

50TH ANNIVERSARY

CINCINNATI
**HOME
+GARDEN
SHOW**

Presented by the
Cincinnati-Northern Kentucky
Honda Dealers



EXHIBITOR MANUAL

CincinnatiHomeAndGardenShow.com

MARKETPLACE | **EVENTS**

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Dear Show Exhibitor:

We would like to take the opportunity to thank you for participating in the 2019 Cincinnati Home & Garden Show, taking place at the Duke Energy Convention Center February 23rd—24th, and February 28th—March 3rd, 2019.

Attached you will find pertinent information, general guidelines and several exhibitor forms that will be helpful as you prepare for the show. Please take some time to review them, noting that some of the forms have deadlines.

We appreciate you being a part of the 2019 Show – should you have any questions or concerns, feel free to contact us at:

513-826-3427

Sincerely,

Toni Garbo
Show Manager

Danielle Borowicz
Exhibit Sales Consultant / Show Office Administrator

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SHOW HOURS	Saturday	February 23, 2019	10:00 AM—9:00 PM
	Sunday	February 24, 2019	10:00 AM—6:00 PM
	Thursday	February 28, 2019	11:00 AM—8:00 PM
	Friday	March 1, 2019	11:00 AM—8:00 PM
	Saturday	March 2, 2019	10:00AM—9:00 PM
	Sunday	March 3, 2019	10:00 AM—6:00 PM

SHOW OFFICE/EXHIBITOR ENTRANCE: The Exhibitor Registration will be located in the Elm Street lobby at the Hall A entrance of the Duke Energy Convention Center. The Show Office is located next to Exhibitor Registration.

During **MOVE IN**, Exhibitor Registration will be open from **7:00 AM-7:00 PM**. During **SHOW HOURS**, Exhibitor Registration will be **open one hour prior to show opening until one hour before show closing**.

LOCATION **Duke Energy Convention Center**
525 Elm Street
Cincinnati, OH 45202
Service Desk: 513-419-7317
For directions, please visit: CincinnatiHomeAndGardenShow.com
and click on SHOW INFORMATION

SHOW TEAM **Show Manager**
Toni Garbo
ToniG@mpeshows.com
513-826-3427

Exhibit Sales Consultant:
Danielle Borowicz
DanielleB@mpeshows.com
513-826-3594

Show | Office Administrator:
Danielle Borowicz
DanielleB@mpeshows.com
513-826-3594

The Cincinnati Home & Garden Show is produced and managed by:

MARKETPLACE | EVENTS

31105 Bainbridge Rd., Suite 3 | Solon, OH 44139

www.marketplaceevents.com

MOVE—IN

Please refer to your move-in/move-out form for your specific move-in time. Keep in mind, the hours are stated for security reasons. There will be no exceptions!

- ALL BOOTHS MUST BE COMPLETED BY 7:00 PM, Friday, February 22nd
- We urge you to avoid downtown traffic between 4:00-5:30 PM
- Carts and porters will be available to help you unload your vehicles



PLEASE DO NOT BLOCK THE FIREHOUSE LOCATED ON FIFTH STREET AT CENTRAL. ANY VEHICLES BLOCKING THE FIREHOUSE WILL BE TOWED IMMEDIATELY

TRANSPORTING DISPLAYS: Enter dock, Sixth Street at Plum Street (center, rear of building). Labor and equipment will be at dock to help **unload**. After unloading, **VEHICLE MUST BE REMOVED FROM DOCK AREA IMMEDIATELY.**

FORKLIFTS: Forklifts are available during move-in for 15 minutes per company. If you need more than 15 minutes, the driver will refer you to the George Fern Company to schedule / pay for additional fork lift time.

The George Fern Company hours are 8:00 AM—4:00 PM.

DURING THE SHOW— An entrance for MAIN FLOOR exhibitors will be open at the loading dock one hour prior to show opening. This is a pass only gate. Any exhibitor needing more than one hour to work on setting up their display must complete an early entry form one (1) day in advance. Forms will be available in the show office and your early entrance must be approved by Show Management.

