

CINCINNATI  
**HOME  
+GARDEN  
SHOW**

— PRESENTED BY —  
Cincinnati-Northern Kentucky  
Honda Dealers



# Exhibitor Manual

## 2024 Cincinnati Home and Garden Show

The Duke Energy Convention Center



**February 24-25 & February 29- March 3, 2024**

This Exhibitor Manual has been compiled to help you and your staff with complete details about all phases of the exhibition process at the Cincinnati Home and Garden 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.**

[CincinnatiHomeAndGardenShow.com](http://CincinnatiHomeAndGardenShow.com)

MARKETPLACE | **EVENTS**

## SHOW MANAGEMENT

Cincinnati Home and Garden Show is produced and managed by:

### Marketplace Events

2000 Auburn Drive, Suite 200 | Beachwood, OH 44122  
P: 440.591.6974

### Kelly Scott, Show Manager

P: 440.591.6960 | Email: [kellys@mpeshows.com](mailto:kellys@mpeshows.com)

### Melissa Antonelli, Exhibit Sales Consultant

P: 513.580.7818 | Email: [melissaa@mpeshows.com](mailto:melissaa@mpeshows.com)

### Alex Sawatzki, Show Coordinator

P: 440.591.6979 | Email: [alexsa@mpeshows.com](mailto:alexsa@mpeshows.com)

### Rosanna Hrabnicky, Group Manager

P: 440.591.6974 | Email: [rosannah@mpeshows.com](mailto:rosannah@mpeshows.com)

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## SHOW FACILITY

Cincinnati Home and Garden Show is held at:

### The Duke Energy Convention Center

525 Elm Street | Cincinnati, OH 45202  
P: 513.419.7317

**ADVANCE ORDER ELECTRIC DISCOUNT DEADLINE: Monday, January 29, 2024**

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## SHOW DECORATOR

Booth Furnishings: rental of tables, chairs, booth carpeting, signs, & labor

### Fern Exposition Services

645 Linn Street | Cincinnati, OH 45203  
P: 1.800.774.1251 ext. 1

**ADVANCE ORDER DISCOUNT DEADLINE: Friday, February 9th**

## SHOW DATES + HOURS

Saturday	February 24, 2024	10:00 AM—9:00 PM
Sunday	February 25, 2024	10:00 AM—6:00 PM
Thursday	February 29, 2024	11:00 AM—8:00 PM
Friday	March 1, 2024	11:00 AM—8:00 PM
Saturday	March 2, 2024	10:00 AM—9:00 PM
Sunday	March 3, 2024	10:00 AM—6:00 PM

## ADMISSION

**Adults (at the door):** \$15

**Adults (online only):** \$13

**Children Ages 12 & Under:** FREE

## EXHIBITOR REGISTRATION + SHOW OFFICE

The **Exhibitor Registration and Show Office** will be located in the Elm Street lobby at the Hall A entrance of the Duke Energy Convention Center. Our show office will open on Tuesday, February 20<sup>th</sup> at 8:00 a.m. The Show Office will remain open during all move in and show hours.

Exhibitors can pick up exhibitor badges at the Show Office during move-in and show hours. During **SHOW HOURS**, Exhibitor Registration will be **open one hour prior to show opening until show closing**.

**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 OR PEOPLE WORKING IN YOUR BOOTH.**

## WILL CALL

Will Call will be located at the Show Office.

Please leave your tickets in INDIVIDUALLY marked envelopes with FIRST AND LAST NAME for your guests. We will have envelopes available for those that need them.

## EXHIBITOR ENTRANCE

The main exhibitor entrance is located next to the Show Office in the main entrance lobby. Exhibitors entering through the Dock B door (off of 6<sup>th</sup> street), will need to show an exhibitor badge get into the building. Any exhibitor needing more than one hour prior to opening, to work on display, must check in at the Show Office to get approval from Show Management.

# MOVE IN/OUT INFORMATION + SHIPPING

Please refer to your move-in/move-out email for your specific move-in time. Keep in mind, the hours are stated for security reasons and ease of entry. **The hours below are the general move-in hours, but please call your sales rep if you need to discuss a specific date/time.**

## MOVE-IN HOURS:

Tuesday, February 20 <sup>th</sup>	7:30 am – 9:00 pm – vehicles off floor by 7:00 pm
Wednesday, February 21 <sup>st</sup>	7:30 am – 9:00 pm – vehicles off floor by 7:00 pm
Thursday, February 22 <sup>nd</sup>	7:30 am – 9:00 pm – vehicles off floor by 7:00 pm
Friday, February 23 <sup>rd</sup>	7:30 am – 9:00 pm – <b>no vehicles on the floor</b> (airwalls open)

(\*Gardens must be complete by 4:00 pm)

Carts will be available for you to use when unloading your vehicles. Please make sure to return your cart once finished for other exhibitors to use.

