



MARYLAND FALL HOME + GARDEN SHOW

Friday, October 20 – Sunday, October 22, 2023

Maryland State Fairgrounds

Timonium, MD

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

## Table of Contents

Welcome	Page 3
Directory of Contractors	Page 3
Show Details	Page 4
Dates and Deadlines	Page 4
Move-In, Move-Out Information	Pages 5-6
Rules, Regulations and Booth Info	Pages 7-12

Show Exhibitors:

We would like to take this opportunity to thank you for participating in the Maryland Home + Garden Show.

As the exhibit contact you will be receiving all the information that we send out. Should another individual assume your responsibilities, be sure that we are promptly informed so we can keep our records current.

The Exhibitor Manual has been compiled to help exhibitors and their staff with complete details about all phases of the exhibition process at the show. A printed version of this manual will not be distributed, and it is subject to minor changes as the show approaches. The most current version will always be linked on the website.

**We strongly urge that you give this manual to those having responsibility for your participation in the show.**

If you have questions or concerns, please contact show staff at the numbers below.

Sincerely,

**Lisa Gardon**

Show Manager

716.861.7411

[lisag@mpeshows.com](mailto:lisag@mpeshows.com)

**Autumn Pennington**

Show Coordinator

612.225.2334

[autumnp@mpeshows.com](mailto:autumnp@mpeshows.com)

**Hannah Schmeling**

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Exhibit Sales Consultant

*Alpha T-Z*

571.814.4948

[karaf@mpeshows.com](mailto:karaf@mpeshows.com)

**DIRECTORY OF CONTRACTORS**

**Show Facility**

Timonium Fairgrounds

2200 York Rd.

Timonium, MD 21093

Phone: 610-265-6200

**Show Management**

Marketplace Events

2000 Auburn Dr., Ste 200

Beachwood, OH 44122

Phone: 952-933-3850

Fax: 440-201-6540

Toll Free: 800-466-7469

**Official Show Decorator**

Main Line Expo

Lisa Mooney

[lisa@mainlineexpo.com](mailto:lisa@mainlineexpo.com)

Main Phone: 610.265.6200

(labor, forklift, furniture, carpet)

**Electrical**

Maryland State Fair

Office: 410.252.0200

Electrician: 240.674.5607

**Internet**

Maryland State Fair/Fairgrounds Office

Rebecca Williams

410.252.0200

## SHOW DETAILS:

- Show Office: The Show Office is located next to the center entrance to the South Hall.
- Exhibitor Badges: Exhibitor badges can be picked up in the Show Office during move in. Unless the staff working your booth will not be able to get badges from you prior to the show, please have all exhibitor badges picked up by Thursday, October 19 before the show opens on Friday, October 20.
- Exhibitor Entrance: Exhibitors can enter the Exhibitor entrance at the front of the show by presenting their Exhibitor Badge. If badges have not been picked up during move in, they will be available at Exhibitor Registration, connected to the Ticket Booths.
- Show Hours
  - Friday, October 20: 10:00 am – 6:00 pm
  - Saturday, October 21: 10:00 am – 8:00 pm\*
  - Sunday, October 22: 10:00 am – 6:00 pm

\*Note – the Saturday show close time is a change from previous years

\*\*Exhibitors are allowed to enter one hour before the show opens to the public

## Hotel Accommodations:

We have a special Home and Garden Show discounted rate at the nearby Holiday Inn Timonium. Online reservations available by clicking [THIS LINK](#). Note that this link may not work on mobile devices. If you have any trouble, you can use the Group Block Code "HGS" online or call the hotel directly, at 410-560-1000.

Holiday Inn Timonium  
9615 Deereco Rd.  
Timonium, MD 21093

[holidayinn.com/TimoniumMD](http://holidayinn.com/TimoniumMD)

## DATES AND DEADLINES:

- Final Payment: Due **September 22, 2023**. Penalties for non-payment include loss of space and monies paid in part for space.
- Show Guide: There will be a single-page show guide with a show floor map and list of exhibitors.
  - Make sure your company is listed in the guide by booking before **Monday, October 2, 2023**.
- Floor covering ordered from Main Line Expo by **Noon, Monday, October 9, 2023** for discounted pricing.
- Direct Shipping to the Fairgrounds: Through Main Line Expo: deliveries **ONLY Tuesday, October 17<sup>th</sup> through Thursday, October 19<sup>th</sup>**. Payment arrangements must be made prior to any deliveries – arranged through Main Line Expo.

