The Fort Wayne HOME & GARDEN SHOW

**February 27-March 2, 2025**

*Allen County War Memorial Coliseum*

# Exhibitor Manual
# Rules and Regulations

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

Thank you,
Show Management

home-gardenshow.com

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# OFFICIAL SHOW DATES AND HOURS:

## February 27- March 2, 2025

- Thursday & Friday: .....11 am – 8 pm
- Saturday: .....10 am – 8 pm
- Sunday: .....11 am – 5 pm

*BOX OFFICE CLOSES ONE HOUR PRIOR TO END OF SHOW*

# CONTACT/SHIPPING INFORMATION:

### Show Producers:

Fort Wayne Shows, Inc.
P.O. Box 44
Monrovia, IN 46157
Phone: 260-432-1705
Fax: 888-441-3148
E-mail: Becky@Home-GardenShow.com
www.Home-GardenShow.com

### Decorator:

A Classic Expo Design
8020 Zionsville Rd.
Indianapolis, IN 46268
Office: (317) 716-6981
Fax: (317) 972-0374
E-Mail: angel@aclassicexpo.com

### Facility:

Allen County War Memorial Coliseum
4000 Parnell Avenue
Fort Wayne, IN 46805
206-432-1705
http://www.memorialcoliseum.com/

**For Shipping to the facility please be sure to use the facility address above and also include:**
**Attn: Fort Wayne Home & Garden Show**
**YOUR Company Name and Booth #**

# SHOW COLORS:

- GARDEN HALL: green/silver
- MAIN HALL: black/silver
- CONFERENCE HALL: black/silver

# SIGN-IN:

### BEFORE YOU MOVE-IN:

**Sign In:** All companies must sign in upon arrival for move-in.
Garden Hall – Pick-up is located in the Garden Gallery
Main Exhibit Hall and Conference Hall – Pick-up by door 12
***Please pick up your badges before setting up your display.***

# EXHIBITOR BADGES AND PARKING PASSES:

# EXHIBITOR BADGES:

*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.

*Exhibitor Badge Rules:*

- You will not be allowed admittance without your exhibitor badge during show hours.
- Extra badges are $10.00 for a sheet of eight.

# PARKING PASSES:

- Each exhibiting company is entitled to one parking pass per 10x10 booth space without any charge.
- Additional parking passes will be available for purchase @ $32.00 each. This will allow unlimited access in and out during show hours. Without a parking pass the cost is $8 per entry.
- All cars with permits will park in the exhibitor lot near the Parnell Avenue entrance – near the Coliseum.
- Walk through Exhibitor Entrances (with your badge) - Door 13A, Door 3 & 4 and 11 & 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 in the parking lot overnight you will be charged a $200.00 per day fine.

# MOVE-IN AND MOVE-OUT PROCEDURES:

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

# MOVE-IN:

**No children or pets**:

- No children or pets are allowed on show floor during move-in or move-out.

## 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.

***The loading docks are reserved for trucks:***

*Enter from the coliseum parking lot, or from entrance on Parnell Ave.*

- **There are 6 loading docks and 2 drive-in bays for your convenience.**
    - 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 Conference Center area.

## Door numbers will be as follows:

Numbers will be on the outside of the doors.

- One loading bay will be 13-C
- The drive-in door is 13
- Garden hall exhibitors are to use dock # 16, which is on the North East side of the building.
- There are also plenty of walk through doors into the 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.

# MOVE-OUT:

## Move-out schedule:

- ***GENERAL EXHIBITS***
    - Move-out will begin at 5:00 p.m. on Sunday March 2nd, with hand carry items only.
    - Move-out is not scheduled. It is first come first serve, and everything needs to be out Monday, March 3rd by 3:00 p.m.

- ***GARDEN HALL***
    - All landscape displays need to be removed no later than Tuesday March 4th by 4:00 p.m.

# NEED TO KNOW:

- 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.
- No drinking or selling of alcoholic beverages while working in your booth during show hours is allowed.
- Any mulch used in display needs to be sprayed by fire retardant.

# SECURITY:

- It is your primary responsibility for guarding your merchandise.
- We do employ 24/7-armed security for the show.
- 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.

# OFFICIAL SHOW DECORATOR:

- A Classic Expo Design is the official show decorator. Order forms along with prices and services can be found online – https://home-gardenshow.com/exhibitor-info/#forms
- 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 prior to Monday February 20th, 2025.

# TABLES, CHAIRS, CARPET, FORKLIFT SERVICE & MORE

## *ORDER IN ADVANCE AND SAVE!*

- **Advanced order deadline date: Monday February 19th, 2025.**

Whether you need tables and chairs, carpet, forklift services please be sure to contact the official Show Decorator

A Class Expo Design
8020 Zionsville Rd.
Indianapolis, IN 46268
Office: (317) 716-6981
Fax: (317) 972-0374
E-Mail: angel@aclassicexpo.com

# 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 - all signs must be professionally made.
- 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 signs and/or banners from the drapery bar.

## SIGNAGE cont.

- 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.

