

2024 Buffalo Home Show

BUFFALO HOME SHOW

March 8-10 & 15-17, 2024

Buffalo Niagara Convention Center

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MANDATORY

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**IMPORTANT INFO-
MUST READ**

EXHIBITOR CHECK LIST

For your convenience, we have included the Exhibitor Check List for items you may need for your booth. Service order forms are now available online at www.buffalohomeshow.com. To take advantage of available discounts, please order in advance. Additionally, please keep copies of all your orders and bring them to the Show.

<u>SERVICE</u>	<u>CONTRACTOR</u>	<u>PHONE/FAX</u>
BOOTH FURNISHINGS tables, chairs, standard carpet, displays Advanced Order Deadline: Feb. 9, 2024	Hale Northeastern 828 East Ferry Street Buffalo, NY 14211	T: 716-896-6170 F: 716-896-8908 E: csr@haleexpo.com
FORKLIFT, LABOR Advanced Notice is required.	Hale Northeastern 828 East Ferry Street Buffalo, NY 14211	T: 716-896-6170 F: 716-896-8908 E: csr@haleexpo.com
ELECTRIC, PLUMBING & COMPRESSED AIR Advanced Order Deadline: Feb. 27, 2024	Buffalo Niagara Convention Center Convention Center Plaza Buffalo, NY 14202 *BNCC to confirm if available in your booth	T: 716-855-5511 TF: 800-995-7570 F: 716-855-3158
TELEPHONE Advanced Order Deadline: Feb. 27, 2024	Buffalo Niagara Convention Center Convention Center Plaza Buffalo, NY 14202	T: 716-855-5555 TF: 800-995-7570 F: 716-855-3158
FOOD/BEVERAGE APPROVAL Advanced Notice is required.	Buffalo Niagara Convention Center Convention Center Plaza Buffalo, NY 14202 Christie Walker	T: 716-855-5511 Christie@buffaloconvention.com
INTERNET Advanced Order Deadline: Feb. 27, 2024	Buffalo Niagara Convention Center Convention Center Plaza Buffalo, NY 14202	T: 716-855-5555 TF: 800-995-7570 F: 716-855-3158
AUDIO/VIDEO	Contact Show Manager for details Lisa Gardon	T: 716-861-7411 lisag@mpeshows.com

LOCATION

Buffalo Niagara Convention Center
 Convention Center Plaza Buffalo, NY 14202
 Phone: 716-855-5555 (local)
 Phone: 800-995-7570 (out of area), Fax: 716-855-3158

SHOW DATE & HOURS

Friday, March 8 & 15, 2024	10:00 am – 9:00 pm
Saturday, March 9 & 16, 2024	10:00 am -9:00 pm
Sunday, March 10 & 17, 2024	10:00 am – 6:00 pm

SHOW MANAGEMENT

Buffalo Home Show Marketplace Events
2000 Auburn Drive | Suite 200
Beachwood, OH 44122
T: 716-861-7411

The Buffalo Home Show Staff will maintain an office in Room 105 at the Convention Center for the duration of the show.

SHOW STAFF

Lisa Gardon

Show Manager

lisag@mpeshows.com

716-861-7411

Gina Gumina

Assistant Show Manager

ginag@mpeshows.com

216-538-7033

Maddie Rice

Show Coordinator

maddier@mpeshows.com

440- 591-6966

SHOW CONTRACTOR/DECORATOR

Hale Northeastern
828 East Ferry Street
Buffalo, NY 14211
716-896-6170

PUBLIC RELATIONS

Stephanie Rabideau
P: 716-989-3276

MEDIA FARM

Barbara Mende
T: 716-989-3261

GENERAL INFORMATION

DIRECTIONS TO THE BUFFALO CONVENTION CENTER

FROM THE SOUTH: Exit I-190 North at Church Street, turn left on Franklin Street.

FROM THE NORTH: (Including Canada) Exit I-190 South at Niagara Street, left on West Huron, turn right on Pearl Street, loading docks on right.

FROM THE EAST: Kensington Expressway (Route33) Exit Oak Street, turn right onto North Division to Church Street, right on Franklin Street.