## **UTILITIES and CLEANING:**

**Internet:** Basic internet will be covered. If you require a better connection, Call Rebecca Williams (410.252.0200) or visit the Fairgrounds Office in the administration building M-F 9am-4pm. Basic Internet 2023: Network: **Event**, Password: **longocean75**

**Electricity:** Maryland State Fair. Order form is linked on our Exhibitor Kit page [HERE](#). Unauthorized use of electrical outlets is prohibited and will be checked during the show.

**Booth Cleaning** must be arranged through Anago of Baltimore – contact Sarah at 410-760-6306.

## **MOVE IN, MOVE OUT:**

Move In:

- Exhibitors must have received an exception approval from Show Management to move in during a different day/time than assigned.
- Exhibitors must be prepared to remove their own material with hand trucks or dollies.
- Children under 16 are not permitted on the show floor during move in or more out.
- Vehicle use on the show floor during move-in will be at the discretion of the Show Manager. Be prepared for hand-carry by bringing your own handcarts, dollies, etc.
- Any exhibitor who has not set up their booth or notified show Management by Thursday at 3pm of their delayed move in, will forfeit their space and all monies paid for that space.

## **Move In Schedule (see map next page)**

Move-In Details:

Tuesday, October 17

8:00 am – 6:00 pm --Green Zone (and by previous arrangement only)

Wednesday, October 18

8:00 am – 12:00 pm –Blue Zone

12:00 pm – 6:00 pm –Orange Zone

Thursday, October 19:

8:00 am – 8:00 pm –Purple Zone and Green, Blue, Orange continues

2:00 pm – 8:00 pm – Maroon Zone

**Move In Map**

(a PDF of this SCHEDULE/MAP is available on the website – [HERE](#))



**OCT. 20-22, 2023**

Timonium Fairgrounds

**MOVE-IN MAP**

- Tue, Oct 17 8am-6pm
- Wed, Oct 18 8am-Noon
- Wed, Oct 18 12pm-6pm
- Thu, Oct 19 8am-8pm
- Thu, Oct 19 After 2pm



**MOVE OUT**

- **All booths MUST remain up and fully staffed until show close on Sunday, October 22 at 6:00 p.m.**
- No vehicles are allowed in the halls until all carpet is removed by Decorator.

General Move Out Schedule:

Sunday, Oct 22	6:00 p.m. – 10:00 p.m.	Open Move Out
Monday, Oct 23	8:00 a.m. – 12:00 p.m.	Open Move Out

Early move out is strictly prohibited and NO EXHIBITS can be removed during show hours.

## RULES, REGULATIONS AND BOOTH INFO

Our top priority is to produce a quality event. Two very important aspects to doing this are maintaining the visual integrity of the show and creating an atmosphere where all exhibitors can do business. The following Rules and Regulations help us to maintain these aspects:

### 1. Shipments to Show Site

Through Main Line Expo: deliveries **ONLY Tuesday, October 17<sup>th</sup> through Thursday, October 19<sup>th</sup>, ONLY 8am – 2pm**. Payment arrangements must be made with Main Line Expo. Please see their exhibitor kit for details on the shipping label, costs, etc. It is linked on our website [HERE](#).

### 2. Alcohol

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.

### 2. Animals/Pets

Venue rules prohibit pets on leashes. Small pets can be hand-carried. Exceptions are always made for service dogs.

### 3. Booth design and construction

Drape and Height:

- Booth rental comes with 8' high back drape and (2) two 3' high side drape, one for each side of the booth (Home booths drape is black, craft booths drape is silver).
- Nothing is to be pinned or stapled to drape – "S" hooks are available through Decorator.
- Exhibit tables, stands, displays, etc. may extend forward all 10' from the rear drape at 8' in height. The outward facing sides of your exhibit must be finished and may not contain any marketing.
- There is one common back drape shared by exhibitors on either side of the drape. Exhibitors must remain on their own side of the drape. Your carpet, bracing, etc. may not extend into the exhibit space behind you.
- No part of your exhibit or product may extend into the exhibit next to you.

