SOUTHERN AZ HOME SHOW

# EXHIBITOR MANUAL

## October 16-18, 2026

This Exhibitor Manual has been compiled to help you and your staff with complete details about all phases of the exhibition process at the Southern AZ Fall Home Show.

Enclosed you will find helpful information to make your participation in our show successful.

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

**southernazhomeshow.com**

MARKETPLACE | EVENTS
Largest Home Show Producer | in North America

# SHOW MANAGEMENT

The Southern AZ Home Show is produced and managed by:
Marketplace Events
2000 Auburn Drive, STE 200
Beachwood, OH 44122
888.604.5938

# SHOW FACILITY

The Southern AZ Home Show is held at:
Tucson Convention Center
260 S Church Ave
Tucson, AZ 85701
520.791.4101

# SHOW DECORATOR

Booth Furnishings: rental of tables, chairs, booth carpeting, signs, & labor
GEMS
12684 International Pkwy
Dallas, TX 75228
214.388.5722

https://www.gemsevents.com

# HEALTH & SAFETY GUIDELINES

Public health and safety are of the upmost importance to us. Numerous additional safety measures have been implemented to help keep everyone safe. Please visit https://tucsonconventioncenter.com for all the guidelines and restrictions in place at NRG Park. PLEASE CHECK BACK REGULARLY FOR UPDATES AND INFORMATION.

# UTILITIES

**Telephone, Internet, Electricity & Water**

- Telephone and Internet services will be provided by Tucson Convention Center (Please see exhibitor kit on our show site for details)

**Electrical and water** for exhibitors is ordered through Commonwealth Expo Electric. Please call Jennifer Sutherland at 520-940-2155 to order or email JSutherland@commonwealthelectric.com.

# MOVE-IN | MOVE-OUT DAYS AND HOURS

**MOVE-IN DAYS AND HOURS**

| | | |
|---|---|---|
| Tuesday | October 13, 2026 | 8AM – 7 PM |
| Wednesday | October 14, 2026 | 8AM – 7PM |
| Thursday | October 15, 2026 | 8AM – 2PM<br>2PM – 7PM<br>**(NO Drive in Permitted after 2pm)** |
| Friday | October 16, 2026 | 8AM – 9 AM |

**Move in DRIVE TIME varies based on booth location. Please refer to the colored move in schedule with map on the exhibitor kit page.**

Exhibitors requiring forklift service should order directly with the Show Decorator prior to move in. Order online at https://gemsevents.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f

Move-in must be completed by 9:00 am on Friday, October 16, 2025.
Make sure to clear all trash, boxes, crates, etc. from the aisles prior to the beginning of the show.
**If you need additional time, please make special arrangements with Show Management.**

**MOVE-OUT DAYS AND HOURS**

| | | |
|---|---|---|
| Sunday | October 18, 2026 | 5PM – 9PM |
| Monday | October 19, 2026 | 8AM – 12PM |

***NO EXHIBIT CAN BE REMOVED, EVEN IN PART, UNTIL PUBLIC HAS CLEARED THE BUILDING.***

**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 cleanup. Any damage to the facility floor will be charged to your company.**

**SHOW HOURS**

| | | |
|---|---|---|
| Friday | October 16, 2026 | 9:00am – 5:00pm |
| Saturday | October 17, 2026 | 9:00am – 5:00pm |
| Sunday | October 18, 2025 | 9:00am – 5:00pm |

***You must man your booth each day from show open to show close. Leaving early is a violation of your signed contract.**

## ENHANCED LISTING

Your Company's basic exhibitor listing is now live on our show website. It includes your company name, booth number and product category along with a form that allows web visitors to reach out to you directly to obtain more information.
We encourage you to enhance your listing by adding your logo, a company description, and a **show special.**
The virtual showroom is one of the most visited pages across all show websites. Consumers view the virtual showroom before, during and after the show and we want your listing to be the best it can be. Attendees are looking for trusted seller status, show specials, and new products.
Please contact your representative for more help.

## ACCOUNT BALANCES

Final payment for exhibit space must be made by ***September 15, 2026.*** Show management reserves the right to refuse entry to any exhibitor whose account has not been paid in full. **Badges and complimentary tickets will not be available until the account has been paid in full.**

## PARKING

Free parking in lots B & C for attendees. Exhibitors must park in Ramada parking lot. There will be a shuttle to take you from the parking lot to the venue.