WILL CALL TICKETS: The will-call station will be located at the Show Office/Exhibitor Registration

SHIPPING INSTRUCTIONS:

The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. Uncrated or unwrapped pieces should be sent DIRECTLY to the CONVENTION FACILITY to arrive AFTER 8:00AM on the first day of exhibitor installation.

Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment.

ADVANCE WAREHOUSE

Shipments **MUST arrive BY 3PM Monday, February 18th**
Should be sent PREPAID to:

TO: (Exhibiting Company Name)
c/o: Fern Exposition
645 Linn Street
Cincinnati, OH 45203
FOR: The Cincinnati Home & Garden Show
Booth # _____

DIRECT TO SHOW SITE

Shipments **CANNOT arrive BEFORE 8AM Tuesday, February 19th**
Should be sent PREPAID to:

TO: (Exhibiting Company Name)
Duke Energy Convention Center
525 Elm Street
Cincinnati, OH 45203
FOR: The Cincinnati Home & Garden Show
Booth # _____

PLEASE MAKE SURE YOUR COMPANY NAME AND BOOTH # IS ON ALL BOXES, CRATES, ETC.

REFER TO THE FORM ON THE SHOW WEBSITE FOR FURTHER DETAILS

HANDLING:

For shipments consigned to the Duke Energy Convention Center or reaching the dock by your transportation, will be accepted after Monday, February 18, 2019. Any items shipped via U.P.S., overnight carrier, or common carrier is subject to drayage charges. The Show Decorator is also available for freight handling. Contact their office if you would like them to handle your drayage.

Fern Exposition: 513-333-7060

EXHIBITS ARRIVING PRIOR TO February 18, 2018 will automatically be sent to Fern Exposition and WILL BE CHARGED for shipping and handling.

RECEIVING HOURS: Tuesday through Friday 8:00 AM—4:00 PM

IF YOU BRING IT IN, HAUL IT OUT! Whether a display is removed from the Show to be used again, or is to be destroyed, remove your entire exhibit. The Duke Energy Convention Center floor should be left in broom-clean condition.

MOVE—OUT No exhibits may be taken down until show closing on Sunday, March 3rd at 6:00 PM. Exhibits MUST be removed no later than Tuesday, March 5th at noon!

MOVE-OUT SCHEDULE:

Please refer to your move-in/move-out form for your specific move-out time.

Keep in mind, the hours are stated for security reasons. There will be no exceptions!

Carts and porters will be available to help you load your vehicles

REMEMBER - Remove your entire exhibit. If you stack products and literature to be picked up later, be sure to mark "DO NOT TRASH...HOLD FOR PICK UP!" Keep in mind that even though we have security, move-in and move-out present the highest chance of damage and theft. We encourage exhibitors to remove as much as possible at show closing.

BE PACKED UP AND READY TO MOVE OUT BEFORE BRINGING YOUR VEHICLE ONTO THE SHOW FLOOR

BOOTH GUIDELINES

You must have an 8' high solid back wall extending the entire width of your display. Drapes do not qualify as a solid wall (excluding aisle 550 Marketplace and Lobby Garden Market). I understand this wall MAY NOT BE higher than 8'.

I must adhere to the fact that while side walls are not required, if I choose side walls, the 8' high partition or wing may only come out 5' from the back wall and MUST be finished. A 3' high partition may come out the full 10' from the back wall and must be finished on the back side. I may not use doors, windows, or furniture as my side wall. If I am not in compliance or I am blocking my neighbor, I will be required to change my booth display prior to the show opening.

Tents or canopies are not permitted and will only be accepted with written approval first. Photos required.

All signs must be below 8'. Signs must be one-sided and not face into other exhibitors' booths. I understand that flags (banners on poles) are not allowed unless I have at least a 440 sq. ft. end cap. No signs are permitted to be hung from the ceiling unless I have at least 440 sq. ft. of booth space.

I MUST provide carpet or other appealing flooring that covers the entire dimensions of my booth either by renting from the show decorator or providing my own.