Signage:

- Booth rental comes with (1) one identification sign (7" x 44") that includes your company name and booth number.
- All additional signage must be professionally made. Hand-written signs are NOT allowed.
- Signage cannot be attached to any of the venue walls, pillars, etc.
- Signage cannot be above 8' in height in a space less than 20' x 20'.
- Signs above 8' in height may include company name and logo; they may not be used to advertise products and services.
- If signage requires hanging, please contact Decorator. Cost to hang signage is the responsibility of the Exhibitor.
- The use of tents is not allowed on show site.
- Overhead inflatable signs are not permitted.

#### Flooring:

All booths in the show MUST have floor covering (carpet preferred). No exceptions will be made. Exhibitors may provide their own floor covering or it can be rented from the Decorator.

#### Credits:

If an additional firm is assisting with your displays, signs, etc. and you would like to give them credit/recognition, you may display one (1) professionally made sign within your booth ONLY if they are an exhibitor at the show. Signage may not exceed 7"x11". If your assisting firm is NOT an exhibitor in the show, call Marketplace Events regarding how they can be identified. If they have NOT leased space from us for the show, they cannot distribute literature in any way inside the facility.

#### Misc:

Materials such as table draping, cut trees, wood chips and mulch used in the construction of displays must be fire resistant to the satisfaction of the fire department. All tables must be professionally skirted, i.e., skirting that is pleated or shirred and of floor length (no paper or sheets or tablecloths). The only exception is fine, designer furniture.

#### Cleaning:

For booth cleaning, you must contact Anago of Baltimore to make arrangements. Please contact Susan at 410-760-6306.

#### 4. Demonstrations/Distribution

- Displays, demonstrations or distribution of materials are not permitted outside of Exhibitor's booth(s). Exhibitors are prohibited from "hawking" attendees in the aisle. All conversations with attendees must be generated from within your booth space. Booth representatives that do not adhere to this policy will be asked to leave the show.
- The use of microphones is NOT permitted on the show floor unless approved by Show Management.
- Small sound amplification systems for captive-audience demos may be used, but the sound must be inoffensive to neighboring exhibitors.
- Advertisement, exhibit or promotion may include prices but cannot include price comparisons with competitive products.
- Stickers, pressure adhesive, may not be used or given away by exhibitors.
- Helium-filled balloons are NOT allowed.
- No food (including popcorn) or beverages may be distributed by exhibitors inside the venue unless approved by Marketplace Events.

#### 5. Exhibitor Badges & Admission Passes

##### **Exhibitor Badges:**

**Exhibitor badges should be picked up in the show office during move in. Picking them up in advance will reduce wait times at the door.**

Booth attendants must have and wear Exhibitor Badges at all times for admission to the show. No badge – no admission.



Exhibitors receive ten (10) Exhibitor badges. Lost badges are not the responsibility of Show Management. Badges that are not able to be picked up during move in will be available at the front entrance of the show, at the Exhibitor Registration window at the ticket windows.

### **Admission Passes (aka Exhibitor Complimentary Tickets)**

Each Exhibitor will be provided with 10 complimentary printed tickets per 100 sq. ft of booth space, which are for you to distribute to clients, or friends and family. If you would like to have a digital code for additional complimentary tickets, please contact Autumn Pennington at [autumnp@mpeshows.com](mailto:autumnp@mpeshows.com).

### 6. Fire Regulations

Show Management Regulations:

Material used in exhibits must be fire resistant and are subject to inspection by the Fire Department. No combustible oil or gas can be used as part of an exhibit. All propane and open flames are strictly prohibited. Balloons are not allowed to be distributed from your booth.

Precautions must be taken to prevent the general public from coming in contact with anything that may cause burn or injury. Any product hot to the touch must be placed at the back of your booth, away from the aisle. For those with bulk 20'x20' peninsulas, islands or larger, these products must be positioned in the middle/center area of your space, again, as far away from the aisle(s) as possible. Warning signs must be placed prominently on all such surfaces, horizontal and perpendicular.