MOVE-IN INFORMATION

PLEASE COMPLY WITH THIS PLAN AS IT WILL STREAMLINE THE MOVE-IN FOR ALL EXHIBITORS. If you have any questions or concerns, please contact us in advance of the move-in at 716-861-7411 with any questions.

Move-In tips for all exhibitors:

- Material handling equipment will be available from 8:00 am - 4:00 pm during move-in Tuesday through Thursday.
- Move-in is to be completed by 6:00 pm on Thursday, March 7, 2024. Finishing touches to your display can be done on Friday, March 8th between 8:00 am and 9:30 am. The Show will open promptly at 10:00 am on Friday, March 8th.

MOVE-OUT DAYS AND HOURS

Strictly
Enforced

No dismantling or removal of exhibits or exhibit material will be permitted before 6:05 pm on Sunday, March 17th. Exhibitors who begin dismantling their display before 6:05 pm will not be invited to future shows.

Sunday	March 17	6:05 pm – 10:00pm
Monday	March 18	8:00 am – Noon

**All exhibits and exhibit material must be removed from the Buffalo Convention Center by
Noon on Monday, March 18, 2024**

Exhibitors are strongly urged to remove all cartons and portable items from the building immediately after the close of the show. While show management will take reasonable measures to safeguard such items, immediate removal will minimize the possibility of loss from pilferage. Please note the special instructions under heading “Insurance”. Show management will help expedite the removal of exhibitor goods from the exhibit area. Exhibitors are urged, in their own interest, to assign responsible representatives who will handle shipping arrangements and documentation. Marketplace Events, Hale Northeastern, and the Buffalo Convention Center are not responsible for lost or stolen items or materials.

PARKING-

We have teamed up with SpotHero that is a parking reservation service that will allow exhibitors to book discounted parking in advance on their app or website:

<https://spothero.com/buffalo/buffalo-niagara-convention-center-parking>

Augspurger Ramp: North of Huron on Franklin Street, 1 ½ blocks north of the Convention Center.

Fernbach Ramp: ½ block South of the Convention Center on the corner of Pearl and Niagara Streets.

Main Place Mall Ramp: On Pearl Street, South of Court Street.

Mohawk Ramp: Corner of Mohawk and Washington Streets.

***There is a new app from the City of Buffalo that allows you to pay parking at a meter from your phone. Download **Buffalo Roam** to sign up for an account. ***

SHIPMENTS

- a. **Advanced Shipments:** All shipments must be pre-paid. Receiver is not authorized to accept any other type of shipment. For shipments scheduled to arrive between **Monday, February 12- Monday, February 26, 2024**, please ship to the advance warehouse. Please label package like example below or use the shipping label provided in the Hale Northeastern Service Kit.

BUFFALO HOME SHOW
c/o Hale Northeastern, Inc.
828 East Ferry Street
Buffalo, New York 14211

COMPANY NAME: _____ BOOTH: _____
Contact Name _____ Phone: _____

(Call Hale Northeastern at 716-896-6170 with any questions)

- b. **Direct Shipments:**
Direct shipments to the show will be accepted on/or after **Tuesday, March 5, 2024** should be marked as follows or use the shipping label provided in the Hale Northeastern Service Kit.

FOR: BUFFALO HOME SHOW
c/o Hale Northeastern, Inc./ Buffalo Home Show
153 Franklin Street
Pearl Street Loading Dock
Buffalo, New York 14202

Please refer to the Hale Exhibitor Manual for Material Handling Charges & Shipping Labels.

II EXHIBIT BOOTH INFORMATION/REGULATIONS

AUDIO/SOUND/MUSIC











Use of audio equipment, microphones and musical instruments are permitted, however, sound levels must be kept at a volume that Show Management deems reasonable.

Violators will receive one warning. If there is a problem with volume, Show Management reserves the right to prohibit the exhibitor from using sound equipment for the remainder of the show.