I MUST professionally drape and skirt, with cloth coverings (no plastic/paper), any tables used in my booth either by renting them from the show decorator or providing my own. I understand that bed sheets and plastic tablecloths are not permitted. Tablecloths should come to the floor.

PLEASE BE AWARE THAT FAILURE TO FOLLOW EACH OF THESE RULES MAY RESULT IN YOUR COMPANY NOT BEING PERMITTED TO EXHIBIT IN FUTURE SHOWS!

PARKING: Due to the location of the show, you are responsible for securing your parking during the show. Please see our website for a map of nearby parking garages.

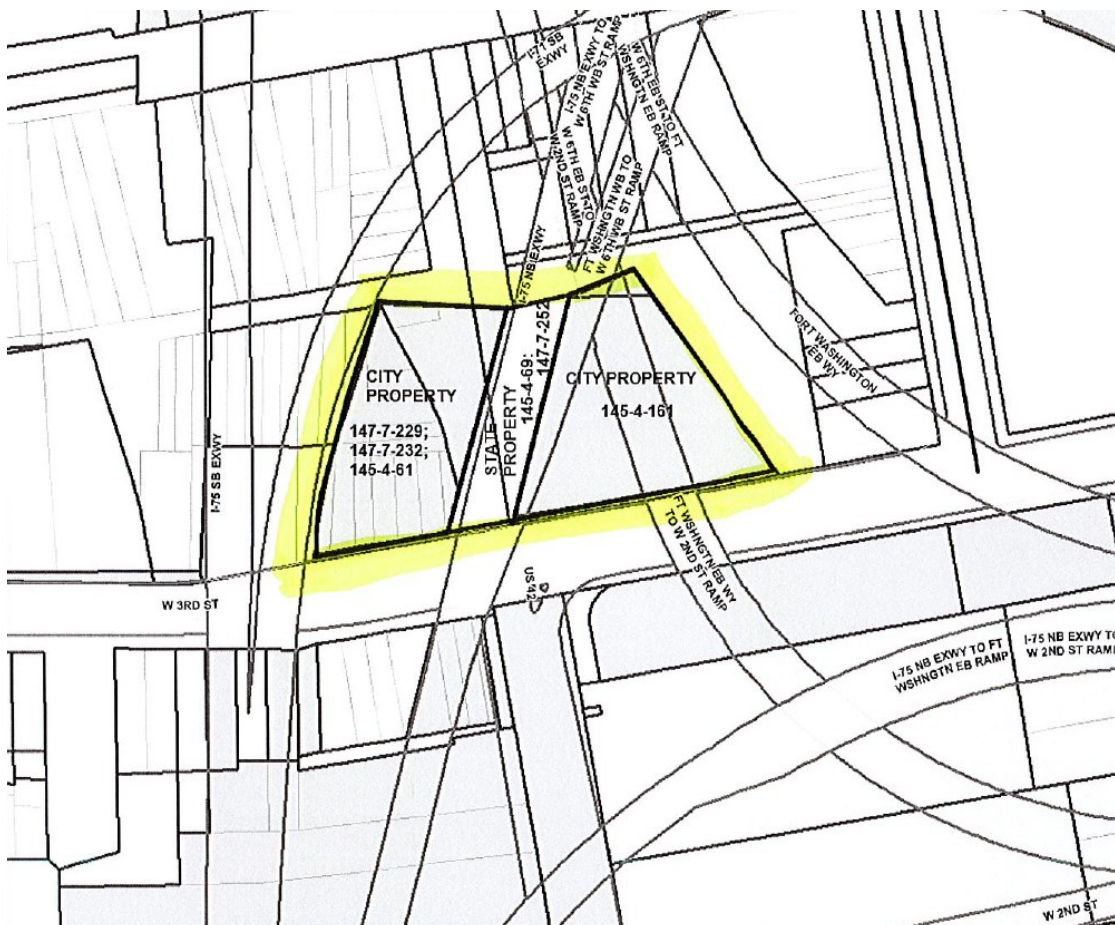
SpotHero

We recommend booking convenient and affordable parking in advance through SpotHero, the nation's leading parking reservation app.