### 7. Forklift Services

Exhibitors requiring forklift services should make advance arrangements with Main Line Expo. Advance pricing is available when ordered before October 9, 2023. Forklift rental is payable in 15-minute increments. Please see the exhibitor kit and forms provided by Main Line Expo for ordering. They are linked on our website [HERE](#).

### 8. Insurance

Marketplace Events, the Maryland Home + Garden Show or the Maryland State Fairgrounds will NOT be responsible for injury to persons nor the loss or damage of products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the show building or its environs. As agreed in the contract, exhibitors agree to indemnify and hold harmless Show Management and the venue against, any and all complaints, suits, or liabilities arising out of acts of the exhibitor or his/her representatives, or out of activities within the exhibitor's booth area. Verify with your insurance company if you're uncertain about your coverage. Exhibitors are responsible for damage they cause to the venue including walls and floors and for labor charges to remove stains or adhesives from the walls or floors. Exhibitors will be billed for such damage with the dollar amount of the damage determined by the venue.

### 9. Materials subject to license or restriction

The playing, performing or other use of any copyrighted music in television or radio transmission, videotape, audio-visual material, or any other work, whether live or recorded, by exhibitor or its agents, representatives or employees is expressly prohibited. Exhibitor agrees to indemnify the venue and Marketplace Events (and their respective officers, directors, owners, employees, insurers, agents, representatives and assigns) against any and all claims and costs of defense, or fees paid by Marketplace Events to ASCAP or BMI, arising from any

unauthorized use of any work by exhibitor or any of its agents, representatives or employees.

## 10. Outside Contractors

Any independent contractor/display house which contracts to assemble and/or dismantle an exhibit at the Show must notify Decorator of the exhibiting company's name and booth number, in writing, at least 30 days prior to the first day of move-in. The display house must also provide a certificate of insurance to Decorator, and also to Show Management, at the time the letter is sent.

## 11. Directions & Parking

The Maryland State Fairgrounds are located near the intersection of York and Timonium Roads, Timonium MD. Vehicle access gates are located on York Road between Padonia and Timonium Roads, and on Timonium Road about ¼ mile east of Interstate 83 and just past the Light Rail tracks. The Home & Garden + Craft Show is in the Cow Palace Building. Exhibitor parking is in the gravel lot at the north end of the building. Trailers may be parked by the horse stalls next to the building.

Overnight RV Parking is available for \$25 per day. Call 410-252-0200 x 230 to notify staff. Fee will be collected daily by Security.

## 12. Security

Security personnel will be on duty 24 hours a day during show days. Personal items, including purses, should be locked in a secure location. Items kept under a skirted table should not be considered secure. If you should have a loss, please notify show management immediately. You should call your insurance company to add coverage to your regular insurance for the time you are exhibiting at the show. Our insurance does not cover your display, your product, or your company. See section 8 "Insurance" for more details about required and recommended insurance coverage.

Nightly tie-down procedures should be practiced using reason and common sense in securing your booth at night so as not to tempt anyone. We recommend that you put string between front posts, move merchandise away from aisles, and cover with flame-retardant material. If you have merchandise that you wish to remove from the hall each night, please notify show management.

## 13. Show Decorator

The official show decorator is Mainline Expo. Please refer to the Directory of Contractors for contact information. They are responsible for:

- Furniture rental (tables, chairs, etc.)
- Carpet rentals
- Draping
- Display set-up assistance (Labor services are payable in 1-hour increments)
- Forklift and driver services (payable in 15-minute increments)

Main Line Expo exhibitor kit and order forms are linked on our website [HERE](#)

## 14. Smoking

Smoking in any form is not allowed in the venue. Anyone caught smoking in the building by the Fire Inspector will be tagged and removed from the facility for the day.

## 15. Subletting of Exhibit Space

Exhibitors are NOT permitted to sublet their space to another company or product without prior written permission from Show Management. Violators will be removed from the show.

## 16. Tools

Hand and power operated hand tools may need to be utilized on the show floor. Please review the following requirements for the use of tools:

- Ensure all staff operating tools are competent and knowledgeable on the proper and safe operation of such tools. Pre-show training, regarding the operation of power operated hand tools is recommended as required.
- Ensure all move in and move out staff are properly equipped with the appropriate tools for completing tasks. All power tools must be in safe working condition with the appropriate safety mechanisms.
- All staff operating tools are required to wear appropriate personal safety equipment. Safety gloves and glasses are essential when risk of hand and eye injuries is high.

