

NASHVILLE HOME +REMODELING EXPO

February 9-11, 2018

Music City Center

TABLE OF CONTENTS

<u>GENERAL INFORMATION</u>	SECTION 1
SHOW PERSONNEL _____	1.1
IMPORTANT PHONE NUMBERS _____	1.2
EXHIBITOR SET-UP	
MOVE-IN DATES AND HOURS _____	1.3
SHOW HOURS _____	1.4
EXHIBITOR REMOVAL	

MOVE-OUT DATES AND HOURS _____	1.5
DISMANTLING OF BOOTHS _____	1.6
<u>SHOW DECORATOR INFORMATION</u>	SECTION 2
SHOW DECORATOR _____	2.1
STANDARD DRAPE DISPLAY _____	2.2
DIRECT SHIPMENTS _____	2.3
SIGNAGE _____	2.4
TELEPHONE & INTERNET _____	2.5
GAS, COMPRESSED AIR, WATER, & DRAIN _____	2.6
CLEANING _____	2.7
ELECTRIC _____	2.8
RIGGING _____	2.9
<u>REGULATIONS</u>	SECTION 3
BOOTH REGULATIONS _____	3.1
BUILDING REGULATIONS _____	3.2
PARKING REGULATIONS _____	3.3
FIRE REGULATIONS _____	3.4
SECURITY _____	3.5
INSURANCE _____	3.6
MICROPHONES, AUDIO EQUIPMENT AND MUSIC _____	3.7
SOLICITING, SAMPLES AND SOUVENIRS _____	3.8
STAFFING OF EXHIBIT _____	3.9
<u>CREDENTIALS/WALLET CARDS, TICKETS & COMP. TICKETS</u>	SECTION 4
EXHIBITOR CREDENTIALS/WALLET CARDS _____	4.1
ORDER FORM-CREDENTIALS/WALLET CARDS _____	PAGE 12
EXHIBITOR PARKING _____	4.2
COMPLIMENTARY TICKETS _____	4.3
SPECIAL DISCOUNT TICKETS _____	PAGE 13
PAYMENT OF ACCOUNT _____	4.4
SALES TAX _____	4.5

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

GENERAL INFORMATION

SECTION 1

1.1 SHOW PERSONNEL:

Tamara Bailey	<u>Show Manager</u>
Katrina Edwards	<u>Exhibit Sales Consultant</u>
Linda Kossmann	<u>Exhibit Sales Consultant</u>
Danielle Stasiak	<u>Show I Office Administrator</u>

1.2 IMPORTANT PHONE NUMBERS:

Marketplace Events Office	(800) 395-1350
On site Show Office	(615) 345-6501
Geo E. Fern Company (Show Decorator)	(317) 635-9606

*The Show Office will be staffed beginning 8:00 a.m. Tuesday, February 6th.

1.3 MOVE-IN DATES AND HOURS / EXHIBIT SET-UP:

Tuesday, February 6	12:00 pm - 6:00 pm
Wednesday, February 7	8:00 am - 6:00 pm
Thursday, February 8	8:00 am - 8:00 pm

ABSOLUTELY NO DRIVING IN THE BUILDINGS AFTER 12:00 NOON THURSDAY FEBRUARY 8TH

THE SHOW BEGINS AT 10:00 A.M., FRIDAY, FEBRUARY 9TH, 2018*

Due to the installation of carpet in the aisles, all large items must be placed inside your booth space by 8:00 pm on Wednesday, February 7th.

- Absolutely **NO cars or trucks** will be allowed in the building after 12:00 NOON Thursday February 8th.
- Make sure to clear all trash, boxes, crates, etc. from the aisles on Thursday, February 8th by 8:00 pm.
- The dock address at the Music City Center is:

MCC-Hall C/D
700 Korean Veterans Blvd.
Nashville, Tn 37203

If you need additional time, please make special arrangements with Show Management.

