

HOME SHOW EXHIBITOR IMPORTANT INFORMATION

Set Up Details

- Home Show set up periods for companies with up to 4 exhibit spaces are Thursday, 11 a.m. to 5 p.m., and Friday, 8 a.m. until 1 p.m.
- Set up for exhibits larger than 4 exhibit spaces must be scheduled in advance with GFSAHB office. Set up time must be pre-approved and agreed upon at least one week prior to the Home Show
- All FSCC exhibit hall entrances will be available for use during the Thursday set up period, however the parking area immediately in front (east) of the exhibit hall will be barricaded off beginning Friday morning.
- Friday exhibitors must use the loading area on the north end of the exhibit hall (facing Rogers Ave.), or the loading dock entrance for vehicle entry.

Operational Details

- Exhibitors are required to park in areas assigned by the Home Show organizers. At no time should any exhibitor or exhibitor's employee park in the exhibition hall front lot between the hall and the Courtyard hotel. Our security personnel will require you to move your vehicle. Repeat violators are subject to having their vehicle towed at their expense.
- **Only one company per exhibit is permitted.** No sub-letting space to other firms will be permitted. This includes signs or promotional material for any firm other than the company occupying the exhibit. Manufacturers promotional material is acceptable.
- HOME SHOW CONTRACTS will be considered complete and guaranteed space reserved only under the following circumstances: A completed, signed contract is accompanied by current certificate of business liability insurance and check, cash, or money order for full payment of the exhibit along with payment for any additional rental expenses as may be required by the exhibitor. No faxed contracts will be accepted for other than a demonstration of intent to lease an exhibit. *No space will be set aside or considered leased on the basis of receipt of an incomplete contract.*
- LATE ENTRIES. Contracts received within one week prior to the Home Show opening cannot use the Utilities & Accessories Order Form furnished with the contract, and must make arrangements to bring their own tables and chairs, or rent tables and chairs on site for an increased price. Only GFSAHB members may pay for their exhibit space by check within seven days of Home Show set up. Non-member exhibitors will be required pay by money order or cash.
- Exhibitors may purchase discounted Home Show admission tickets up to one week prior to the event opening for \$4 each. These tickets are good to provide customers, prospective customers, employees, or as a promotion. No advanced tickets will be available within three days of the opening. An authorized person who has signed the Home Show contract must order them and be responsible for payment.
- **Exhibitor ID badges will be provided for vendors inside the main entrance to the exhibit hall from 10 a.m. until 2 p.m. on opening day, Friday.** Each exhibit will receive three badges per exhibit space leased unless previous arrangements have been made. ID badges should be worn by exhibitors at all times while in the exhibit area. Badges are intended for exhibitors only, not family or friends. (See item above)
- **EXHIBITORS PLEASE MAKE SURE ALL EMPLOYEES WORKING YOUR EXHIBIT RECEIVE A COPY OF THIS NOTICE.**