## 17. Exhibiting New Items?

If you will be showing a new item at the Maryland show, please let Show Management know, as we may be able to use this information in media releases or other PR. We would need to know how long it has been on the market as well as a description of the item, including the manufacturer's name and its use.

## 18. Sales Tax

Exhibitors selling merchandise at the show must have a valid Maryland Sales Tax License or a 30-day temporary license. If you are acquiring leads rather than selling directly, you do not need a license. MPE will send a list of exhibitors to the sales tax division of the state revenue department prior to show opening.

Maryland Tax License application is linked [HERE](#)

Maryland 30-day temporary permit can be obtained by calling the Special Events Section at 410-767-1543

## 19. Food Sales/Sampling Temporary Permits

Any vendor selling or sampling food or beverages at the Maryland Home & Garden + Craft Show must complete a temporary permit application through the Baltimore County Health Department.

Along with the completed form, they will need a copy of your annual license. There is a \$35 per day fee for this permit, payable by check or credit card (with fee for credit card).

The form is linked [HERE](#)

[For more information:](#)

Baltimore County Department of Health / Division of Environmental Health Services

6401 York Road, 3<sup>rd</sup> Floor

Baltimore, MD 21212

Phone: 410.887.3663

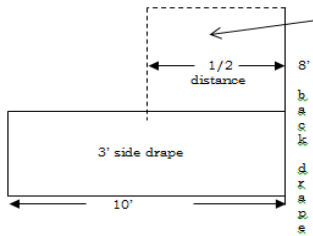
Email: [ehs@baltimorecountymd.gov](mailto:ehs@baltimorecountymd.gov)

Website: <https://www.baltimorecountymd.gov/departments/health/environmental/index.html>

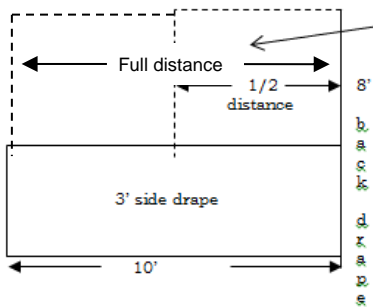
## Booth Layout

For standard 10'x10' booths, Marketplace Events provides 8' back drape and 3' side drapes. Exhibit tables, displays, etc. may extend forward all 10' from the rear drape at 8' in height (previously only to 5'). The outward facing sides of your exhibit not covered by drape must be finished and may not contain any marketing.

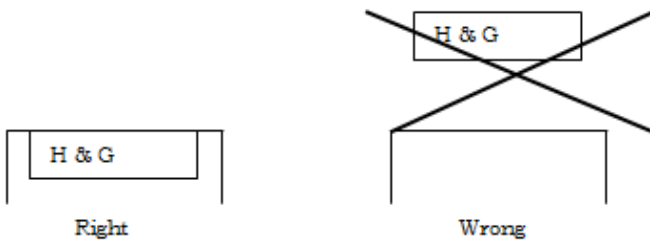
Exceptions can be made with Marketplace Events' approval in cases where your space constitutes a 4-booth (or more) "island." Please call Marketplace Events to confirm your idea(s).



Exhibitors were previously only allowed to extend displays 5' forward from the back of the booth.



Exhibitors can now extend displays all 10' forward from the back of the booth at 8' in height. The outward facing sides of your exhibit not covered by drape must be finished and may not contain any marketing.



Signage may not be displayed above the 8' drape height.

## Additional Notes

- Floor covering, preferably carpet – this will improve the image of your booth and your company. No part of your floor covering may extend beyond your booth or stick out into the aisle.
- Professionally skirted tables with floor-length skirting that is pleated or gathered. No paper or plastic (fire regulations). Fine furniture is acceptable without skirting. Card tables and old metal folding chairs detract from your booth and from the Show. Nice furnishings improve your business image and your exhibit.
- Professionally made signs only. No magic marker, grease pencil or "homemade" signs.