MUSIC LICENSE AND PHOTOGRAPH RESTRICTIONS

Each exhibitor is responsible for obtaining all necessary licenses and permits for usage of music, photographs or other copyrighted materials in their booth or display. Exhibitors will not be permitted to play, broadcast, perform or use copyrighted material such as photographs or other artistic works without first presenting to Marketplace Events satisfactory proof that the exhibitor has, or does not require, a license to utilize such music or copyrighted material. Marketplace Events reserves the right to remove from the exhibit hall any portion of a booth or display incorporating music, photographs or other copyrighted material(s) for which the exhibitor has failed to produce a license of ownership and/or legal usage. The exhibitor is liable for and shall indemnify and hold harmless Marketplace Events and the facility, their agents and employees from all claims, causes, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation or infringement (or claimed violation or infringement) by exhibitor, exhibitor's agents or employees of any patent, copyright or trade secret rights or privileges. For additional information please contact your local ASCAP, BMI or other appropriate official/entity.

BADGES/ADMISSION TO THE SHOW

-   Marketplace Events will provide exhibitors with badges and holders. Each exhibitor is entitled to six (6) badges and holders for up to 200 sq. ft. of exhibit space, (12) badges and holders for up to 400 sq. ft. and (18) badges and holders for 500 sq. ft. or more thereafter. Maximum quantity (20)
-   Badges are available during move-in at the Show Office. Exhibitors will be required to present photo identification and a business card, and to sign for their own individual badge during all show hours.
-   Badges are designed for business card to be attached. Exhibitors are responsible for providing personalized business cards per badge holder.
-   Exhibitor badges are only for principals and employees staffing the exhibit. **Badges are not permitted to be used as guest passes** for friends or family and will be confiscated by management if used for these purposes.
-   Badges which have been lost, left at the booth, forgotten, or misplaced must be replaced at the exhibitor's expense at a cost of \$10.00 per badge upon entering the show.

**** THE EXHIBITOR ENTRANCE WILL BE OPEN EACH SHOWDAY
ONE HOUR BEFORE THE SHOW OPENS ****

If you wish to order additional badges, please contact Maddie Rice at MaddieR@mpeshows.com. The charge for additional badges will be \$10.00 each.

CERTIFICATE OF AUTHORITY/NEW YORK STATE SALES TAX REGULATIONS

All exhibitors, whether in or out of state, selling and/or displaying goods for sale or future sale at their booths are required to secure and display a **Certificate of Authority** from the State of New York. Exhibitors are reminded that they are responsible for collecting sales tax for State of New York. Non-registered exhibitors must submit an application for their Certificate of Authority. Please refer to the website below to secure your application (Request Form: DTF 17). Please fill out and return your application immediately. (Use a street address on your application, not a P.O. Box) Your application will be processed, and your Certificate will be mailed to you. There is no fee for the Certificate of Authority. For an application, submit your request to:

NYS Tax Department Sales Tax Registration Unit W A Harriman Campus Albany, New York 12227	Phone: 518-485-2889 www.tax.ny.gov Businesses/Forms and Instructions Numerical list of forms/DTF 17.1	Department of Taxation and Finance State Office Building 77 Broadway Buffalo, New York 14203
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Please complete certificate of authority form and fax it to Marketplace Events.

Fax Number: 716-625-1345

DELIVERIES DURING THE SHOW

Packages and/or deliveries of any kind must go to the loading dock entrance on Pearl Street and be approved by Show Management prior to being delivered to the exhibitor's booth.

DEMONSTRATIONS AND HANDOUTS

Exhibitors demonstrating products and/or distributing marketing material, product samples, or souvenirs are **not permitted to do so outside the confines of the rented exhibit display area.** **Working the aisles' is strictly prohibited and will be enforced by show management.**

FLOORING – MANDATORY!

It is mandatory for all exhibit floors to be carpeted or covered in a professional manner. Carpeting, AstroTurf, hardwood, vinyl flooring, etc. may be used. **100% of the booth floor space must be covered.** All edges of carpeting must be secured using double sided tape on the underside of the carpet. The tape authorized by the Buffalo Niagara Convention Center for carpet installation is **Echo Brand** or **Shur Brand** tape. **Duct tape is absolutely not permitted.**

Please see the Hale Northeastern Service Desk to purchase approved tape

REMINDER!

Visqueen must be placed on the floor before laying any bricks, patios, mulch, etc. Do not drill holes, nail, glue, or affix flooring to the Convention Center flooring. Any damage to the Convention Center flooring will be repaired at the exhibitor's expense.

