

INDIANAPOLIS
**HOME
SHOW**
— SINCE 1922 —

January 19-28, 2018

**West Pavilion, South Pavilion
& Exposition Hall**

Indiana State Fairgrounds

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The 10 minutes you take now to review this information will save you time and money when setting up your display at the Show!

GENERAL INFORMATION

SECTION 1

1.1 SHOWS PERSONNEL:

Laura Groninger	<u>Group Manager</u>
Heather Newsom	<u>Operations Coordinator</u>
Danielle Stasiak	<u>Show Office Administrator</u>
Nicolette Wyatt	<u>Exhibit Sales Consultant</u>
Mark Levine	<u>Exhibit Sales Consultant</u>

1.2 IMPORTANT PHONE NUMBERS:

Marketplace Events Office	(317) 705-8719
On site Show Office-West Pavilion	(317) 927-1469*
Geo E. Fern Company (Show Decorator)	(317) 635-9606
ERMCO Electric	(317) 780-2923

*The Show Office will be staffed beginning 8:00 a.m. Tuesday, January 16.
The Show Office is located in the northeast corner of the West Pavilion.

1.3 MOVE-IN DATES AND HOURS / EXHIBIT SET-UP:

Tuesday, January 16	8:00 am - 6:00 pm
Wednesday, January 17	8:00 am - 8:00 pm
Thursday, January 18	8:00 am - 8:00 pm

ABSOLUTELY NO DRIVING IN THE BUILDINGS AFTER 8:00 PM WEDNESDAY JANUARY 17TH

****THE SHOW BEGINS AT 11:00 A.M. on FRIDAY, JANUARY 19, 2018****

Due to the installation of carpet in the aisles, all large items must be placed inside your booth space by 8:00 pm on Wednesday, January 17th.

- Absolutely **NO cars or trucks** will be allowed in the building after 8:00 pm Wednesday, January 17.
- Make sure to clear all trash, boxes, crates, etc. from the aisles on Thursday, January 18 by 8:00 pm.

If you need additional time, please make special arrangements with Show Management.

1.4 SHOW DAYS AND HOURS:

Friday, Jan 19	11:00 am - 9:00 pm
Saturday, Jan 20	10:00 am - 9:00 pm
Sunday, Jan 21	10:00 am - 6:00 pm
Monday – Friday, Jan 22-26	11:00 am - 9:00 pm
Saturday, Jan 27	10:00 am - 9:00 pm
Sunday, Jan 28	10:00 am - 6:00 pm

1.5 EXHIBIT REMOVAL:

Sunday, Jan. 28	6:01 pm - 10:00 pm
Monday, Jan. 29	7:00 am - 3:00 pm

1.6 DISMANTLING BOOTHS SUNDAY CLOSING DAY JANUARY 28 at 6:01 pm:

NO EXHIBIT CAN BE REMOVED, EVEN IN PART, UNTIL IT IS ANNOUNCED OVER THE PUBLIC ADDRESS SYSTEM THAT IT IS PERMISSIBLE, LISTEN FOR THE ANNOUNCEMENT - IT WILL BE LOUD AND CLEAR!

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.

DECORATOR INFORMATION

SECTION 2

2.1. SHOW DECORATOR, FURNITURE RENTAL:

The official show decorator is **George E. Fern Company, 317-635-9606.**

The decorator’s office will be open during move-in, show, and move-out for exhibitors requiring furniture, carpet, etc. 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.

2.2 STANDARD DRAPE DISPLAY

Show management will provide, without charge, one 8' high back wall drape, and side rail drape which extends from the back of the booth to the front of the booth at a height of 36".

Drapes & Aisle Carpet in Expo & West: **Black Drape & Green Carpet**
Drapes & Aisle Carpet in South: **Green & Green**

PLEASE NOTE: Only the style and color of drapery as described will be supplied at no cost.

The standard drape equipment is the property of the official show decorator. Their permission must be obtained to attach any materials to the drape or use it for any other purpose than a backdrop.