1.4 SHOW DAYS AND HOURS:

Friday, February 9	10:00 am - 9:00 pm
Saturday, February 10	10:00 am - 9:00 pm
Sunday, February 11	10:00 am - 6:00 pm

1.5 EXHIBIT REMOVAL:

Sunday, February 11	6:01 pm - 10:00 pm
Monday, February 12	8:00 am - 3:00 pm

1.6 DISMANTLING BOOTHS SUNDAY CLOSING DAY FEBRUARY 11 at 6:01 pm:

NO EXHIBIT CAN BE REMOVED, EVEN IN PART, UNTIL IT IS ANNOUNCED OVER THE PUBLIC ADDRESS SYSTEM THAT IT IS PERMISSIBLE, LISTEN FOR THE ANNOUNCEMENT - IT WILL BE LOUD AND CLEAR!

Aisle carpet will be removed on Sunday night immediately after closing. After aisles are clear of carpet, vehicles may enter the building for loading of heavy items.

During Move-Out everything that your company brought to the Show must be removed or disposed of after the Show. If not, there will be a charge to your company for clean up.

DECORATOR INFORMATION

SECTION 2

2.1. SHOW DECORATOR, FURNITURE RENTAL:

The official show decorator is **George E. Fern Company**. The decorator's office will be open during move-in, show, and move-out for exhibitors requiring furniture, carpet, etc. Order what you need well in advance of the show to ensure availability of all needed items and to take advantage of the decorator's discounted rates. You may call or email to order.

Phone: 317.635.9606 Fax: 317.634.0993 Email: kweldy@fernexpo.com

2.2 STANDARD DRAPE DISPLAY:

Show management will provide, without charge, one 8' high back wall drape, and side rail drape which extends from the back of the booth to the front of the booth at a height of 36".

Drapes & Aisle Carpet: Black Drape & Black Carpet

PLEASE NOTE: Only the style and color of drapery as described will be supplied at no cost.

The standard drape equipment is the property of the official show decorator. Their permission must be obtained to attach any materials to the drape or use it for any other purpose than a backdrop.

2.3 DIRECT SHIPMENTS TO THE SHOW:

All shipments must be prepaid. Address shipments for the show as follows:

Music City Center
700 Korean Veterans Blvd.
Nashville, TN 37203
Attention: Nashville Home +Remodeling Expo
Booth# & YOUR Company Name and Onsite Contact
SHIPMENTS CANNOT ARRIVE PRIOR TO FEBRUARY 6TH, 2018
****Items will not be delivered without this information****

All shipments should be clearly marked with your company name, booth number and Hall C & D. Special arrangements may be made with George E. Fern Co. on items that need special care.

Show Management is not responsible for your packages; please do not send packages before your arrival as you MUST be present to sign for them.

Please make arrangements to dispose of or store shipping crates with the show decorator.

2.4 SIGNAGE:

One 7" x 44" identification sign will be issued to each exhibitor. Your sign will read exactly as your booth was contracted.

BANNERS: Banner height may not exceed 8' (top of banner). **Exhibitors wishing to hang banners over the 8' height limit AND/OR from the ceiling are subject to a \$500 sponsorship fee and must be hung by the MCC, Rigging forms available.** No banners are permitted to be hung without preauthorization from show management. Banners may be **ONE** sided only. Banners with writing or logos on both sides are **NOT** permitted.

All Triangular, 4 Sided signs and other various shaped signs are subject to a minimum of \$1000 sponsorship fee and sponsor must fill out Rigging form and fees. No signs are permitted to be hung without preauthorization from Show Manager . Show has right to refuse any sign over 8 ft.

NO BANNER OVER 4'X10' (one sided only) PERMITTED IN SHOW WITHOUT MANAGEMENT APPROVAL PRIOR TO SHOW OPENING.

Order forms are enclosed for extra signage through Show Decorator. **Order early and avoid the rush!**

2.5 TELEPHONE & INTERNET SERVICES

Deadline for the **Advance Rate** is **Saturday, January 22, 2018**. All order received after that date will be processed at the **Floor Rate**.

It is the responsibility of the Exhibitor to confirm that all orders submitted by fax have been received.

All orders place online will be confirmed by email. **Please remember to print out your receipt at the end of your order transaction.**

For a list of Services and PDF Order Forms :

www.nashvillemusiccitycenter.com/exhibitors/services

To Place you order online: <https://olo.nashvillemusiccitycenter.com/ordering/order.htm>

2.6 GAS, COMPRESSED AIR, WATER, & DRAIN

Deadline for the **Advance Rate** is **Saturday, January 22, 2018**. All order received after that date will be processed at the **Floor Rate**.