To reserve your parking spot for the Cincinnati Home and Garden Show, visit the Duke Energy Convention Center SpotHero Parking Page and book a spot with rates up to 50% off drive-up. This link can be found on the Exhibitor Kit page of our website.

PARKING (TRAILERS/COMMERCIAL/OVERSIZED VEHICLES): We have rented a parking lot located under the Clay Wade Bailey Bridge. Parking is available on a first come, first served basis, and at your own risk. We will provide **complementary shuttle service between the lot and the convention center during move-in and move-out only.**

Shuttle's hours of operation: 7:30AM—6:00PM.



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 looking floor covering. All edges must be secured. 100% of your booth space floor must be covered.

- All flooring must be neat and clean.
- No frayed edges allowed.
- All edges of carpet must 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)**.
- Duck tape is not allowed to secure flooring.
- You must return the floor of the Duke Energy Convention Center to its original condition—otherwise exhibitors will be charged for any damage.

Materials such as table draping, cut trees, wood chips and mulch used in the construction of displays must be fire resistant.

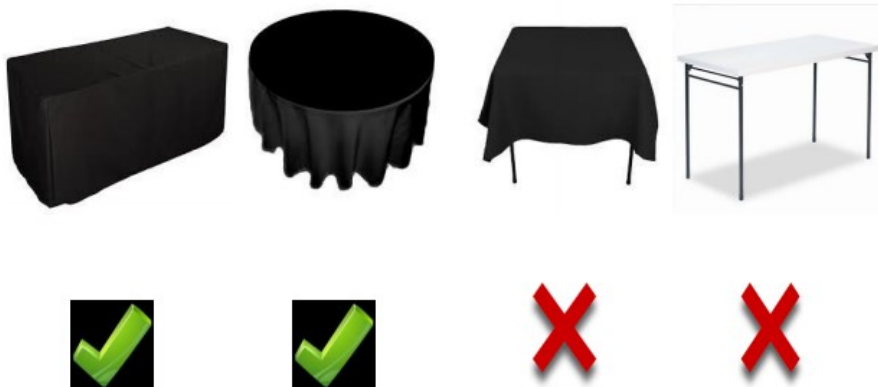
TABLES AND SKIRTING

It is mandatory that all tables are professionally skirted, or have a tablecloth that covers the legs of the table. Skirting must go from edge of the table to the floor on all four sides.

Use of plastic or paper table cloths, sheets, or any type of “residential” tablecloths are not permitted—this is strictly enforced.

The only exception is fine designer furniture, which need not be covered.

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. We do receive 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.**

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.

SIGNAGE

Signs can be ordered from the Fern Exposition. There are no signs included in your space rental. All linear booths' signs cannot exceed 8'. Signs must be professional. NO handwritten signs are permitted (dry erase markers, crayons, etc.) Nothing can be attached to the building's walls, pillars etc.

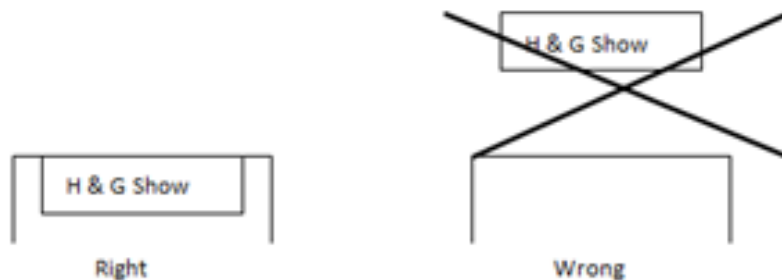
Please note: No double sided signs.

**BANNER
& SIGN
HANGING**

Exhibitors with 440 square feet (or larger) peninsulas OR island booths may hang banners in the center of their space 20 feet from floor to the bottom of the banner. Please refer to the Duke Energy Convention Center / Prestige AV & Creative Services Banner Hanging Form for details and pricing. **NO BANNERS MAY BE HUNG ABOVE EXHIBIT SPACES LESS THAN 440 SQUARE FEET WITHOUT APPROVAL FROM SHOW MANAGEMENT.** BANNERS MAY INCLUDE COMPANY NAME AND LOGO; THEY MAY NOT BE USED TO ADVERTISE PRODUCTS AND SERVICES. OVERHEAD INFLATABLE SIGNS ARE NOT PERMITTED.

