



March 15-17, 2019

This Exhibitor Manual has been compiled to help you and your staff with complete details about all phases of the exhibition process at the Nashville Home +Remodeling Expo.

Enclosed you will find 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.

NashvilleHomeandRemodelingExpo.com

SHOW MANAGEMENT

The Nashville Home +Remodeling Expo is produced and managed by:

Marketplace Events

12800 N Meridian St. Ste 135 | Carmel, IN 46032

Tami Bailey, Show Manager

P: 317.705.8719 Ext. 15

Tamarab@mpeshows.com

SHOW TEAM

Tami Bailey

Show Manager | Tamarab@mpeshows.com | 317.705.8719 x 15

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Linda Kossmann

Exhibit Sales Consultant | LindaK@mpeshows.com | 317.705.8719 x 20

Suzy Colvin

Exhibit Sales Consultant | SuzyC@mpeshows.com | 317.705.8719 x 18

SHOW FACILITY

The Nashville Home +Remodeling Expo is held at:

Music City Center – Halls C & D

201 5th Ave S | Nashville, TN 37203

615.401.1400

SHOW DECORATOR

Booth Furnishings: rental of tables, chairs, booth carpeting, signs, & labor

The decorator's office will be open during move-in, show, and move-out.

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.

Fern Expo & Services

1147 S White River Pkwy E Drive | Indianapolis, IN 46225

P: 317.635.9606 | F: 317.634.0993 | kweldy@fernexpo.com

UTILITIES

Telephone, Internet & Electricity

Music City Center

P: 615.401.1440 | F: 615.401.1439

Order online: www.Nashvillemusiccitycenter.com/exhibitors

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

Deadline for Advance Rate: Tuesday, Feb. 26, 2019. All orders received after that date will be processed at the **Floor Rate**.

MOVE-IN | MOVE-OUT DAYS AND HOURS

MOVE-IN DAYS AND HOURS

Tuesday DRIVE IN OR CART AND CARRY (See below for further instructions)	March 12, 2019	12pm- 6pm
Wednesday DRIVE IN OR CART AND CARRY (See below for further instructions)	March 13, 2019	8am – 6pm
Thursday ABSOLUTELY NO DRIVING IN! (See below for scheduled times)	March 14, 2019	8am - 8pm

TUESDAY & WEDNESDAY

When arriving at Music City Center for move-in, please make sure to know in advance where to enter. There are two options:

- The dock door (measuring 16' W x 16' H) off of Korean Veterans should be used by the majority of exhibitors. However, there is also an elephant door (measuring 22'6" W x 32' 6" H) accessed off of 8th Ave., and if your space is closer to that door, it will be easier to come in that way.
- Elephant door would likely be better for the following booths:
- Please consult with your rep prior to the show to determine your best access point



THURSDAY

- A-K Companies move-in between 8am – 1pm
- L-Z Companies move-in between 1pm – 6pm
- All companies can move in at 6pm but need to be done by 8pm

Exhibitors requiring forklift service should make arrangements with the Show Decorator prior to move in. Call Fern Services at 317.635.9606 for verification of the rate for your particular need and any other questions.

Due to installation of carpet in the aisles, all large items must be placed inside your booth space by 6:00PM on Wednesday March 13th.

Make sure to clear all trash, boxes, crates, etc. from the aisles throughout your move in.

MOVE-OUT DAYS AND HOURS

Sunday	March 17, 2019	6:01pm - 10:00pm
Monday	March 18, 2019	7:00am – 12:00pm ONLY!

NO EXHIBIT CAN BE REMOVED, EVEN IN PART, UNTIL SHOW CLOSE AT 6PM SUNDAY, MARCH 17TH!

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.