All exhibits **MUST** to be set-up by Friday, February 23<sup>rd</sup> at 8:00 p.m. Friday you can enter to finalize your booth at 7:00 a.m.

## MOVE OUT HOURS:

No exhibits may be taken down until show closing on Sunday, March 6th at 6:00 PM. Exhibits **MUST** be removed no later than Tuesday, March 8th at noon!

Sunday, March 3 <sup>rd</sup>	6:00 pm – 10:00 pm
Monday, March 4 <sup>th</sup>	7:30 am – 8:00 pm
Tuesday, March 5 <sup>th</sup>	7:30 am – noon

Please refer to your move-in/move-out email for your specific move-out time. Keep in mind, the hours are stated for security reasons and ease of exit. Carts will be available for you to use to load your vehicles.

## **NOTES:**

PLEASE DO NOT BLOCK THE FIREHOUSE LOCATED ON FIFTH STREET AT CENTRAL.

**ANY VEHICLES BLOCKING FIREHOUSE WILL BE TOWED IMMEDIATELY.**

- All exhibits **MUST** remain in place until closing of the show, Sunday, March 3<sup>rd</sup> at 6:00 p.m.
- Dock area is **NOT** for parking during your move in/move out privileges, for unloading and loading only. Must be moved quickly to get other companies in and out.

# TRANSPORTING DISPLAYS

Please refer to your move-in times given by our team – there are three overhead doors off of 6<sup>th</sup> street (A,B, or C). If you need the dock entrance, you will enter overhead door B (it will be center, rear of building on your left). Our team will be onsite along with building security to assist with move-in. After unloading, **VEHICLE MUST BE REMOVED FROM DOCK AREA IMMEDIATELY.**

## FOR YOUR INFORMATION

The Fern Exposition Services hours are 8:00 a.m. - 4:00 p.m. If a forklift or any other special attention is needed, please plan your move-in and move-out schedules in advance. Forklift arrangements **MUST** be made in advance.

## SHIPPING INSTRUCTIONS

Shipments to arrive **PRIOR** to Wednesday, February 21<sup>st</sup> should be sent **PREPAID** to the following address:

TO: (Exhibit Name)  
c/o Fern Exposition Services  
645 Linn Street  
Cincinnati, OH 45203

FOR: Cincinnati Home and Garden Show

Booth # \_\_\_\_\_

Shipments to arrive **ON** or **AFTER** Wednesday, February 21<sup>st</sup> should be sent **PREPAID** to the following:

TO: (Exhibit Name)  
Duke Energy Convention Center c/o Fern Exposition Services  
525 Elm Street  
Cincinnati, OH 45203

FOR: Cincinnati Home and Garden Show

Booth # \_\_\_\_\_

**PLEASE MAKE SURE BOOTH NUMBER IS ON ALL BOXES, CRATES, ETC.**

## HANDLING

For shipments consigned to the Duke Energy Convention Center or reaching the dock by your transportation, will be accepted on or after Wednesday, February 21<sup>st</sup>. Any items shipped via U.P.S., overnight carrier or common carrier is subject to drayage charges. The Show Decorator is also available for freight handling. Contact their office if you would like them to handle your drayage. (Fern Exposition Services, 800.774.1251 ext. 1).

**EXHIBITS ARRIVING PRIOR** to Wednesday, February 21<sup>st</sup> will automatically be sent to the George Fern Company and **WILL BE CHARGED** for shipping and handling.

## BOOTH GUIDELINES

**Please note this is a HARD WALL show - You must have an 8' high solid back wall extending the entire width of your display.** Drape does not qualify as a solid wall (excluding Marketplace exhibitors). Side walls are not required, but if you choose side walls, the 8' high partition or wing may only come out 5' from the back wall and MUST be finished. A 3' high partition may come out the full 10' from the back wall and must be finished on the back side. If exhibitors are not in compliance or impede on neighbors, they will be required to change booth display prior to the show opening.

Fern Expositions will be onsite if you need to order a hard wall backdrop.

If your display includes a sign attached to the back wall, you must get approval from show management and the following rules apply:

- TOTAL HEIGHT OF SIGN MUST NOT EXCEED 2 FEET FROM TOP OF HARDWALL
- Sign must be single sided, professionally finished on the back side and no PVC pipe allowed.