NO FLAG/POLE SIGNS PERMITTED WITHOUT SHOW MANAGEMENT APPROVAL.

Note: The above rules apply to your sign too. Your sign cannot extend above the top of the back drape.



DECORATING &

OTHER

SERVICES

You may rent carpeting, tables, chairs, etc. from Fern Exposition. Please refer to their forms on the show website under "Exhibitor Kit."

Refer to the Duke Energy Convention Center / Fern Expositions Forms for pricing on:

WATER
ELECTRICAL
CLEANING SERVICE
WIFI INTERNET SERVICE
TELEPHONE
BANNER HANGING

EXHIBITOR

BADGES

&

COMPLIMENTARY

TICKETS

EXHIBITOR BADGES (EXHIBITOR ADMISSION TO THE SHOW): Booth workers must have an exhibitor badge for admission to the Show. Your exhibitor badges are available at the Show office at move in.

NO ADMISSION WILL BE AVAILABLE AT THE SHOW OFFICE WITHOUT AN EXHIBITOR BADGE OR A ONE DAY TICKET.

Exhibitor Badges provided are determined by booth size:

- 5 exhibitor badges for booths up to 399 sq. ft.
- 10 exhibitor badges for booths 400 - 799 sq. ft.
- 15 exhibitor badges for booths 800 sq. ft. and up
- 5 exhibitor badges for booths located in the Lobby Market or Marketplace.

Complimentary Tickets

- 10 general comp tickets and 10 Thurs/Fri ONLY tickets for booths up to 399 sq. ft.
- 15 general comp tickets and 10 Thurs/Fri ONLY tickets for booths 400 - 799 sq. ft.
- 20 general comp tickets and 10 Thurs/Fri ONLY tickets for booths 800 - 1,199 sq. ft.
- 30 general comp tickets and 10 Thurs/Fri ONLY tickets for booths 1,200 sq. ft. and up.
- 10 general comp tickets and 10 Thurs/Fri ONLY tickets for booths located in the Lobby Market or Marketplace.

You **MAY NOT** distribute these tickets at random to consumers on the premises of the Duke Energy Convention Center, or in the parking lot.

SECURITY

Security guards will be on hand around the clock during Show hours and during move-in and move-out. These guards are there to safeguard your interests. Exhibitors are asked to give them full cooperation in the performance of their duties. DO NOT LEAVE "CARRY-OUTABLES" UNGUARDED. Remove all small articles (laptops, tablets, calculators, radios, saws, tools, etc.) from the booth at night and at closing.

**DEMONSTRATIONS
AND
DISTRIBUTION**

Displays, demonstrations or distribution of advertising material are not permitted outside the confines of the exhibitor's booth(s). In other words: **NO "WORKING THE AISLES."** No loudspeakers will be permitted on the Show floor. Small sound amplification systems for captive-audience demos may be used, but the sound must not be offensive to neighboring exhibitors.

Advertisement, exhibit, or promotion may include prices but shall not make price comparisons with competitive exhibitors' products.

No stickers, pressure adhesive, etc. can be used or given away by exhibitors; no helium-filled balloons may be distributed at any time. No food (including popcorn) or beverages (including water) may be distributed by exhibitors inside the Duke Energy Convention Center unless approved by Marketplace Events and the Duke Energy Convention Center.

**MATERIALS
SUBJECT TO
LICENSE OR
RESTRICTION**

The playing, performing or other use of any copyrighted music in television or radio transmission, videotape, audio-visual material, or any other work, whether live or recorded, by exhibitor or its agents, representatives, or employees is expressly prohibited. Exhibitor agrees to indemnify the Duke Energy Convention Center and Marketplace Events (and their respective officers, directors, owners, employees, insurers, agents, representatives and assigns) against any and all claims and costs of defense, or fees paid by Marketplace Events to ASCAP or BMI, arising from any unauthorized use of any work by exhibitor or any of its agents, representatives or employees.