## EXHIBIT SPACE:

- All exhibit spaces are 10 feet by ten feet or increments thereof. Displays must be built and installed to comply with the enclosed guidelines (pages 10 & 11)

- **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 or overlap into your neighbor's booth. All carpet must be taped down.
    - Official Show decorator can supply carpet tape for a fee.
- Exhibitor is responsible for collecting any sales or use taxes.
- Booths must be staffed at all times, during show hours.

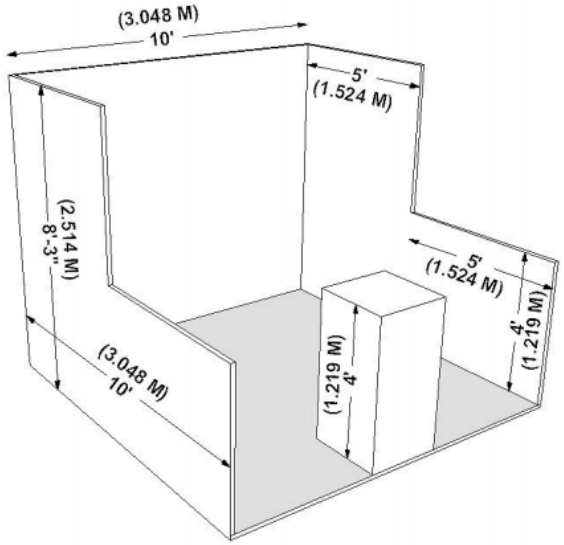
# EXHIBIT SPACE cont.

- 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.
- Exhibit Hall Floors must be protected against any substance that can stain or damage the 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.

# Booth Guidelines

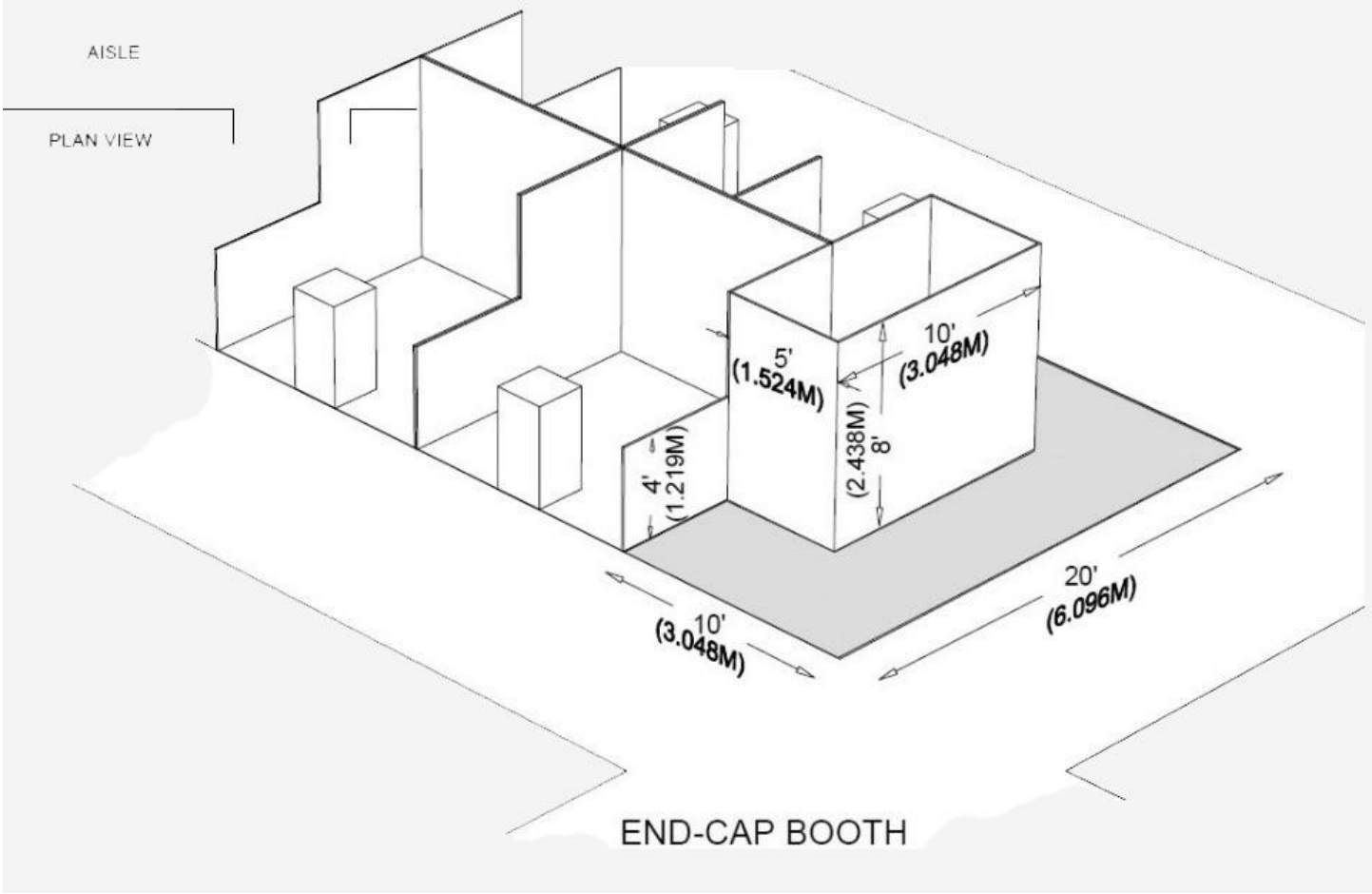
- **SHOW COLORS:** GARDEN HALL: green/silver
  MAIN HALL: black/silver
- **BOOTH SPACE:** Linear booths (10x10, 10x20, etc.) will have an eight (8) foot draped back wall. On each side, a 32" draped side rail will extend from the back of the booth to the front of the booth.
- **PIPE & DRAPE:** Pipe and drape is not provided for 20x20 or larger island booths. It is provided for 20x20 and larger peninsula booths.
- **BOOTH HEIGHT:** Exhibitors are allowed to build their booth to the maximum height of 8 feet. This includes back walls and sidewalls. If the height of your display exceeds 8 feet, please notify Becky Williamson at Becky@Home-GardenShow.com for approval.
- **SOLICITATION/SALES LITERATURE:** No sales solicitation or distribution of literature outside of your booth space.
- **DISPLAYS**: Displays placed along the side drapes that are over 4 feet high should not extend into the booth more than 5 feet from the back. This will ensure not obstructing the view of the neighboring booths.
- **DEMONSTRATIONS**: When sampling, demonstrating and/or entertaining attendees, booths must be arranged so that attendees coming into your exhibit do not block aisles or overlap into neighboring exhibits. If you expect many attendees to congregate in one area at one time, you must leave space within your own exhibit area to absorb the majority of the crowd.
- **AISLES**: The aisles are the property of show management; therefore, each exhibitor has the responsibility to assure proper flow of traffic through the entire exposition. When large crowds gather to watch a demonstration or entertainment and interfere with the flow of traffic down aisles, or create excessive crowds in neighboring booths, this is an infringement on the other exhibitors' rights. Aisles must not be obstructed at any time.
- **SOUND**: Police your own booth so the noise level from any demonstrations or sound system is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with other exhibits and must be discontinued.