It is the responsibility of the Exhibitor to confirm that all orders submitted by fax have been received.

All orders placed online will be confirmed by email. **Please remember to print out your receipt at the end of your order transaction.**

For a list of Services and PDF Order Forms :

www.nashvillemusiccitycenter.com/exhibitors/services

To Place you order online: <https://olo.nashvillemusiccitycenter.com/ordering/order.htm>

2.7 CLEANING:

Exhibitors are responsible for the upkeep and cleaning of their own booths. You may order carpet-cleaning service from Geo. E. Fern on the enclosed service Order Form.

During Move-Out everything that your company brings to the show must be moved or disposed of after the show. If not there will be a charge to your company for clean up.

2.8 ELECTRIC

Deadline for the **Advance Rate** is **Saturday, January 22, 2018**. All order received after that date will be processed at the **Floor Rate**.

It is the responsibility of the Exhibitor to confirm that all orders submitted by fax have been received.

All orders placed online will be confirmed by email. **Please remember to print out your receipt at the end of your order transaction.**

For a list of Services and PDF Order Forms :

www.nashvillemusiccitycenter.com/exhibitors/services

To Place you order online: <https://olo.nashvillemusiccitycenter.com/ordering/order.htm>

*A/V ORDERS CANNOT BE PLACED ONLINE. PLEASE PRINT OUT THE A/V ORDER FORM AND FAX IN. If you do not see what you are looking for on the form, please contact Exhibitor Services at 615-401-1440

2.9 RIGGING

Rigging is available through Music City Center for signs, banners or other items to be suspended. Order form is attached or you may call or email.

Phone: 615-401-1440/ Fax: 615-401-1439 Email: orderservices@nashvillemcc.com

Order online at: www.nashvillemusiccitycenter.com/exhibitors/services

REGULATIONS

SECTION 3

3.1 BOOTH REGULATIONS:

Complete blockage by paneling or drapery of any aisle is prohibited. Booths located on inside aisles may be a maximum of **8' high for the full length and width of the exhibit space**. All sides and surfaces, front and back of exhibits which are exposed to view must be properly finished and decorated by exhibitor at their own expense and to the satisfaction of neighboring exhibitors and show management.

ALL FLOORS MUST BE COVERED WITH CARPETING, ASTROTURF, VINYL FLOORING, ETC.-NO EXCEPTIONS.

Any carpet extending into the common aisle is subject to being cut and removed. No exhibits will be permitted which interfere with the use of other exhibits or impede access to the free use of the aisle. **BOOTH PERSONNEL, INCLUDING DEMONSTRATORS, RECEPTIONISTS AND MODELS ARE REQUIRED TO CONFINE THEIR SALES ACTIVITIES WITHIN THEIR OWN BOOTH SPACE. ABSOLUTELY NO TENTS OF ANY KIND WITHOUT SHOW MANAGEMENT PRIOR CONSENT.**

Show Management reserves the right to refuse entry or to have removed at the exhibitor's expense, any display that is not in accordance with these rules and regulations. If any doubt exists, the exhibitor must provide details and have such exhibits approved by show management. Management may require exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition and, or failure to comply, may order the immediate removal of the entire exhibit without compensation and at the Exhibitor's Expense.

Exhibitors will make arrangements to dispose of any shipping crates or other rubbish created through the building or dismantling of their individual displays.

3.2 BUILDING REGULATIONS:

Service animals are allowed inside the building during event hours of the event. *Personal pets are not allowed in the Music City Center.*

Anything that is taped to the floor must be taped with **Gaffer's tape**, NO DUCT TAPE ALLOWED or tape obtainable from the decorator.

Please do not place cement directly on the floor. Place plastic and plywood under any cement that will be poured for your display. Linoleum is **NOT** to be cemented to the floor. Do not paint on the floors. Carpet should only be taped to the floor, not glued. ***Please do not bore holes in the floor or chip the concrete in any way.***

YOUR COMPANY WILL BE RESPONSIBLE FOR ALL DAMAGES!

Cars and trucks are not allowed to remain inside the building unless they are deemed as part of an exhibit. Vehicles used as an exhibit must have ¼ or less of gasoline in the gas tank, batteries disengaged and the gas cap sealed by tape in accordance with the Tennessee State Fire Marshal.