**DRAWINGS AND
GIVEAWAYS**

If you plan to use a drawing for prizes during the Show, you must fill out and return the Drawing Registration form to Marketplace Events before the Show opens. The prize drawing must be held before the Show closes, and you are required to turn the name of each winner in to the Show Office.

ANIMALS/PETS

Animals are not permitted in the building unless they are a service animal or part of an exhibit that has been pre-approved in writing by the Duke Energy Convention Center and Show Management.

RETAILERS AT THE SHOW

Business' must have a valid State of Ohio vendor's license on hand for selling at the Show. Forms are available at the Ohio Department of Taxation.

Log onto http://www.tax.ohio.gov/divisions/sales_and_use/license.stm and fill out then send to Ohio Department of Taxation with the required amount.

It is REQUIRED that sales receipts must be furnished to all persons purchasing items at the Show.

RETAILERS SELLING FOOD

There are very specific rules pertaining to the selling and/or sampling of food and beverage. Please contact your Sales Consultant for approval, fees, and further details.

FIRE REGULATIONS

Exhibitors who bring anything flammable as part of their exhibit (drapery, table skirting, artificial plants, etc.) should make sure that each item has been recently fireproofed. There are various solutions on the market that are acceptable; retailers such as Home Depot sell resistant spray. Be advised the fire marshal does check all exhibits prior to our Show opening.

- Candles that are lit must be covered with a hurricane globe.
- Vehicles displayed at your exhibit must have a 1/8 of tank of gas or less.
- **Use of portable tanked gas is prohibited.**
- **Natural gas is prohibited at The Cincinnati Home & Garden Show.**

LIABILITY & INSURANCE

Show Management has taken reasonable precautions to safeguard exhibits. However, neither Show Management nor the Duke Energy Convention Center will assume responsibility for losses to the exhibitor from theft, fire, damage, or any other cause. Exhibitor is to maintain liability insurance with respect to both property damage and personal injury. As agreed in the contract, exhibitors agree to indemnify and hold harmless Show Management and the Duke Energy Convention Center against any and all complaints, suits, or liabilities arising out of acts of the exhibitor or his/her representatives, or out of activities within the exhibitor's booth area. Verify with your insurance company if you're uncertain about your coverage.

Exhibitors are responsible for damage they cause to the Duke Energy Convention Center including walls and floors and for labor charges to remove stains or adhesives from the walls or floors. Exhibitors will be billed for such damage with the dollar amount of the damage determined by the Duke Energy Convention Center.

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

PAYMENT ALL BOOTH SPACE MUST BE PAID IN FULL ***BEFORE*** AN EXHIBIT MAY BE SET UP ON THE SHOW FLOOR. ***ALL FINAL PAYMENTS ARE DUE AS OF December 19th, 2018, AS STATED ON THE CONTRACT.*** Contact Marketplace Events if you think your participation is in jeopardy because of non-payment.

Please Note: What you list on your signed contract is what you may exhibit in the Show. Violation of this rule may result in your removal from the show, and may jeopardize your eligibility to participate in future Marketplace Events Shows.

ALCOHOL & DRUG USE No alcohol may be consumed during Show hours. 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.

SMOKING No smoking is permitted within the Duke Energy Convention Center. Anyone caught smoking will be removed from the facility for the day and/or the duration of the Show.

THINGS TO REMEMBER Make arrangements to meet your ride outside the Show. They will not be admitted to the Show without a ticket or Exhibitor Badge.

If you spot a lost child, please bring him or her to the Show Office/Exhibitor Registration.

Raffle Regulations: Ohio law prohibits the sale of raffle tickets or the conducting of raffles by any company, corporation, non-profit organization, or any other entity in a facility which holds a liquor license. The Duke Energy Convention Center holds such a license, thus prohibiting this type of activity.