SHOW HOURS

Friday	March 15, 2019	10:00am - 9:00pm
Saturday	March 16, 2019	10:00am - 9:00pm
Sunday	March 17, 2019	10:00am - 6:00pm

***You must man your booth each day from show open to show close. Leaving early is a violation of your signed contract.**

ACCOUNT BALANCES

Final payment for exhibit space must be made by November 30, 2018. Show management reserves the right to refuse entry to any exhibitor whose account has not been paid in full. **Badges & complimentary tickets will not be available until the account has been paid in full.**

PARKING

Music City Center has the largest covered parking garage in downtown Nashville. The three-level, covered parking garage has 1800 spaces and is equipped with a 24/7 fully-automated system that accepts debit and credit cards upon exit. There are three entrances to the garage: one on 7th Avenue and Demonbreun and two on 6th Avenue between Demonbreun and Korean Veterans Boulevard. Several surface lots also surround Music City Center.

Another option is Nissan Stadium. Nissan Stadium will be charging \$5 for parking. Click this link www.parkitdowntown.com for details and availability to these options.

EXHIBITOR BADGES

Exhibitor badges are required to identify yourself as an authorized exhibitor. Exhibitors will not be allowed access during show days without a badge. Exhibitor badges are not required during move-in.

Five (5) exhibitor badges are provided for less than 400 square feet.

Ten (10) exhibitor badges are provided for 400 square feet of space or more.

You are encouraged to drop off your badge each night at will call, so that your company does not run out of badges.

You may buy additional badges for \$5.00 each

EXHIBITOR BADGES MAY NOT BE USED AS ADMISSION TICKETS.

COMPLIMENTARY TICKETS

Each exhibitor will receive 5 complimentary tickets for less than 400 square feet. Or, 10 complimentary tickets for 400 square feet or more.

If you need additional tickets, these can be purchased for \$5 each (half price) at the show office any time during the show.

Complimentary tickets are NOT to be distributed in the LOBBIES, FOYERS or PARKING LOTS OF the MUSIC CITY CENTER. If complimentary tickets 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.

SHOW OFFICE

Our show office will open on Tuesday, March 12th at noon. When you arrive to move-in, please check in and pick up your exhibitor packet. The Show Office will remain open through the end of the Show, on Sunday, March 17th.

WILL CALL

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

Please leave your tickets in INDIVIDUALLY marked envelopes with FIRST AND LAST NAME for your guests.

EXHIBITOR BADGES ARE FOR EXHIBITORS, THEY ARE NOT TICKETS TO THE SHOW. THEY SHOULD NOT BE LEFT AT WILL CALL TO BE PICKED UP BY ATTENDEES. THEY MAY ONLY BE LEFT FOR PEOPLE WORKING YOUR BOOTH.

DECORATOR SERVICES

Fern Services is the show decorator and provides carpet, tables, chairs, cleaning, signage etc. Please order directly with them. These forms are available on our website

<https://nashvillehomeandremodelingexpo.com/Exhibitor-Kit>

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, paint, nail glue or affix flooring to the Music City Center flooring. Any damage to the Music City Center flooring will be repaired at the exhibitor's expense.

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

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.

All inventory and personal items must be stored COMPLETELY OUT OF SIGHT. Your booth should look professional and inviting to the attendee.



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.

If approved by show management:

- All vehicles must have a locking gas cap or gas cap sealed with tape and no more than 1/4 tank of gas in the vehicle in accordance with Tennessee State Fire Marshal.
- 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.

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 3'.

Drapes & aisle carpet are, drape color **black**, aisle carpet is **black**.

PLEASE NOTE: TENTS OF ANY KIND ARE **NOT** ALLOWED AS A PART OF YOUR DISPLAY

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. If you are in violation of this rule, your company may not be permitted to exhibit with us in the future.

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.

ALL FOOD SAMPLING MUST BE APPROVED BY MUSIC CITY CENTER

Contact: Renae Droege, Director of Catering Sales

P: 615.401.1360 | F: 615.401.1482 | Email: renae.droege@nashvillemcc.com

Booth Guidelines

Exhibitors are allowed to build their booth to the maximum height of 8 feet. This includes back wall and sidewalls. One 7" x 44" identification sign will be issued to each exhibitor. Your sign will read exactly as your booth was contracted.