2.3 DIRECT SHIPMENTS TO THE SHOW:

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

<p style="text-align: center;">Indiana State Fairgrounds West Pavilion/Exposition Hall/South Pavilion 1202 East 38th Street Indianapolis, Indiana 46205 Attention: Indianapolis Home Show Booth# & YOUR Company Name and Onsite Contact **Items will not be delivered without this information**</p>
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All shipments should be clearly marked with your company name, booth number and Building Name. 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.

2.4 SIGNAGE:

One 7" x 44" identification sign will be issued to each exhibitor. Your sign will read exactly as your booth was contracted.

BANNERS: Banner height may not exceed 8' (top of banner). **Exhibitors wishing to hang banners over the 8' height limit are subject to a \$500 minimum sponsorship fee which will include the hanging of the banner.** No banners are permitted to be hung without preauthorization from show management. Contact show management **BEFORE** hanging any banner over 8' as the official decorator (the George Fern Co.) will be responsible for labor and hanging of signs and banners. Banners may be **ONE** sided only. Banners with writing or logos on both sides are **NOT** permitted.

NO BANNER OVER 4'X10' (one sided only) PERMITTED IN SHOW WITH OUT MANAGEMENT APPROVAL PRIOR TO SHOW OPENING.

Order forms are enclosed for extra signage. **Order early and avoid the rush!**

2.5 TELEPHONE & INTERNET SERVICE:

Telephone services are now available at the Indiana State Fairgrounds through ERMCO Electric Company (317) 780-2923. Wireless Internet is paid directly to the Indiana State Fairgrounds with Service through ERMCO Electric. You can purchase directly from their splash page onsite. To order prior to the show please contact Paul at ERMCO Electric 317-517-0853

2.6 GAS HOOK-UP:

If you need a gas hook-up for your exhibit space or garden area please contact Show Management at 317- 705-8719 for availability and rate, gas is an additional charge and must be paid prior to show opening.

2.7 CLEANING:

Exhibitors are responsible for the upkeep and cleaning of their own booths. You may order carpet-cleaning service from Geo. E. Fern on the enclosed service Order Form.

During Move-Out everything that your company brings to the show must be moved or disposed of after the show. If not there will be a charge to your company for clean up.

2.8 ELECTRIC:

The official show electrician is **ERMCO Electric Company**. Their phone number is **317-780-2923**. There will be an electrician on duty at all times during show hours.

Each booth will be supplied with one 500-watt electrical outlet. Spotlights are not provided in the exhibit spaces but can be ordered through the show electrician.

Order forms are enclosed. Ample general illumination is provided in the hall; however spotlights add special distinction to your booth.

All wiring must be installed by ERMCO Electric Co. as they are the electric contractor and hold the contract for the Indiana State Fairgrounds.

REGULATIONS

SECTION 3

3.1 BOOTH REGULATIONS:

Complete blockage by paneling or drapery of any aisle is prohibited. Booths located on inside aisles may be a maximum of **8' high for the full length and width of the exhibit space**.

All sides and surfaces, front and back of exhibits which are exposed to view must be properly finished and decorated by exhibitor at their own expense and to the satisfaction of neighboring exhibitors and show management.

ALL FLOORS MUST BE COVERED WITH CARPETING, ASTROTURF, VINYL FLOORING, ETC.-NO EXCEPTIONS.

Any carpet extending into the common aisle is subject to being cut and removed. No exhibits

will be permitted which interfere with the use of other exhibits or impede access to the free use of the aisle. **BOOTH PERSONNEL, INCLUDING DEMONSTRATORS, RECEPTIONISTS AND MODELS ARE REQUIRED TO CONFINE THEIR SALES ACTIVITIES WITHIN THEIR OWN BOOTH SPACE. ABSOLUTELY NO TENTS OF ANY KIND WILL BE ALLOWED IN THE 2018 SHOW.**

Show Management reserves the right to refuse entry or to have removed at the exhibitor's expense, any display that is not in accordance with these rules and regulations. If any doubt exists, the exhibitor must provide details and have such exhibits approved by show management. Management may require exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition and, or failure to comply, may order the immediate removal of the entire exhibit without compensation and at the Exhibitor's Expense.

Exhibitors will make arrangements to dispose of any shipping crates or other rubbish created through the building or dismantling of their individual displays.

3.2 BUILDING REGULATIONS:

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

Anything that is taped to the floor must be taped with duct tape, or tape obtainable from the decorator, by order of the Indiana State Fair Board.