## EXHIBITOR BADGES

Exhibitor badges can be picked up at the show office during move in. Badges are required to identify yourself as an authorized exhibitor. Exhibitors will not be allowed access during show days without a badge. Exhibitor badges are not required during move-in.

Five (5) exhibitor badges are provided for 100 -300 square feet
Ten (10) exhibitor badges are provided for 400+ square feet of space.

You are encouraged to drop off your badge each night in the Show Office, so that your company does not run out of badges.

**EXHIBITOR BADGES MAY NOT BE USED AS ADMISSION TICKETS FOR FAMILY AND FRIENDS VISITING YOU ON SHOW SITE. PLEASE USE SHOW TICKETS FOR THEM.**

## COMPLIMENTARY TICKETS

Complimentary ticket vouchers will be sent to your email and can be exchanged for up to 20 complimentary tickets.
If you need additional tickets, these can be purchased at half price for $5 each prior to the show or at the show office any time during the show.

Use your tickets to invite potential customers to the show, as a thank you to good customers and for friends and family.

**COMPLIMENTARY TICKETS ARE NOT PERMITTED TO BE DISTRIBUTED AT THE ENTRANCE TO THE SHOW**.

## SHOW OFFICE

Our show office will open on Tuesday, October 13th at 8:00am. When you arrive to move- in, please check in and pick up your exhibitor badges. The Show Office will remain open through the end of the Show.

## WILL CALL

Will Call will be located at the box office.

Please leave your tickets in INDIVIDUALLY marked envelopes with FIRST AND LAST NAME for your guests.

**EXHIBITOR BADGES ARE FOR EXHIBITORS, THEY ARE NOT TICKETS TO THE SHOW. THEY SHOULD NOT BE LEFT AT WILL CALL TO BE PICKED UP BY ATTENDEES. THEY MAY ONLY BE LEFT FOR PEOPLE WORKING YOUR BOOTH.**

## FLOORING

Flooring is required. Please know flooring is not included in the cost of your exhibit booth. Carpeting, Astroturf, hardwood, tile, vinyl flooring etc., may be used.

Visqueen must be placed on the floor before laying bricks, patios, mulch, etc. Do not drill holes, paint, nail glue or affix flooring to the Convention Center flooring.
**NO DUCT TAPE ON THE CONVENTION CENTER FLOORING. ANYONE FOUND USING DUCT TAPE ON FLOORS WILL BE CHARGED A FINE OF $500.**
**Any other damage to the flooring will be repaired at the exhibitor's expense.**

# 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 skirtings must be pressed and neat. **Use of plastic tablecloths, sheets, shower curtains or any type of "makeshift" tablecloths is not permitted**. We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.

All inventory and personal items must be stored COMPLETELY OUT OF SIGHT. Your booth should look professional and inviting to the attendee.

# VEHICLES IN EXHIBITS

If you plan on having a vehicle in your booth as part of your display, please contact Show Management for approval and move-in instructions. All vehicles, boats and equipment containing fuel must pass inspection with the Fire Marshal, which includes the following requirements, before entry into the facility:

a. There is to be no more than five (5) gallons of fuel or ¼ the capacity of the fuel tank, whichever is less.

b. Fuel tanks used for storage of excess fuel must meet applicable Federal, State and Local fuel storage
requirements.

c. 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.

d. Ignition keys are to be removed and paced in a central location on-site.

e. Vehicles, boats, and similar exhibited products with more than hundred square feet (100 sq. ft.) of roofed area are to have a smoke detector.

# BOOTH INFORMATION, RULES & REGULATIONS

**Staffing Your Booth**

All exhibitors are expected to be in their booths during all published show hours, as we do receive consumer complaints about un-manned displays. Our visitors pay an entrance fee and

expect to be able to do business with our exhibitors at any time during show hours. If you are in violation of this rule, your company may not be permitted to exhibit with us in the future.

**Demonstrations and handouts**

Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are not permitted to do 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.

**ALL FOOD SAMPLING MUST BE INDIVIDUALY PACKAGED AND APPROVED BY SHOW MANAGEMENT, VENUE, & HEALTH DEPARTMENT. YOU MUST GET FOOD PERMITS FROM PIMA COUNTY DIRECTLY AND EMAIL THEM TO GREG.CARRA@TUCSONAZ.GOV BEFORE THE START OF THE SHOW**

**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.

Working in the aisles or distributing brochures, etc. from any other area other than within your booth space is prohibited. All activity must take place inside your contracted space only.