SIGNS: Sign height may not exceed over the 8' booth height. **Exhibitors wishing to hang signs over the 8' height limit are subject to a \$500 minimum sponsorship fee which will include the hanging of the sign.** No signs over 4'X10' are permitted to be hung without preauthorization from show management. Contact show management **BEFORE** hanging any sign over 8' as the venue will be responsible for labor and hanging of signs and banners. Signs may be **ONE** sided only. Signs with writing or logos on both sides are **NOT** permitted.



8' high x 10' wide x 3' front to back sides

Electric

Deadline for the **Advance Rate** is **Tuesday, February 26, 2019**. 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

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

Microphone, Audio Equipment & 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 & Other Copyrighted Materials

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.

Gas Hook-up

Deadline for the **Advance Rate** is **Tuesday, February 26, 2019**. 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>

SECURITY

Show Management provides 24 hours security each day during show days. However, neither Show Management nor the Music City Center is responsible for lost, damaged or stolen articles. We encourage you to take all valuables with you when the show closes each evening. A tarp/sheet covering your booth after show hours goes a long way in securing your belongings.

Most thefts happen during move-in, move-out and within 30 minutes of show closing. Staff your booth accordingly and when the show does close, wait for the attendees to clear out.

Report anything of a suspicious nature to Show Management and/or Security. Leads can be followed up to avoid incidents of theft.

Ensure you are adequately insured.

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. Every reasonable precaution will be taken to protect exhibitors' properties, but Show Management nor Music City Center accept responsibility for any losses due to fire, theft, robbery, damage, accident or other causes.

SHIPPING INFORMATION

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

<p style="text-align: center;">Music City Center 700 Korean Veterans Blvd. Nashville, TN 37203 Attention: Nashville Home +Remodeling Expo SHIPMENTS CANNOT ARRIVE PRIOR TO March 12TH, 2019 Booth# & YOUR Company Name and Onsite Contact **Items will not be delivered without this information**</p>
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All shipments must be prepaid and 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.

BUILDING REGULATIONS

Smoking Regulations

No smoking is permitted inside Music City Center.

Alcohol/Drugs Regulations

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.

Sale of Merchandise at the Show

All Exhibitors are reminded that to sell products "cash and carry" during the show, you must comply with all rules and regulations of Marketplace Events. Exhibitors are responsible for obtaining any such permits as required. Only merchandise approved by the show may be sold. No food or drinks may be sold without the approval of Music City Center.

Local Sales tax is 9.5%.

Animals/Pets

Service animals are allowed inside the building during event hours of the event. **Personal pets are not allowed unless preauthorized by show management.**

Helium items

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 IN THE MUSIC CITY CENTER.
HELIUM FILLED BALLOONS ARE NOT ALLOWED TO BE GIVEN OUT TO VISITORS.**

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.

THE FIRE MARSHALL OF THE STATE OF TENNESSEE 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.

**NASHVILLE HOME +REMODELING EXPO
MARCH 15-17, 2019**

ORDER FORM FOR ADDITIONAL SHOW BADGES & TICKETS

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

Number of Badges requested: _____ X **\$5.00**= \$ _____

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

TOTAL AMOUNT DUE: \$ _____

Company Name _____

Name on card _____

Charge My Credit Card: **VISA | MC | AMEX | DISCOVER**

Card Number _____ Exp. Date _____

Signature: _____

Phone Number: _____

Billing Zip Code: _____

Payment by check:

Name on check: _____ **Check number:** _____

Phone Number: _____

FAX LINE 317-705-8720 -- TELEPHONE 317-705-8719

Marketplace Events, LLC 12800 N. Meridian Street, Suite 135 Carmel, IN 46032