



## SHOW MANAGEMENT

The Houston Home + Garden Show is produced and managed by:  
Marketplace Events  
2000 Auburn Drive, Suite 200  
Beachwood, OH 44122  
888.604.5938

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## SHOW FACILITY

The Houston Home + Garden Show is held at:  
NRG Center  
1 Fannin Street  
Houston, TX 77054  
832.667.1400

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## SHOW OFFICE

The show office will be open during all move in and show days and can be found to the left of the main entrance of the show floor.

When you arrive to move in, please be sure to check in and pick up your exhibitor badges. The show office will remain open through the end of the show.

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## HEALTH & SAFETY GUIDELINES

Public health and safety are of the utmost importance to us. Numerous additional safety measures have been implemented to help keep everyone safe. Please visit <https://www.nrgpark.com/> for all the guidelines and restrictions in place at NRG Park.

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## SHIPPING INFORMATION

All shipments must go through the show decorator, GEMS. Please contact them for pricing on handling shipments.

All shipments must be prepaid and should be clearly marked with your company name, booth number, and building name. Special arrangements may be made with GEMS on items that need special care.

**Show management is not responsible for your packages;** please do not send packages if you have not coordinated with GEMS. The NRG will not store packages on your behalf.

**Do not have your packages arrive prior to the Monday before the show opens.** GEMS will not be onsite to handle your package before that time.

### Direct Shipment Address

**Cannot be delivered until the Wednesday before the show**

NRG Center  
c/o GEMS  
[Exhibiting Co. Name & Booth #]  
Home & Garden Show  
One NRG Park  
Houston, TX 77054

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## ACCOUNT BALANCES

Final payment for exhibit spaces must be paid in full within three weeks of the show. Show management reserves the right to refuse entry to any exhibitor whose account has an outstanding balance.

**Badges and complementary tickets will not be available until the account has been paid in full.**

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## FLOORING

**Flooring is required.** Please note that flooring is not included in the cost of your exhibitor booth. Carpeting, astroturf, hardwood, vinyl, tile flooring, etc. may be used.

Only gaffer tape, painters tape, or masking tape may be used to top down your flooring to the NRG's floor. All other tapes will leave a residue on the floor and the exhibitor will be charged for the removal.

Visqueen must be placed on the floor before laying bricks, patios, mulch, etc. Do not drill holes, paint, nail, blue, or affix anything to the NRG Center's flooring.

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## TABLE COVERINGS

It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all VISIBLE sides. All skirting must be pressed and neat. **Use of plastic tablecloths, sheets, shower curtains or any type of “makeshift” tablecloth is not permitted.**

All inventory and personal items must be stored completely out of sight. Your booth should look professional and inviting to the attendee.



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## VEHICLES IN EXHIBITS

**If you plan on having a vehicle in your booth as part of your display, you must get approval from show management prior to the show.** All vehicles, boats, and equipment containing fuel must meet and comply with the following requirements before entry to the facility:

- There is to be no more than five (5) gallons of fuel or  $\frac{1}{4}$  the capacity of the fuel tank, whichever is less.
  - Fuel tanks used for storage of excess fuel must meet applicable Federal, State, and Local fuel storage requirements.
  - Fuel tanks are to be locked and all portable tanks removed. Locking the vehicle will be sufficient for cars in which the gas cap cover can only be detached from inside the vehicle. Otherwise, gas caps must be taped over.
  - Ignition keys are to be given to show management prior to Fire Marshall inspection.
  - Vehicles, boats, and similar exhibited products with more than a hundred square feet (100 sq. ft.) of roofed area are to have a smoke detector.
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## BOOTH RULES AND REGULATIONS

If you are in violation of any of the below rules, your company may be permitted to exhibit with us in the future.

### Staffing Your Booth

- All exhibitors are expected to be in their booths during all published show hours, as we do receive consumer complaints about unmanned displays. Our visitors pay an entrance fee and expect to be able to do business with our exhibitors at any time during show hours.

### Demonstration and Handouts

- Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are not permitted to do so outside the confines of their rented exhibit area. **Working in the aisle is strictly prohibited and will be enforced by show management.** This includes any mascots.

### Selling or Sampling Consumables

- Any exhibitor selling or giving out samples of consumables of any kind (even water) must have it approved by show management prior to the show and fill out an application to be approved by the venue.
  - This does not include anyone passing out candy that was purchased from a store. For example, candy you would pass out on Halloween will not require a food permit.