## FLOORING

Flooring is not included in the cost of your exhibit booth. **It is mandatory that all exhibit booths are carpeted or have some type of clean, professional-looking floor covering that covers 100% of the booth's square footage.** Carpeting, Astroturf, hardwood, tile, vinyl flooring etc., may be used.

Protective material must be placed on the floor before laying bricks, patios, mulch, etc. Do not drill holes, nail glue or affix flooring to the Duke Energy Convention Center flooring. **Any damage (including unremoved tape) to the Duke Energy Convention Center flooring will be repaired at the exhibitor's expense.**

## TABLE COVERINGS

It is asked that all tables are properly skirted. If your table is decorative, there is no need to cover. Skirting should go from the edge of the table to the floor on all VISIBLE sides. All skirting should be professional and neat. **Use of plastic tablecloths, sheets, shower curtains or any type of "makeshift" tablecloths 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.



## 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 so outside the confines of their rented exhibit area. Working in the aisle is strictly prohibited and will be enforced by show management.

## SERVICE ORDER FORMS

A complete service package will be sent to the Exhibitor by the Official Decorator, Fern Exposition Services, approximately six weeks prior to the Show. All building service forms (i.e., electric, sample food form, etc.) can be found at <https://www.cincinnatihomeandgardenshow.com/exhibitor-kit>.

**ADVANCE ORDER ELECTRIC DISCOUNT DEADLINE: Monday, January 29<sup>th</sup>,**

**FERN SERVICES DISCOUNT DEADLINE: Friday, February 9th**

## EXHIBITOR BADGES

Exhibitor 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.*

**Exhibitor Badges provided are determined by booth size:**

5 exhibitor badges for booths up to 399 sq. ft.

10 exhibitor badges for booths 400 - 799 sq. ft.

15 exhibitor badges for booths 800 sq. ft. and up

5 exhibitor badges for booths located in the Marketplace

**EXHIBITOR BADGES MAY NOT BE USED AS ADMISSION TICKETS AND CANNOT BE LEFT AT WILL CALL.**

## COMPLIMENTARY TICKETS

You will receive your digital complimentary tickets a few weeks before the show.

10 tickets for 100-299 sq. ft

15 tickets for 300-599 sq. ft

20 tickets for 600+ sq. ft

5 tickets for Marketplace vendors

If you need additional tickets, or have any questions Please contact Alex Sawatzki at [alexa@mpeshows.com](mailto:alexa@mpeshows.com) or 440-591-6979.

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

## VENDORS LICENSE

The state of Ohio requires a valid State of Ohio vendor's license on hand for selling at the Show. Forms are available at the Ohio Department of Taxation. Please refer to their website

[http://www.tax.ohio.gov/divisions/sales\\_and\\_use/license.stm](http://www.tax.ohio.gov/divisions/sales_and_use/license.stm)

It is REQUIRED that sales receipts must be furnished to all persons purchasing items at the show.

## FOOD VENDORS

There are very specific rules pertaining to the selling and/or sampling of food and beverage. Please contact your Sales Rep for approval, fees, and further details.

## SECURITY

Show Management and the venue provides security for the show floor during move-in, move-out, show hours and overnight. **However, neither Show Management nor the Duke Energy Convention Center are 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.

**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. Each company should have Insurance Coverage.**



## **FIRE/EMERGENCY PLAN**

- 1) An announcement will be made by security in the event of a fire emergency.
- 2) In the event an emergency announcement is made, you and your staff are to proceed and exit through the nearest fire exit.
- 3) If at all possible, encourage everyone exiting to do so in a calm and orderly fashion.
- 4) Do not exit the building via elevators. Use emergency exit steps which are well-marked on upper levels of the Duke Convention Energy Center.
- 5) Once the emergency is over, Exhibitors will be re-admitted prior to the public through the Exhibitor Registration area in the front lobby (Elm Street).

## **FIRE PREVENTION CODE**

ALL materials used for decorations MUST BE FLAME RESISTANT, capable of meeting a MATCH FLAME TEST. No HAZARDOUS equipment or material is permitted in the exhibit area without written approval from the Fire Prevention Bureau. (Includes open flame, hot coals, toxic liquid or gasses, flammable chemicals, liquid, solid or gas, LP cylinder, etc.) ALL COMBUSTIBLES (cartons, crates, packing materials, etc.) MUST BE REMOVED from exhibit area. Storage will be provided. For special approval form or information, contact the Cincinnati Fire Prevention Bureau at 513.352.2301.