Please do not place cement directly on the floor. Place paper or plastic under any cement that will be poured for your display. Linoleum is **NOT** to be cemented to the floor. Do not paint on the floors. Carpet should only be taped to the floor, not glued. ***Please do not bore holes in the floor or chip the concrete in any way.***

YOUR COMPANY WILL BE RESPONSIBLE FOR ALL DAMAGES!

Cars and trucks are not allowed to remain inside the building unless they are deemed as part of an exhibit. Vehicles used as an exhibit must have ¼ or less of gasoline in the gas tank, batteries disengaged and the gas cap sealed by tape in accordance with the Indiana State Fire Marshal.

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 BY ORDER OF THE INDIANA STATE FAIR BOARD.**
- **HELIUM FILLED BALLOONS ARE NOT ALLOWED TO BE GIVEN OUT TO VISITORS.**
- **HELIUM FILLED BALLOONS ARE ACCEPTED AS LONG AS THEY ARE TIED DOWN.**

3.3 PARKING REGULATIONS:

All box trucks and trailers (not vans) are required to park in the following lots designated by Indiana State Fairgrounds:

- Infield
- North side area north of the race track.

Vehicles may unload their product, equipment, etc. at the building, but quickly move to these designated areas after unloading. Throughout the scheduled event, if trucks need to restock, opportunities for unloading will be accommodated.

No parking will be allowed adjacent to occupied buildings. Painted striping along the asphalt and other measures will assist in designating no parking areas.

No parking between West Pavilion and Expo Hall near the tent once show begins on January 20, 2017, all parking between buildings becomes **HANDICAPPED PARKING**, if you park in between buildings you will be towed at your expense.

For any questions concerning parking, call Parking & Security at (317) 927-7681.

3.4 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.
- No Fire displays of any kind in South Pavilion, the building does not carry a permit.
- **Helium tanks for balloons ARE NOT ALLOWED in any Fairground Building by order of the Indiana State Fair Board.**
- **THE FIRE MARSHALL OF THE STATE OF INDIANA 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 INDIANA.

3.5 SECURITY:

Security guards will be on duty 24 hours each day during Show Days. Show Management does not assume any responsibility for losses incurred from theft, damage or any other causes.

Exhibitors should take all possible precautions to protect their own property.

Security Suggestions:

Do not leave your booth unattended during the set-up, show or move-out period.

Do not leave small items, one-of-a-kind special samples, prototypes, generated leads, or extremely valuable merchandise in your booth overnight. You may lock them up in the show office after closing each night of the show.

3.6 INSURANCE:

Neither Show Management nor the State Fairgrounds will accept responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decorations by fire, accident, theft, or any other cause while in the building.

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

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.

3.7 MICROPHONES, AUDIO EQUIPMENT AND 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 AND OTHER COPYRIGHTED MATERIAL -

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 agent or employees of any patent, copyright or trade secret rights or privileges.

3.8 SOLICITING, SAMPLES AND SOUVENIRS:

ALL FOOD SAMPLING MUST BE APPROVED BY SHOW MANAGEMENT

Displays, demonstrations or distribution of samples, souvenirs, promotional material and soliciting of business **MUST BE CONFINED TO THE EXHIBITOR'S BOOTH SPACE. SUCH ACTIVITIES ARE NOT PERMITTED IN THE AISLES, RESTAURANTS, ENTRANCE AREAS, HALLWAYS OR OTHER EXHIBITS.**

3.9 STAFFING OF EXHIBITS:

It is recommended that exhibitors require a staff member in their exhibit at all times during the hours of the show. Show Management does **NOT** assume any responsibility for losses.

EXHIBITOR BADGES, TICKETS & COMPLIMENTARY PASSES:

SECTION 4

4.1 EXHIBITOR CREDENTIALS/WALLET CARDS:

Exhibitor badges will be distributed during move in. Exhibitor badges allow each exhibitor a one-time admittance to the show each day only. The numbers of badges are dependent on size of exhibit space. All personnel working the show must be registered and supply Exhibitor Badges provided by Show Management for daily admittance to the show. Badges are only for principals and employees actually working in the exhibit.