**Booth Guidelines**

MPE provides each inline exhibitor with a back curtain 8 feet in height, two side curtains, each 3 feet in height and an ID sign with company name and booth number. A corner booth has only back drape. An island booth, have any pipe and drape or ID sign.

**8’ high x 10’ wide x 3’ front to back sides**

**Booth Regulations**

- Booth displays, including signage, shall not exceed 8 feet in height. Your display may be 8 feet high for the width of your back drape. Side walls may go as tall as 5 feet from the aisle, or ½ the depth of your booth. For the remaining 5 feet, your display must return to the same 3 feet height of the side curtain.

- All unfinished portions of displays must be draped or finished to be pleasant to the public view. Show Management may require exhibitors to purchase drape if display is not finished adequately.
- No balloons allowed. Helium or otherwise.
- **NO TENTS OR CANOPIES ALLOWED**
- Signs **MAY NOT** exceed 8 Feet. This is the height of the back drape provided to you in your booth space
- Rotating, flashing, strobe or projection lights are not permitted.
- No flag poles above 8 feet. (Unless prior approval has been given by show management)
- No tear-drop flags, paper banners, or hand-written signs allowed. All signs must be professionally made.

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# BUILDING REGULATIONS

**Smoking Regulations**

Smoking is not permitted inside the Convention Center

**Alcohol/Drugs Regulations**

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.

**Outside Food & Beverages**

No outside food or beverage will be allowed inside NRG Park.

**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 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 NRG Park.

**Animals/Pets**

Service animals are allowed inside the building during event hours of the event**.**

**Personal pets are not allowed unless preauthorized by show management.**

**Aerial items**

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

**Fire Regulations**

No flammable products, open flames, or flammable display materials, etc. are permitted in the exposition hall by order of the Fire Department and the Facility Security Department. Enclosed structures under 300 sq.ft. must have a fire extinguisher and smoke detector. Enclosed structures of over 300 sq.ft. must install a sprinkler system inside the structure. No cartons, boxes, or crates may be stored behind booth curtains.

**NO HAY BALES ALLOWED AS PART OF BOOTH DÉCOR!**

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.

**THE FIRE MARSHAL OF THE STATE OF ARIZONA RESERVES THE RIGHT TO MAKE ANY FINAL DECISION REGARDING THE ABOVE REQUIREMENTS. ALL VEHICLES MUST PAST INSPECTION WITH FIRE MARSHAL.**

**Microphone, Audio Equipment & 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 & Other Copyrighted Materials**

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

## SECURITY

Show Management provides security for the show floor during move-in, move-out, show hours and overnight. However, neither Show Management nor the Convention Center is responsible for lost, damaged, or stolen articles. We encourage you to take all valuables with

you when the show closes each evening. A tarp/sheet covering your booth after show hours goes a long way in securing your belongings.

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

**Report anything of a suspicious nature to Show Management and/or Security.** Leads can be followed up to avoid incidents of theft.

**Ensure you are adequately insured.**

## INSURANCE

Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk. Every reasonable precaution will be taken to protect exhibitors' properties, but Show Management assumes no responsibility for any losses due to fire, theft, robbery, damage, accident, or other causes. Please refer to items #4 and 5 on your exhibitor contract/application or contact Show Management if you have questions.

## SHIPPING INFORMATION

All shipments must go through GEMS, please contact them for pricing on handling shipments.

| **Direct Shipment Address**<br>**Cannot be delivered prior to September 30, 202** |
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| **Tucson Convention Center**<br>**c/o GEMS**<br>**[Exhibiting Co. Name & Booth #]**<br>**Southern AZ Home Show**<br>**260 S Church Ave**<br>**Tucson, AZ 85701** |

**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. Shipping items to the venue, may incur additional charges.

**Show Management is not responsible for your packages; please do not send packages before your arrival as you <u>MUST</u> be present to sign for them.**
Please make arrangements to dispose of or store shipping crates with the show decorator

**We thank you for exhibiting in the show and are here to help you have a great experience! Please let us know how we can be of service to you.**