### Product Display

- Only products agreed upon in the signed contract can be sold and displayed in your booth. Only one (1) product per 100 sq.ft. or smaller.

### Booth Guidelines

- MPE provides each inline exhibitor with a black curtain 8 feet in height, two side curtains 3 feet in height, and an ID sign with company name and booth number. A corner booth will not have a side drape where they have a corner. An island booth, opens on all sides, does not have any pipe and drape or an ID sign.
  - Due to printing restrictions, ID Signs will not be available for those who book within approximately 3 weeks of the show.



8' high x 10' wide x 3' front to back sides

## Height Restrictions

- **Signs and exhibit space displays may not exceed 8 feet in height** (the height of your back wall pipe and drape) unless the space is against an exterior wall or is 400 square feet or more.

## Booth Display

- All unfinished portions of displays must be draped or finished to be pleasant to public view. Show management may require exhibitors to purchase drape if display is not finished adequately.
- No helium balloons allowed.
- **No tents or canopies allowed.**
- Rotating, flashing, strobe or projection lights are not permitted.
- No flag poles above 8 feet unless prior approval has been given from show management.
- No tear-drop flags, paper banners, or handwritten signs allowed. All signs must be professionally made.
- No hay or hay bales are allowed inside the venue.

## Microphone, Audio Equipment, and Music

- Use of microphones, audio equipment, and musical instruments is permitted. However, sound levels must be kept at a volume that show 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 Materials

- Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in the exhibitor's booth or display.
  - No exhibitor shall 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 the 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.
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## **BUILDING REGULATIONS**

### **Smoking**

- Smoking is not permitted inside the NRG Center.

### **Alcohol/Drug Regulations**

- No alcohol may be consumed on show site other than during designated times and locations as specified by the show management and show facility. Alcohol consumption is strictly forbidden during all move in and move out hours.
- The use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees, or anyone else working or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

### **Outside Food and Beverages**

- No outside food or beverage, including coffee and water, will be allowed inside the NRG Center on show days.

### **Sale of Merchandise at the Show**

- All exhibitors are reminded that to sell products “cash and carry” during the show, you must comply with all the rules and regulations of Marketplace Events. Exhibitors are responsible for obtaining any such permits as required. Only merchandise approved by the show may be sold.
- No food or drinks may be sold without the approval of show management and the venue.

### **Animals/Pets**

- Service animals are allowed inside the building during event hours.
- Personal pets are not allowed unless pre-authorized by show management and the NRG Center.

### **Aerial Items**

- No exhibitor will be permitted on the roof of the building for the purpose of installing aerials or for any other reason.

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## **FIRE REGULATIONS**

- No flammable products, open flames, or flammable display materials, etc. are permitted in the venue hall by order of the Fire Department and the facility’s security department.
- Enclosed structures under 300 sq. ft. must have a fire extinguisher and smoke detector.
- Enclosed structures over 300 sq. ft. must install a sprinkler system inside the structure.
- No cartons, boxes, or crates may be stored behind booth curtains.
- Pine straw is not allowed unless treated.

- All materials used in the construction and decoration of an exhibit must be flame retardant.
    - This includes scenery, backdrops, drapes, table, and dust covers.
  - **No hay bales allowed as part of booth décor.**
  - No hazardous material will be permitted in an exhibit.
  - Absolutely no use of helium.
  - No vehicles or other apparatus, which has a fuel tank, will be permitted as a display without written permission from show management.
  - **THE FIRE MARSHALL OF THE STATE OF TEXAS RESERVES THE RIGHT TO MAKE ANY FINAL DECISION REGARDING THE ABOVE REQUIREMENTS.**
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## SECURITY

Show management provides security for the show floor during move in, move out, show hours and overnight. However, neither the show management nor the NRG is responsible for lost, damaged, or stolen items. We encourage you to take all valuables with you when the show closes each evening. A tarp/sheet covering your booth hours goes a long way in securing your belongings.

Most thefts happen during move in, move out, and within 30 minutes of the show closing. Staff your booth accordingly and when the show does close, wait for attendees to clear out.

**Report anything of a suspicious nature to show management and/or security.**

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**We thank you for exhibiting in the show!**

**MARKETPLACE | EVENTS**  
Largest Home Show Producer | in North America