SPECIAL NOTE: Exhibitors on the lower level are not required to carpet their displays. All lower level rooms are carpeted. Please take special precautions regarding damage control of the Buffalo Convention Center carpeting. Exhibitors will be liable for any damage caused to the Buffalo Convention Center carpet and/or flooring.

FOOD AND BEVERAGE REGULATIONS

The Buffalo Convention Center holds exclusive rights to all food and beverage items sold or distributed in the facility. Exhibitors wishing to distribute food/beverage items are required to pay a concession fee to the Buffalo Convention Center. For more information please contact Christie Walker of the Buffalo Convention Center at 716-855-5567 or Christie@buffaloconvention.com

Exhibitors wishing to sample food/beverage items must adhere to Erie County Health Department codes. In addition, a food service permit must be purchased from the Erie County Department of Health. For more information on the health permits and codes please contact The Erie County Health Department at 716-858-7690. **Allow at least three weeks to process your permit.**

GIVEAWAYS/CONTESTS/PROMOTIONS

Giveaways, contests and like promotions conducted by exhibitors in conjunction with their display must adhere to all applicable laws and must be of a clear-cut nature, free of any obligation on the part of the winner. The awards and the terms of the same must be clearly stated on the entry form.

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 the exhibitor's properties, which are placed on display at the exhibitor's risk.

Every reasonable precaution will be taken to protect the exhibitors' properties, although Show Management assumes no responsibility for any losses due to fire, theft, robbery, damage, accident, or other causes.

Additionally, Show Management assumes no responsibility or liability for injury to an officer, employee or agent of the exhibitor, or to any other person, occurring by reasons connected with the exhibitor's participation in the show. It is recommended that exhibitors insure against such hazards. This can be arranged through your own insurance broker for a nominal fee. Please refer to item #4 on your Exhibit Space Agreement for details.

MATERIAL HANDLING AND LABOR

Manual labor required for material handling and/or equipment set-up & dismantle is the responsibility of the individual exhibitor. Show Management will provide a limited amount of forklift equipment, small dollies, and limited manual labor to assist in the handling of exhibitor's goods from a loading dock or door to the exhibitors' display, as well as for storing empty crates in the storage area. Exhibitors requiring extraordinary material handling equipment such as a crane or scissor-lift can be accommodated at their own expense, provided early notification of their requirements are given to Show Management.

SIGN REGULATIONS

The following allowances apply at the BUFFALO HOME SHOW:

**PLEASE NOTE: All signage must be professional.
*Handwritten signs are not permitted.***

	<u>ALLOWANCE</u>
In-line Booth A booth 10 feet deep and 10 feet wide or longer in width placed side-to-side with another booth.	8 Feet
Perimeter Booth A booth located on the perimeter of the show.	10 Feet
Peninsula Booth Any booth with open aisles on three sides.	12 Feet
Island Booth Any booth with open aisles on all four sides.	14 Feet

Suspended signage is permitted and must be finished on all sides, inside and out, and must not extend beyond the rented booth dimensions. Unfinished signs will not be permitted and will be removed. **Suspended signs are permitted only over island and peninsula booths.** Suspended signage is not permitted over in-line booths.

STAFFING

All exhibits must be staffed during published show hours. Exhibitors who do not properly staff their booths will not be permitted to reserve space in future shows.

STANDARD EXHIBIT BOOTH

Each exhibit booth will come with an 8' draped backwall. On each side, a 32" high draped siderail will extend from the back of the booth to the front of the booth. Bulk areas (island displays) will not be furnished with backwalls and siderails.

Drape Colors:

Upper Level

Black Drape with **Dark Blue** aisle carpeting.

(Exhibitors on the upper level must provide floor covering for their exhibit booth)

Lower Level

Black Drape. Note: Lower Level halls are already carpeted.

PLEASE NOTE: Only the style & color of drapery as described above will be supplied at no cost. The standard drape equipment is the property of the official show contractor. Permission must be obtained to attach materials to the drape and/or to use the equipment for any other purpose.

Siderail/Drape Regulations:

Exhibitors are permitted to build sidewalls to a maximum height of 8 feet. This includes backwalls and sidewalls. In theory, an exhibitor can build their display to the height of 8 feet on all four sides. If your display exceeds 8 feet (whether it is the backwall or the sides) you must call Marketplace Events for approval in writing.

