

2017 Exhibitor Manual Rules and Regulations

**Fort Wayne Home and Garden Show
Allen County Memorial Coliseum
March 2-5, 2017**

**This packet contains important information. Please read
as we do enforce these rules.**

Thank you ~ Show Management

OFFICIAL SHOW HOURS

THURSDAY AND FRIDAY

11:00 A.M. UNTIL 9:00 P.M.

SATURDAY

10:00 A.M. UNTIL 9:00 P.M.

SUNDAY

11:00 A.M. UNTIL 5:00 P.M.

BOX OFFICE CLOSING ONE HOUR PRIOR TO END OF SHOW

OFFICIAL MAILING ADDRESS

FORT WAYNE SHOWS, INC.

P.O. BOX 44

Monrovia, IN 46157

WE CAN BE REACHED

AT: 800-695-5288

260-432-1705

F- 888-671-7063

OR EMAIL US

KARENT@HOME-GARDENSHOW.COM

BECKY@HOME-GARDENSHOW.COM

WEBSITE ADDRESS:

WWW.HOME-GARDENSHOW.COM

MOVE-IN AND MOVE-OUT PROCEDURES

BOOTH RENTAL MUST BE PAID IN FULL BEFORE YOU SET UP YOUR DISPLAY!

- *Move in is scheduled, you will receive a move-in card with your specific dock #, time and date a couple of weeks prior to the show.
- *There are 6 loading docks and 2 drive-in bays for your convenience. The loading docks are reserved for trucks. Please enter from the coliseum parking lot, or from entrance on Parnell Ave. The drive in bay doors are 3 and 4 and 11 and 12.
- * There is also a loading dock and drive in bay for the new Conference center area. Door numbers will be as follows: One loading bay will be 13-C, Drive in door is 13-B and original drive in door 13 is now 13A. Numbers will be on the outside of the doors. There are also plenty of walk through doors into the new Conference Center.
- *Coliseum parking lot entrance is located off of Parnell Ave. Vehicles are to enter from the south side of the building and exit to the north side of the loading area. (Garden hall exhibitors are to use dock # 16, which is on east side of building.)
- *All companies must sign in at the registration desk , either in the Garden Gallery or by the Main Exhibit hall by door 12, and pick up your badges before setting up your display.
- *Our official show decorator, A Classic Expo Design, will be available on site for forklift rental, and other needs. Order in advance & save money.
- *Move-out will begin at 5:00 p.m. on Sunday March 5, 2017, with hand carry items only. Move-out is not scheduled. It is first come first serve, and everything needs to be out by 3:00 p.m. Monday March 6, 2017.
- *GARDEN HALL- all landscape displays need to be removed by Tuesday March 7th by 4:00 p.m.
- *No children or pets are allowed on show floor during move-in or move-out.
- *All display construction must conform to building codes of Fort Wayne and Allen County.
- *No propane is allowed in Coliseum at any time, all gas tanks must be taped, and batteries disconnected.
- *Any mulch used in display needs to be sprayed by fire retardant.

EXHIBITOR BADGES AND PARKING PASSES

- * Exhibitor badges are distributed according to exhibit size:
300 square feet and under will receive 8 exhibitor badges at no charge. Exhibit size 300 square feet or more will receive sixteen exhibitor badges.
- * You will not be allowed admittance without your exhibitor badge during show hours. Extra badges are \$10.00 for a sheet of eight.
- * Each exhibiting company is entitled to one parking pass per 10x10 booth space without any charge. Additional parking passes will be available for purchase @ \$20.00 each. This will allow unlimited access in and out during show hours.
- * All cars with permits will park in the exhibitor lot near the Parnell avenue entrance to the coliseum. There is a walk in entrance only through Door 13 and by Doors 3 and 12.
- * All empty trailers, during show hours, are to be parked in the back parking lot, near the Johnny Appleseed Park.
- * No free advertising allowed through use of signs/names etc. on trucks, and trailers specifically along Coliseum Boulevard during show hours.
- * If your vehicle is found along either Parnell or Coliseum, displaying advertising, it will be subject to towing. If your vehicle is left there, you will be charged a \$200.00 per day fine.

SECURITY

- * **It is your primary responsibility for guarding your merchandise.**
- * **We do employ 24/7-armed security for the show.**
- * **The halls will be locked and alarmed from the inside when show is closed nightly.**
- * **There are cameras in all halls, also for 24/7 security.**
- * **Exhibitors may not have access to the facility beyond regular working hours without show management authorization.**
- * **No drinking or selling of alcoholic beverages while working in your booth, during show hours is allowed.**

OFFICIAL SHOW DECORATOR

- * **A Classic Expo Design is the official show decorator; prices and services are on enclosed forms.**
- * **Outside contractors must have permission from A Classic Expo Design and must provide proof of insurance.**
- * **A Classic Expo Design is the only one allowed to operate forklifts. (See schedule forms)**
- * **Decorator rental forms are to be returned to the show decorator at the address on the forms.**