AN ORDER FORM IS ENCLOSED FOR ADDITIONAL EXHIBITOR BADGES.

Exhibitor Badges, Parking Passes and Comp Tickets will be held at the show office and can be picked up during move-in, unless you have requested them to be mailed.

For Security reasons, each individual needs SHOW CREDENTIALS. **SHARING OF SHOW CREDENTIALS IS STRICTLY PROHIBITED. EXHIBITORS ARE STRICTLY FORBIDDEN TO DISTRIBUTE CREDENTIALS IN THE LOBBIES OR PARKING LOTS OF THE SHOW. EXHIBITORS BREAKING THIS REGULATION WILL NOT BE INVITED TO RETURN IN FUTURE EVENTS AND MAY BE ASKED TO LEAVE THE SHOW IMMEDIATELY.**

- Five (5) Exhibitor Badges, good for the duration of the show, will be issued for each company with less than 300 sq ft of exhibit space.
- Ten (10) Exhibitor Badges will be issued for each company with exhibit space 301 sq. ft or larger.

There will be a \$10.00 charge for each additional Exhibitor Badge ordered; this includes a parking pass per badge ordered.

Show Badges MUST BE PRESENTED TO DOOR GUARDS STARTING AT 8:00 A.M. JANUARY 19, 2018 AND THROUGHOUT THE DURATION OF THE SHOW.

4.2 EXHIBITOR PARKING: A \$5.00 parking fee will be charged to any vehicle without a pass.

Indiana State Fairgrounds exhibitor parking passes will be issued at the Show Office. These passes are required by order of the Indiana State Fair Board.

- Five (5) Parking passes will be issued for each company with exhibit space of less than 300 sq. ft.
- Ten (10) Parking passes will be issued to each company with exhibit space of 301 sq. ft or larger.

4.3 COMPLIMENTARY TICKETS:

- Five (5) complimentary tickets will be issued for an exhibit space of less than 300 sq. ft.
- Ten (10) complimentary tickets will be issued with exhibit space of 301 sq. ft. or larger (a maximum of 10 comp tickets per company)

For additional tickets, a discount application is enclosed; Discount tickets are **\$7.00** each compared to the regular adult admission price of \$14.00 per ticket.

Discounted tickets are to be used for your special customers, friends and family members. Discount tickets or complimentary tickets are NOT to be distributed in the LOBBIES, FOYERS or PARKING LOTS OF the FAIRGROUNDS. If complimentary or discounted tickets or exhibitor badges 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.

WILL CALL is at the Show Office ONLY. The show office is located in the NE corner of the West Pavilion. Please do not leave any tickets at the Box Office where tickets are sold.

4.4. PAYMENT OF ACCOUNT:

Full and final payment for exhibit space must be made by Oct. 18, 2017

Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full. Any exhibitor not paid in full by the deadline will NOT appear in the official Show program listing.

4.5 SALES TAX: Local Indiana Sales tax is 7%.

**INDIANAPOLIS HOME SHOW
JANUARY 19-28, 2018**

**ORDER FORM FOR ADDITIONAL SHOW CREDENTIALS/BADGES &
TICKETS**

There will be a \$10.00 charge for each additional or lost Credentials/Badges(s) ordered over your allotment; this includes a parking pass for each Credentials/Badge purchased AND allows daily admittance to the show. For Security reasons, each individual needs Credentials/Badges. **SHARING OF CREDENTIALS/BADGES IS PROHIBITED.**

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

Number of Credentials/Badges requested *over allotment* _____ X **\$10.00**= \$ _____

Number of Tickets Requested: _____ X **\$7.00** = \$ _____

Company Name: _____ Contact _____

Check Enclosed _____ Charge My Credit Card: **VISA | MC | AMEX**

Card Number _____ Exp. Date _____

Signature: _____

Please Check One-> _____ Please Mail ***NOT AFTER 2/24/17*** _____ Please Hold

***All Credentials/Badges, complimentary tickets & parking passes will be held at the show office for pick-up unless otherwise requested.**

**FAX LINE 317-705-8720 -- TELEPHONE 317-705-8719
Marketplace Events, LLC 12800 N. Meridian Street, Suite 135 Carmel, IN 46032**