



Exhibitor

Frequently Asked Questions

Exhibits

- Booths:** The basic booth space is 10' wide by 8' deep for \$425 with a double (20' x 8') for \$800. We also offer a mid-size booth (15' x 8') for \$625. All booths will be separated by pipe and drape furnished by Metro East Area Home and Garden Show (MEHGS). Curtain backdrop will be 8' high and side rail curtains 3' high. The booth fee includes electricity, a table, and two chairs if needed. Booth assignments are on a first-come, first-served basis. A booth is not reserved until full payment has been received by Show Management.
- Floor Plan:** For 2016 we have a new layout for the booths. With the change in booth sizes we also have the flexibility to arrange the booths within the rows based on the specific needs of the Exhibitors. Please see the separate Floor Plan page if you have a preference for your location by row. We will do our best to accommodate everyone. Show Management does reserve the right to relocate any exhibit, if it feels the relocation will enhance the event by improving the distribution and variety of the exhibitors throughout the floor plan. We also cannot guarantee that there will not be another booth with similar products or services in close proximity. We will do our best to avoid that situation as we want the show to be successful for all.
- Large Exhibits:** Please note that the maximum dimensions for entry doors to the gyms are 6' 9" x 5'3" and 6'10" x 5'1". If you do have a particularly large exhibit, please let us know as that may determine in which gym you are located. Exhibitors are also required to make sure their displays do not extend outside their allocated space. Displays may not obstruct the view or provide disadvantage to the display of other exhibitors. There will be a few outdoor booths available.
- Electrical:** We are providing electricity to all booths if needed. Exhibitors must provide their own extension cords. We recommend a 50' one to ensure that all booths can be reached.
- Shared Booths:** Exhibitors may not assign, sublet, or apportion the whole or any part of the space allotted to them without the permission of Show Management. We do welcome individuals of similar businesses to share a booth. For example, a group of realtors may want to go together, or an exhibitor with blinds might join with someone who makes curtains. We just need notification in advance and may require additional application forms for each business.
- Limitations:** Show Management reserves the right to refuse to sell exhibit space and to bar, move or otherwise modify exhibits which it deems unacceptable or inconsistent with the theme of MEHGS. All advertising and media releases regarding the MEHGS must be approved by Show Management.
- Any exhibitor placing potentially damaging items on the floor **MUST** place a protective layer under the items to protect the gym floor. **Exhibitors are responsible for all costs incurred due to damages to the floors.**

Exhibit Set-Up: Set-up must be completed on **Friday, March 11, 2016** between the hours of 3:00 pm and 8:00 pm.

Liability Issues

- Damage: Exhibitors are responsible for any damage to the facility or to other exhibits caused by their display or staff. Exhibitors must use extreme caution when moving large/heavy items so as not to damage the gym floors. The exhibitor agrees to be solely responsible for any costs associated with said damage to include clean-up, repair, and associated fees. Exhibitor liability insurance is strongly recommended, at exhibitor's expense.
- Inclement Weather: Show Management is not responsible for inclement weather or any effects or damage thereof. Show Management cannot guarantee attendance.
- Receipt of Goods: Show Management cannot accept or act as agent for the receipt of any goods.
- Alcoholic Beverages: Alcoholic beverages are prohibited, and therefore are NOT permitted on school property.
- Prohibited Materials: All exhibits must meet the safety requirements of the Fire Marshal. No open flames may be used. No flammable materials, of any form, will be allowed, especially gasoline, propane, etc. Exceptions may be made for outdoor booths. Please let Show Management know in advance so specific requests can be approved by the Fire Marshal. Any exhibits that include the use of water features, soil, hummus, or other landscaping materials, MUST have the required protection for the floor.
- Permits/Licenses: Exhibitors are responsible for the necessary licensing/permits required of their particular business by law. Exhibitors involving food are responsible for the required licensing by the State of Illinois and Madison County.

During the Home & Garden Show

- Exhibitor Conduct: Exhibitors must not interfere with other exhibitors or use common space for storage. Exhibitors must not engage in activities which, in the opinion of Show Management, detracts from the rights of other exhibitors or the general conduct of Show. Show Management has the right to decide if a display is an infringement to another display. Show Management's decision will be final and the exhibitor will be required to rectify the issue. Other than MEHGS approved literature and signage, NO solicitation or signage will be permitted anywhere on MELHS grounds excepting for inside an exhibitor's own booth area. This also includes material placed on vehicles. Any advertising literature, souvenirs, or promotional items that are, in the opinion of Show Management, of an objectionable or undignified character will not be permitted. All items on MELHS property are subject to the approval of Show Management. All booths must be free of hazards. Show Management reserves the right to move, reject, remove, or prohibit any exhibit from the event if Show Management deems the exhibit, activities, or actions of any exhibitor violates MEHGS rules, or are believed to be detrimental to the event or to other exhibitors in any way.
- Exhibitor Presence: All exhibitor booths must be staffed at all times during Show hours. Show hours are: Saturday - 10 am to 6 pm and Sunday - 11 am to 4 pm
- Contests/Raffles/ Contests/Raffles/Auctions/Lotteries will not be allowed in any exhibitor booths without prior approval by Show Management.

- Exhibitor Parking:** Except for the official Parking Sponsors, during Show hours, all exhibitor and staff vehicles must park in areas designated by Show Management as exhibitor parking. Each exhibitor is responsible for advising the staff attending the Show of this parking requirement.
- Signs:** Show Management will place signs on each booth identifying space assignments. If an exhibitor wishes to display a sign or banner, it must be done in a professional manner. Signs which, in the opinion of Show Management, detract from the overall professional appearance of the Show are subject to removal. Do NOT attach anything to the draping which may potentially cause damage.
- Retail Receipts:** Exhibitor may sell merchandise directly from their contracted booth. However, Exhibitor must comply with all rules and regulations in the City of Edwardsville, Madison County, and the State of Illinois. Exhibitor must follow and be in compliance with all rules and regulations including, but not limited to, governing collection of sales tax, obtaining a vendors license, and must display the original document during Show hours. The sale of food items shall not be in conflict with any concessions provided by MEHGS. If MEHGS determines this to be the case, exhibitor will be required to no longer offer nor sell the item(s) deemed in conflict. Any exhibitor accepting deposit money for a product or service to be delivered at a later date, must provide the buyer with a receipt containing the exhibitor's business street address, phone number, and all necessary and pertinent information.
- PA Announcements & Amplification:** Use of any public address (PA) system during Show is reserved by Show Management. Announcements will be made solely at the discretion of Show Management. Exhibitors must have prior approval from Show Management to utilize any electronic amplification or PA systems on MELHS property. Request for use of such equipment may determine your booth location. In addition, if Show Management deems that use of amplification device is disruptive to other exhibitors, Show Management may require volume control, and/or the termination of amplification. Show Management has the final decision in the matter.
- Photography:** By entering MELHS property, all persons are granting permission to MEHGS, and its representatives, the right to take photographs, video recordings, audiotapes, digital images, and the like, of all persons and properties on said premises. Therefore, fully authorizing MEHGS, and its representatives, use of above items publishing rights, with or without being named, whether in print or electronically solely for purposes such as publicity, promotion, advertising, marketing, exhibitions, illustration, and/or Web content.

Exhibit Take-Down

- Take-Down:** Exhibitor agrees they will not dismantle nor remove any display materials or take down any event displays until the exhibition is finally closed to the public on Sunday at 4 pm.
- Exhibit Removal:** All exhibits shall be removed from the venue by Sunday 7 pm. Condition of the booth and surrounding area must be the same as the arrival condition.