No exhibitor will be permitted on the roof of the building for the purpose of installing aerials or for any other reason.

- **NO HELIUM, PROPANE OR GAS CONTAINERS ARE ALLOWED BY ORDER OF THE TENNESSEE.**
- **NO HELIUM BALLOONS ARE ALLOWED IN THE SHOW**

3.3 PARKING REGULATIONS:

- Music City Center has 1800 parking spaces for attendees & exhibitors
- No Box Trucks or trailers are allowed
- Several surface lots surrounding the MCC, go to www.parkitdowntown.com

Nissan Stadium is available, call Stewart Parking Solutions (615) 463-2307 or go to: <https://www.nashville.gov/Sports-Authority/Nissan-Stadium/>

[Stadium-Parking-Lot-Use-Request.aspx](https://www.nashville.gov/Sports-Authority/Nissan-Stadium/Stadium-Parking-Lot-Use-Request.aspx)

Vehicles may unload their product, equipment, etc. at the building, but quickly move to these designated areas after unloading. Throughout the scheduled event, if trucks need to restock, opportunities for unloading will be accommodated.

3.4 FIRE REGULATIONS:

- All material used in the construction and decoration of an exhibit must be flame retardant. This includes scenery, backdrops, drapes, table and dust covers.

- No hazardous material will be permitted in an exhibit.
- No vehicles or other apparatus, which has a fuel tank, will be permitted as a display without written permission from show management.
- **Helium tanks for balloons ARE NOT ALLOWED in the Music City Center**
- **THE FIRE MARSHALL OF THE STATE OF TENNESSEE A RESERVES THE RIGHT TO MAKE ANY FINAL DECISION REGARDING THE ABOVE REQUIREMENTS.**

NOTE: ALL ABOVE REGULATIONS ARE REQUIRED UNDER THE FIRE CODES OF THE STATE OF TENNESSEE.

3.5 SECURITY:

Security guards will be on duty 24 hours each day during Show Days. Show Management does not assume any responsibility for losses incurred from theft, damage or any other causes. *Exhibitors should take all possible precautions to protect their own property.*

Security Suggestions:

Do not leave your booth unattended during the set-up, show or move-out period. Do not leave small items, one-of-a-kind special samples, prototypes, generated leads, or extremely valuable merchandise in your booth overnight. You may lock them up in the show office after closing each night of the show.

3.6 INSURANCE:

Neither Show Management nor Music City Center will accept responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decorations by fire, accident, theft, or any other cause while in the building.

EXHIBITORS MUST PROVIDE ADEQUATE INSURANCE FOR THEIR OWN PERSONNEL, EXHIBITS AND MATERIALS AGAINST ALL SUCH HAZARDS.

No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Service Manual and/or on posted signage by the show facility. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

3.7 MICROPHONES, AUDIO EQUIPMENT AND MUSIC:

Use of microphones, audio equipment and musical instruments is permitted, however, sound levels must be kept at a volume that management deems reasonable. Violators will receive one warning. If there are more problems with volume, Show Management reserves the right to prohibit the 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, suits, 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.

3.8 SOLICITING, SAMPLES AND SOUVENIRS:

ALL FOOD SAMPLING MUST BE APPROVED BY MUSIC CITY CENTER

Contact: Renae Droege, Director of Catering Sales

Phone: (615) 401-1360 Fax: (615) 401-1482

renae.droege@nashvillemcc.com

3.9 STAFFING OF EXHIBITS:

It is recommended that exhibitors require a staff member in their exhibit at all times during the hours of the show. Show Management does **NOT** assume any responsibility for losses.

SECTION 4

CREDENTIALS, TICKETS & COMPLIMENTARY PASSES:

4.1 EXHIBITOR CREDENTIALS:

Credentials will be distributed either through the USPS mail or by the exhibitor picking them up during move in. Credentials allow each exhibitor a one-time admittance to the show each day only. The numbers of credential/wallet cards are dependent on size of exhibit space. All personnel working the show must be registered and supply credential/wallet cards provided by Show Management for daily admittance to the show. Credentials are only for principals and employees actually working in the exhibit.

AN ORDER FORM IS ENCLOSED FOR ADDITIONAL CREDENTIALS.

Credentials and Comp Tickets will be held at the show office and can be picked up during move-in, unless you have requested them to be mailed.