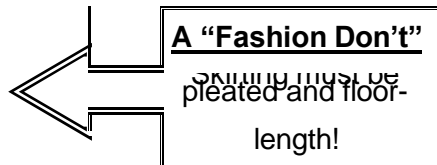
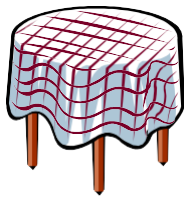
All exposed areas of the exhibit must have finished surfaces including back and sides.

Graphics, logos or print facing into another booth is strictly prohibited. Any unfinished portion of a booth requiring a finished surface will be draped at the expense of the exhibitor. Show Management will determine if such drape is needed and shall have final say regarding this regulation.

Show Management reserves the right to refuse entry or to have removed at the exhibitor's expense any display which 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. Show Management shall have final say with regards to height and siderail regulations.

TABLES / TABLE SKIRTING

It is mandatory that all tables be professionally skirted. Skirting must extend from the edge of the table to the floor on 3 sides and must be pressed and neat. Plastic or other types of "residential" table cloths **ARE NOT PERMITTED.** This will be strictly enforced.



VENDOR LICENSE – CITY OF BUFFALO

All exhibitors selling products or contracting for future work at the show must obtain a temporary business license from the City of Buffalo. The cost is **\$26.25** per company (regardless of the number of booths). If applicable to your company, you are required to apply for a temporary vendor license at the Department of Permits & Inspection **three weeks prior to show** (acceptable forms of payment include cash, check or money order). Order form available on website (buffalohomeshow.com).

Any questions please contact:

DEPARTMENT OF PERMITS & INSPECTION SERVICE

Office of Licenses

301 City Hall

Buffalo, New York 14202

716-851-6594 (Marie Gorman) m.gorman@city-buffalo.com

III FIRE, SAFETY AND SECURITY INFORMATION/ REGULATIONS

DRAINING OF WATER FROM EXHIBIT

Exhibitors draining water **must use a ¾ inch GARDEN HOSE** (no larger). Swimming pool hoses/pumps are not permitted.

ELECTRICAL DEVICES

All electrical extension cords, flood lights, wiring and hook-ups must meet UL and National Electrical code requirements and be in compliance with all New York State and local ordinances. The BNCC has the legal right to shut down the event if appropriate procedures are not being followed and/or proper equipment is not being used. Electrical cords used must be of the three-wired type, and all equipment used must be UL approved.

FIREPLACE EXHIBITS

- A. Pellet-burning fireplaces **will not** be permitted to burn during the show.
- B. Propane is NOT permitted inside the building at any time.

**** THESE RULES WILL BE STRICTLY ENFORCED ****

FIRE REGULATIONS

The fire code of the City of Buffalo must be strictly observed. The regulations of the Buffalo Fire Prevention Code pertaining to decorative material are as follows:

“No decorative materials shall be used which when applied will ignite and allow flame to spread over the surface or allow burning particles to drop when exposed to a match flame test applied to a piece removed from the material and tested in a safe place. A thoroughly dry piece shall be held in a vertical position and the bottom edge exposed to a flame from a common match held in a horizontal position one-half inch underneath the piece and at a constant location for a minimum of fifteen (15) seconds.

The piece tested shall not flame for more than two (2) seconds after the test flame is removed from contact nor shall the average length or char exceed two and one-half inches”.

“Decorative material shall include such materials as curtains, draperies, streamers, surface coverings applied over the building interior finish for decorative, acoustical or other effect and also cloths, cotton batting, straw, vines, leaves, trees and moss used for a decorative effect”. Exhibitors requiring flame proofing can contact local flame proofing companies listed in the local telephone book.

For further information regarding fire regulations, write or call:

FIRE PREVENTION BUREAU
601 City Hall
Buffalo, New York 14202
716-851-5707

ADDITIONAL FIRE/SAFETY RULES

Display or operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, etc. is prohibited unless device is inspected by local authority having jurisdiction over the Buffalo Convention Center.

Electrical panel boxes must remain visible at all times and may not be covered or obstructed in any manner. In-the-floor electrical outlets, water sources, drains and/or air or telephone pockets must always be easily accessible.

