Health Department.
- It is a violation of the liquor license to bring alcoholic beverages into or out of the facility. The Dulles Expo Center reserves the right to inspect coolers, vehicles, etc. this inspection includes move-in and move-out of the show.
- Exhibitors are not allowed to consume alcoholic beverages within the confines of their exhibit booth during move-in/out and show hours.
- If cooking or heat food and/or beverage, a fire extinguisher is required.

**\*POPCORN IS ABSOLUTELY NOT ALLOWED TO BE DISTRIBUTED OR SOLD!\***

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## **STORAGE**

Crates and cartons will be stored in approved storage areas during the show at no charge. When crates are empty and ready to be stored, place an "empty" storage label on the box/crate. Labels are available at the Hale Service Desk or in the Show Office. Identify in large lettering the name of your company and your booth number. Crates and cartons will be returned to your company as soon as possible after show closing.

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## **SECURITY**

Security guards will be on duty 24 hours from the start of move-in to the end of move-out. Please contact Show Management if something is lost or damaged.

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## **INSURANCE**

Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not, however, cover exhibitor's properties, which are placed on display at the exhibitor's own risk. Every reasonable precaution will be taken to protect exhibitors' properties, but Management assumes no responsibility for any losses due to fire, theft, robbery, damage, accident, or other causes.

## SALES TAX

- **Sales Tax:** The Commonwealth of Virginia requires that out-of-state companies selling merchandise within the Commonwealth must collect sales tax and report such sales on Form ST-50. If you have any questions or need additional information, please call Jane Ollice at 804-371-3118
  - **Sales Receipts:** Any exhibitor selling merchandise must provide the buyer with a highly visible receipt that can be readily identified as such by show security.
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## PARKING OF CAMPERS/RVS

Due to zoning restrictions, the Dulles Expo Center is unable to allow overnight parking of campers, RV's, etc. in the parking lots. No vehicles or other materials for the purpose of exhibiting may be parked or located in the parking lots at any time overnight. All event exhibits must be located inside the center. If you are traveling with a camper or RV, below are the local campgrounds in the area.

Hillwood Camping Park  
14222 Lee Highway  
Gainesville, VA 21055-1799  
Phone: 703-754-6501  
[www.hillwoodcamping.com](http://www.hillwoodcamping.com)

Pohick Bay Regional Park  
6501 Pohick Bay Drive  
Lorton, VA 22079  
Phone: 703-339-6104  
[www.nvrpa.org/parks/pohickbay/index.php](http://www.nvrpa.org/parks/pohickbay/index.php)

**Trucks & Trailers:** No overnight parking of exhibitors' trucks or trailers is allowed in the parking areas in front of the hotel or retail spaces. Contact Terri Harrison at the Dulles Expo Center for more information at 703-766-1306.

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## AUDIO/SOUND/MUSIC

Use of audio equipment, microphones, and musical instruments are permitted, however, sound levels must be kept at a volume that Management deems reasonable.

Violators will receive one warning. If there is a problem with volume, Show Management reserves the right to prohibit the exhibitor from using sound equipment for the remainder of the show.

## **MUSIC LICENSES AND RESTRICTIONS**

Each exhibitor is responsible for obtaining all necessary licenses and permit to use music, photographs or other copyright materials in their booth or display. No exhibitor will be permitted to play, broadcast or have performed any or use any other copyright material, such as photographs or other artistic works without first presenting to Marketplace Events satisfactory 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 hall all or any part of any booth or display which incorporates music, photographs, or other copyrighted material for which the exhibitor fails to produce proof that the exhibitor holds all licenses. The exhibitor shall remain liable for and shall indemnify and hold Marketplace Events and the facility, their agents and employees, harmless from all costs, claims, causes, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation or infringement (or claimed violation or infringement) by exhibitor, exhibitor's agents or employees of any patent, copyright or trade secret rights or privileges. For additional information, contact your local ASCAP, BMI or other appropriate office.

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## **MISCELLANEOUS RULES AND REGULATIONS**

- Absolutely no animals unless it is a designated guide dog
- Balloons are not allowed
- All exhibits are to be staffed all hours of the show
- Exhibitors who provide demonstrations using products and/or handing out advertising, material samples, or souvenirs are not permitted in the aisles or anywhere outside the confines of an exhibitors' booth. Please be courteous to your neighbor—do not block aisles.