For Security reasons, each individual needs SHOW CREDENTIALS. **SHARING OF SHOW CREDENTIALS IS STRICTLY PROHIBITED. EXHIBITORS ARE STRICTLY FORBIDDEN TO DISTRIBUTE CREDENTIALS IN THE LOBBIES OR PARKING LOTS OF THE SHOW. EXHIBITORS BREAKING THIS REGULATION WILL NOT BE INVITED TO RETURN IN FUTURE EVENTS AND MAY BE ASKED TO LEAVE THE SHOW IMMEDIATELY.**

- Five (5) Credentials, good for the duration of the show, will be issued for each company with less than 400 sq ft of exhibit space.

- Ten (10) Credentials will be issued for each company with exhibit space 401 sq. ft or larger.

There will be a **\$5.00** charge for each additional Credential ordered.

Show Credentials MUST BE PRESENTED TO DOOR GUARDS STARTING AT 8:00 A.M. FEBRUARY 9, 2018 AND THROUGHOUT THE DURATION OF THE SHOW.

4.3 COMPLIMENTARY TICKETS:

- Five (5) complimentary tickets will be issued for an exhibit space of less than 400 sq. ft.
- Ten (10) complimentary tickets will be issued with exhibit space of 401 sq. ft. or larger (a maximum of 10 comp tickets per company).

For additional tickets, a discount application is enclosed; Discount tickets are **\$5.00** each compared to the regular adult admission price of \$10.00 per ticket.

Discounted tickets are to be used for your special customers, friends and family members.

Discount tickets or complimentary tickets are NOT to be distributed in the LOBBIES, FOYERS or PARKING LOTS OF the MUSIC CITY CENTER. If complimentary or discounted tickets or wallet cards are given to visitors in these areas, the exhibitor will not be allowed to exhibit in future events and may be asked to leave the current show immediately.

WILL CALL is at the Show Entrance ONLY. Please do not leave any tickets at the Box Office where tickets are sold.

4.4. PAYMENT OF ACCOUNT:

Full and final payment for exhibit space must be made by November 15th, 2017

Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full. Any exhibitor not paid in full by the deadline will NOT appear in the official Show program listing.

4.5 SALES TAX: 9.5%

NASHVILLE HOME +REMODELING EXPO
FEBRUARY 9-11, 2018

ORDER FORM FOR ADDITIONAL SHOW CREDENTIALS/BADGES & TICKETS

There will be a \$10.00 charge for each additional or lost Credentials/Badges(s) ordered over your allotment; this includes a parking pass for each Credentials/Badge purchased AND allows daily admittance to the show. For Security reasons, each individual needs Credentials/Badges. **SHARING OF CREDENTIALS/BADGES IS PROHIBITED.**

EXHIBITOR CREDENTIALS DO NOT NEED SPECIFIC NAMES OF EMPLOYEES WORKING THE EXHIBIT. CREDENTIALS ARE FOR DAILY SHOW ADMITTANCE.

Number of Credentials/Badges requested *over allotment* _____ X **\$5.00**= \$ _____

Number of Tickets Requested: _____ X **\$5.00** = **\$** _____

Company Name: _____ Contact _____

Check Enclosed _____ Charge My Credit Card: **VISA | MC | AMEX**

Card Number _____ Exp. Date _____

Signature: _____

Please Check One-> _____ Please Mail *NOT AFTER 2/24/17* _____ Please Hold

***All Credentials/Badges & complimentary tickets will be held at the show office for pick-up unless otherwise requested.**

FAX LINE 317-705-8720 -- TELEPHONE 317-705-8719
Marketplace Events, LLC 12800 N. Meridian Street, Suite 135 Carmel, IN 46032

HOTEL INFORMATION



Room rates are \$119/night with group code MPE if booked prior to Jan. 15th

Our hotel is situated off of I-65 Exit 74A. We are situated within walking distance of shopping and eatery. We are also centrally located in the city. 10 miles from Downtown, 15 miles from Opryland, and 8 miles from Cool Springs Galleria. That is just a few of the destinations that are within easy driving distance from our hotel. We offer complimentary breakfast daily, wi-fi, and parking as well as airport shuttle. Should you ever need anything we are happy to help. Give us a call at 615.221.5001