- **GADGETS AND GIMMICKS**: The use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise making devices are restricted to within the booth. Balloons, horns and odors are not allowed. Show Management reserves the right to determine when such items become objectionable.



# End-cap Booth

- An End-cap Booth is exposed to aisles on three sides and composed of two booths.
- Dimensions End-cap Booths are generally ten feet (10’) deep by twenty feet (20’) wide.
- The maximum backwall height of eight feet (8’) is allowed only in the rear half of the booth space and within five feet (5’) of the two side aisles with a 4-foot (4’) height restriction imposed on all materials in the remaining space forward to the aisle.
- If you have an end-cap you will need to prepare a drawing of your booth for Show Management approval prior to move-in.



# ADDITIONAL INFORMATION & DATES:

- Show Office: Check-in takes place during move-in hours.
- Pre-order for electric is due Monday, February 19th 2024. One (1) outlet is provided to each exhibitor.
- Pre-order/discount deadline for furniture is Monday, February 17th 2025
- Add again that the booth must be paid for in full in order to enter the building to set your booth up.
- No children or pets are allowed on show floor during move-in or move-out.
- The Show Office is located near the loading areas by dock 12. Address questions or concerns with the Show Office.
- Exhibitor lounge: One is located near the Show Office & another 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.

# MARKETING NOTICE:

- The use in advertising or promotion of any likeness, or other representation, of Fort Wayne show staff – or that of any exhibitor, celebrity, show décor, speaker, exhibit or patron without show management's 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:

## Deadlines (We will put in date order)

December 31, 2024 .Exhibit Space Rental Fees Due for current exhibitors. Remit to Fort Wayne Shows, Inc. All booths contracted after January 1, 2025 are required to make payment in full.

Send payments to: Fort Wayne Home & Garden Show
P.O. Box 44
Monrovia, IN 46157

February 17th , 2025 Deadline for Discount from Decorator - Order Forms to be sent to A Classic Expo Design, address on forms (for tables, chairs, carpet, forklift service, etc.) **ORDER IN ADVANCE AND SAVE!**

February 17th, 2025 VIP ticket orders :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.

February 17th, 2025 Additional Electric – If additional electric outside of the one plug provided please contact Show Management

February 17th, 2025 Health permits - 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

February 17th, 2025 Telephone order form (advanced pricing). Remit to Allen County War Memorial Coliseum

February 17th, 2025 Certificate of Insurance due. If no liability insurance certificate provided, sign waiver of Liability and mail or fax to Fort Wayne Shows, Inc

- Fax: 888-441-3148
- Or mail to: P.O. Box 44, Monrovia, IN 46157

# PHONE NUMBERS:

Fort Wayne Shows ..... 260/432-1705

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 (7%) ..... 260/456-2531