Exhibitors who bring anything flammable as part of their exhibit (drapery, table skirting, artificial plants, etc.) should make sure that each item has been recently fireproofed. There are various solutions on the market that are acceptable; retailers such as Amazon and Home Depot sell this fire-resistant spray. Be advised the fire marshal does check all exhibits prior to our Show opening.

- Vehicles displayed at your exhibit must have a ¼ of tank of gas or less, batteries must be disconnected
- Show Team will coordinate Fire Marshal to inspect vehicle – you must let show team know about vehicle display ahead of time.
- Use of portable tanked gas is prohibited.

## **FIRST AID STATION**

The First Aid Station is located off the main lobby (street level) near the Fifth & Elm Streets entrance. An EMT is on duty during Show hours.

## **HANGING SIGNS**

Hanging signs over booths is not permitted. All sign sizes, sign copy and sign locations are at the discretion of Marketplace Events. Marketplace Events reserves the right to make changes in sign specifics without prior notice. No other type of signs may be suspended from the ceiling other than show directional and feature signs except in the sole discretion of Show Management.

## **INSURANCE REQUIREMENTS**

ALL exhibitors MUST furnish public liability insurance. Affidavits or other evidence of coverage must be sent to Marketplace Events. This is an important safeguard for your company while exhibiting at a public 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 nor The Duke Convention Center assume 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.

## **LIQUOR CONTROL POLICY**

ALL agents, employees, guests or exhibitors are prohibited from selling, giving away or bringing upon the premises, any intoxicating liquor, liquids or compounds. (Sec. 4301.62) This section does not apply to liquor lawfully purchased through the liquor license holder of the building (concessionaire).

## **PUBLICITY + PROMOTION**

Publicity starts with interesting and newsworthy releases and captioned photos. Alert us now of plans involving unique or exclusive products, history of invention or development of your product or a visiting VIP or celebrity. Highlight your participation in your TV, radio, newspaper, advertising, general mailings, newsletters or fliers. Treat it with the excitement it deserves!

## **RAFFLE REGULATIONS**

Ohio law prohibits the sale of raffle tickets or the conducting of raffles by any company, corporation, non-profit organization or any other entity in a facility which holds a liquor license. The Duke Energy Center holds such a license, thus prohibiting this type of activity.

## **USE OF SPACE REGULATIONS**

All sales, taking of orders for future delivery, conferences, lectures, displays and distribution of literature will be in a dignified manner consistent with the overall theme of the Show within the confines of leased space. No noise making devices, public address systems and/or sound systems of any type shall be allowed without specific prior written approval of Show Management. All exhibits must have attendants during the Show hours unless other arrangements are made with Show Management. All rubbish must be moved into the aisles at the end of each day of the Show. No helium filled balloons or placement of stickers on persons or Center grounds will be permitted.

## HOTEL INFORMATION

### Fairfield Inn & Suites Newport | Cincinnati Riverfront

420 Riverboat Row, Newport, KY 41071

Exhibitor Room Rate: \$129 + tax

[Click Here for first weekend booking link \(Feb 23-25\)](#) \*Book by February 2, 2024

[Click Here for second weekend booking link \(Feb 29 - Mar 3\)](#) \*Book by February 8, 2024

### Hilton Cincinnati Netherland Plaza

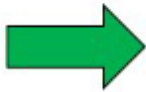
35 West 5th Street, Cincinnati OH 45202

Reservations: 513.421.9100

## ATM INFORMATION

An automatic teller machine will be located on the first floor of the Duke Energy Convention Center in the Elm Street lobby.

# DIRECTIONS



**Exiting 75 from South Bound:**  
Exit 7<sup>th</sup> St. Exit

Straight on 7<sup>th</sup> St. from Exit Ramp  
Right turn on Race St.  
Right turn on 6<sup>th</sup> St.

**ALTERNATE ROUTE:**

**Exiting 75 from South Bound:**  
Exit 57<sup>th</sup> St. Exit  
*\*\* (This exit will be on your left)*  
Straight on 5<sup>th</sup> St.  
Left turn on Central Ave.  
Right turn on 7<sup>th</sup> St.  
Right turn on Race St.  
Right turn on 6<sup>th</sup> St.



**Exiting 75 from North Bound:**  
5<sup>th</sup> St. Exit

Straight on 5<sup>th</sup> St.  
Right turn Plum St.  
Right turn on 4<sup>th</sup> St.  
Right turn on Central Ave.  
*\*follow green arrows now\**  
Straight on Central Ave.  
Right turn on 7<sup>th</sup> St.  
Right turn on Race St.  
Right turn on 6<sup>th</sup> St.