Storage of empty cartons, boxes and other flammable materials under tables or behind booth walls/drapes is prohibited.

FUEL TANKS/FLAMMABLE LIQUIDS

**** EXHIBITORS MUST RECEIVE PRIOR APPROVAL FROM SHOW MANAGEMENT BEFORE PLACING VEHICLES WITHIN THEIR EXHIBIT DISPLAY AREA.** This includes personal or professional vehicles. Once placement of a vehicle has been approved by Show Management, the following guidelines must be adhered to:

- Usage of flammable liquids is permitted only with the approval of Show Management and the local authorities having jurisdiction.
- Stationary fuel tanks (ex: motor homes, ATV's, automobiles) must have no more than 1/8 tank of gas.
- Batteries on display must be disconnected
- The gas cap must be a locking cap or have the ability to be secured (locked or duct taped closed).
- Safety switches for the ignition are required. If this is not feasible, at least one battery pole must be disconnected.
- A set of keys must be left with Show Management for the duration of the show (Room 105).

LAWFUL OPERATION

Exhibitors must comply with all federal, state and municipal laws and administrative rules, including but not limited to those relating to licenses and permits, work hours, work conditions, safety standards, payment of wages, income taxes, unemployment, FICA withholdings, and workers' compensation coverage.

ROOF EQUIPMENT REGULATIONS

All installations of equipment on the Buffalo Niagara Convention Center roof must be coordinated with the Center's Engineering Department. Dates and times to install and disconnect must be pre-arranged. Call 716-855-5539 or 716-570-4823 (cell).

Any equipment on the roof will be limited to specified areas only! Buffalo Niagara Convention Center Engineers will direct you to the location of the designated areas. Any exhibitors not setting their equipment in the designated areas will be responsible for the damage to the roof.

Failure to remove equipment including cable lines will result in a **\$150.00 charge** – per Paul Murphy, Director of the Buffalo Niagara Convention Center.

SHOW SECURITY

Uniformed security guards will be on duty 24 hours during all move-in and move-out hours. Please contact Show Management if loss or damage is experienced. A locked storage area is available for exhibitor use. Exhibitors will be given access to the room when accompanied by Show Management, and for a period of one-hour preceding show opening and one half-hour following show closing each day.

Additionally, please be certain that a responsible representative remains with your display at the close of the show on March 17th, 2024. This individual should remain with your goods until they are removed from the building. If this is not possible, bring all your valuables to the locked storage area, which will be available at no charge to all exhibitors.

SMOKING REGULATIONS

New York State Law prohibits smoking in all areas of the Buffalo Convention Center. This includes vapor and e-cigarettes.

STORAGE

Crates and cartons will be stored at no charge in approved storage areas during the show.

Once crates are empty and ready to be stored, place an “empty” storage label on the box/crate. Labels are available at the Hale service desk or in the Show Office. Identify in large lettering the name of your company and your booth number. Crates and cartons will be returned to your company as soon as possible after show closing.

Toxic Chemicals Prohibited at the Buffalo Niagara Convention Center

Please see policy below from Buffalo Niagara Convention Center regarding toxic chemicals in the Convention Center. Any questions or concerns please contact show manager to discuss.

*****SEE LETTER BELOW*****



Dear Show Producers and Exhibitors of the Buffalo Niagara Convention Center:

Please be informed that indoor use of any toxic chemicals is strictly prohibited at the Buffalo Niagara Convention Center. Health and safety codes and the following information must be upheld:

The use of toxic chemicals indoors will not be tolerated and will exclude you and your organization from participating in any event at the Buffalo Niagara Convention Center.

Many chemicals are highly toxic and may rapidly affect exposed individuals. Toxic fumes, whether as a gas, aerosol, or liquid, enter the body through inhalation, through the skin or through digestion and may cause poisoning or illness.

Please be aware the Buffalo Niagara Convention Center must be in compliance with safety rules and regulations set forth by OSHA. The Convention Center will use instruments and sampling procedures to ensure employee, guest, and exhibitor safety.

Please feel free to contact the Buffalo Niagara Convention Center if you have questions in regard to any of the information stated above.

The Buffalo Niagara Convention Center strives to provide a safe environment to anyone doing business or attending an event in our facility. Thank you for your consideration.