SIGNAGE

- * **All signage must be suitable and compatible with signage in other exhibit spaces throughout the show. Show management has the sole right to make this determination. For Example- No handwritten signs- must be professionally done.**
- * **Elevated signs must be self-supporting and must meet all building codes for the supports and/or electricity.**
- * **Signs weighing more than 10 pounds may not be hung from drapery bar.**
- * **Show decorator will supply you with free hooks so that you may hang lightweight signage or banners from the drapery bar.**

- * Adhesive signs are not permitted on anything that does not belong to you.
- * Sign width is limited to eighty percent (80%) of the width of the exhibit.
- * Signs are only allowed in your exhibit space. **NO TWO SIDED SIGNS FACING INTO ANOTHER DISPLAY AREA.**
- * We do not provide a name sign at your booth. A booth number will mark each booth location.
- * For exhibit spaces under 300 square feet (10 x 30 or less) there can be no signs above the 8 foot height of your exhibit space. This means, no name signs attached to the top of your booth display, no signs above the backdrop height at all. **WE WILL BE ENFORCING THIS RULE VERY STRICTLY THIS YEAR!**
- * For exhibit spaces over 300 square feet (in any configuration), you can have a name sign above the 8 foot height as long as it does not extend over 6 feet in width and over 3 feet in height from the top of your booth.
- * **NO HELIUM BALLOON SIGNS ALLOWED AT ALL.**

ADDITIONAL INFORMATION

- * Show office is located near the loading areas by dock 12. You are welcome at any time, with questions or concerns.
- * Exhibitor lounge is located near the show office & also in Garden Hall.
- * All food and beverages to be sampled must abide by the following standards:
- * Solid foods will be limited to bite size portions.
- * Liquids will be no larger than a four ounce cup
- * **NO popcorn giveaways**
- * Only companies who manufacture the sampled product, or use said product in the day-to-day process of doing business are permitted to bring their own samples.
- * All other food exhibitors will purchase said food from the building concessionaire at cost plus twenty percent (20%)
- * It is the exhibitor's responsibility to comply with all health and safety requirements and to obtain all necessary permits required by the City of Fort Wayne, and the State of Indiana.
- * All exhibit spaces are 10 feet by ten feet or increments thereof. Displays must be built and installed to comply with the enclosed guidelines of the International Association of Exhibition Management (IAEM).
- * **ALL BOOTHS MUST HAVE FLOOR COVERING.** You may bring your own carpet, but all carpets must fit within booth lines and may not be folded. All carpet must be taped to the floor in all areas where people walk. Show decorator can supply carpet tape.
- * Exhibitor is responsible for collecting any sales or use taxes.

- * Booths must be staffed at all times, during show hours.
- **ABSOLUTELY NO working in the aisles!** You must remain inside your booth perimeter while dealing with your customers. If you do not comply you will not be invited back to the show.
- * You and your company are liable for any damages you may incur to the facility.
- * Drapery colors are green/silver in the garden hall and black/silver in the main hall.
- * Floors must be protected against any substance that can stain or damage floor.
- * No photography allowed of any other booth space but your own, unless you have their permission.
- * Nothing may be fastened to building walls and/or floors without using approved tape or fastening materials.
- * Do not leave anything in the aisles that you do not want thrown away. Booth cleaning is your responsibility; you may rent this service from the official show decorator.
- * Any show-sponsored contest is for the sole purpose to draw patrons to the show, therefore no exhibitor, exhibitor family, show personnel and their families, or the media are eligible to win.

NOTICE

The use in advertising or promotion of any likeness, or other representation, of Fort Wayne shows staff – Or that of any exhibitor, celebrity, show décor, speaker, exhibit or patron without their express written permission, is illegal and may result in severe penalties.

Representation of the Allen County War Memorial Coliseum is also prohibited without express permission of Coliseum management.

IMPORTANT DEADLINES AND PHONE NUMBERS

Deadlines

Decorator Order Forms for Advanced Show Price

Remit to A Classic Expo Design to address on forms February 13, 2017

Telephone order form (advanced pricing) February 17, 2017 . Remit to Allen County Memorial Coliseum See separate sheet in packet.

VIP ticket orders February 15, 2017. Remit to Fort Wayne Shows by this date to receive by mail. Can still purchase tickets on site during move in and during show hours.

Health permits February 5, 2017 Remit to Allen County Health Department (forms included in packet if you are known to need them) to download form go to http://www.allencountyhealth.com/data/library/documents/5/temporary_food_establishment.pdf

Exhibit Space Rental Fees due by December 31, 2016 for current exhibitors. Remit to Fort Wayne Shows, Inc. All newly contracted booths, payment is due in full at time of commitment.

**P.O. Box 44
Monrovia, IN 46157**

Certificate of Insurance due by February 25, 2017. If no liability insurance certificate provided, sign waiver of Liability and mail or fax to Fort Wayne Shows, Inc

**FAX-888-671-7063
P.O. Box 44, Monrovia, IN 46157**

IMPORTANT PHONE NUMBERS

**Fort Wayne Shows 260/432-1705 or 800/695-5288
Allen County Memorial Coliseum 260/482-9502
A Classic Expo Design 317/716-6981
Allen County Health Department 260/449-7561
Aramark Catering Service (in house caterer) 260/484-6486
Indiana State Sales Tax 260/456-2531**