HOTELS

Hilton Cincinnati Netherland Plaza Hotel

35 W 5th Street

Cincinnati, OH 45202

1.513.421.9100

Toll-free reservations: 1.800.445.8667

Group Discount Rate \$83/night*

Group Discount Name— Cincinnati Home and Garden Show

Group Discount Code—CHG

You must use the passkey website if booking online

<https://book.passkey.com/go/CHG0219>

Self Parking (Mabley Garage in/out) \$28/night

Valet parking (under hotel in/out) \$33/night

SHOW CONTACTS

Show Manager: Toni Garbo
Marketplace Events Ph: 513-826-3427
1105 Bainbridge Road
Solon, OH 44139 Fax: 440-264-2981
ToniG@MPEShows.com

Show Venue: Melissa Hepner
Duke Energy Convention Center
525 Elm Street O: 513-419-7317
Cincinnati, OH 45202 M: 513-417-4912
Melissa_Hepner@comcastspectacor.com>

Show Decorator: Nancy Guy
George Fern Company O: 513-333-7060
645 Linn Street M: 513-252-3076
Cincinnati, OH 45203
NGuy@georgefern.com

Show Guide: Ivy Bayer
Cincinnati Magazine Ph: 513-562-2752
Carew Tower Fax: 513-562-2788
441 Vine Street Ste. 200
Cincinnati, OH 45202
IBayer@cincinnatiimagazine.com

Show Publicity: Jackie Reau
Game Day Communications O: 513-929-4263
700 W. Pete Rose Way M: 513-708-5822
Cincinnati, OH 45203
jreau@gamedaypr.com

ORDER FORM

For Additional One Day Exhibitor Tickets

PLEASE SEND TO:

Company _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

I prefer to pay for the additional passes by:

Check for \$ _____ Enclosed (_____ @ \$6.00 each)

(Checks payable to Marketplace Events)

Mail payment to:

Marketplace Events

31105 Bainbridge Rd, Suite 3

Solon, Ohio 44139

Credit Card:

VISA

MASTERCARD

AMEX

DISCOVER

(_____ tickets @ \$6.00 each)

Credit Card Account Number: _____ Exp. Date: _____

Card Holder's Name: _____ Zip Code _____ Amount: \$ _____

Signature: _____ Date: _____

Email or Fax to Danielleb@mpeshows.com | 513-826-3594

EXHIBITOR CHECK LIST

- Final payment due on December 19th, 2018.
- Order Services from Duke Energy Convention Center and Fern Exposition. ADVANCE RATE DEADLINE IS JANUARY 28TH.
- All booths must have carpet or other appealing flooring that covers the entire dimensions of the booth.
- Tables are to be professionally skirted with floor-length skirting.
- You must have an 8' high solid back wall extending the entire width of your display. Drape does not qualify as a solid wall (excluding aisle 550 Marketplace and Lobby Garden Market). I understand this wall MAY NOT BE higher than 8'.
- I must adhere to the fact that while side walls are not required, if I choose side walls, the 8' high partition or wing may only come out 5' from the back wall and MUST be finished. A 3' high partition may come out the full 10' from the back wall and must be finished on the back side. I may not use doors, windows, or furniture as my side wall. If I am not in compliance or I am blocking my neighbor, I will be required to change my booth display prior to the show opening.
- All signs are 8' or below. (Exceptions may be approved for 440 sq.ft. + peninsulas or larger, please contact Show management). Flag banners on poles are not allowed. Signs must be one-sided and not face into other exhibitors' booths.
- Stay completely within the dimensions of booth without protruding into the aisles or into other exhibitors' booth space.
- Sharing exhibit space with another entity is prohibited. Each exhibit is restricted to the products and services contracted.
- No pop-up tents.
- Admission with an Exhibitor Badge is required each day, for every booth worker.
- Staffing booth from open to close each day of the Show is required.
- Exhibitors are allowed on the show floor one hour before the Show opens to the public.
- What you bring in, please take out. Leave the Duke Energy Convention Center floor in broom-clean condition.
- Move-out—Exhibits MUST be removed no later than Tuesday, March 5th at noon!