



March 28th & 29th, 2026 Norway Savings Bank Arena, Auburn, ME

Please Read the Attached Rules & Regulations EXHIBITOR MANUAL

Dear Exhibitor:

Welcome to The Maine Home Show, presented by Hammond Lumber Company! This exhibitor information manual has been provided to help you prepare for a successful show. Enclosed you will find Show regulations and information. We look forward to welcoming you personally to the 2026 Home Show.

Best regards,

Travis Dow- Show Organizer

Show Location

Norway Savings Bank Arena 985 Turner Street Auburn, Maine 04210

Move-In Dates & Times

- Friday, March 27th: 10:00 AM 5:00 PM
- Saturday, March 28th: 7:00 AM 8:45 AM

Show Dates & Times

- Saturday, March 22nd: 9:00 AM 4:00 PM
- Sunday, March 23rd: 9:00 AM 4:00 PM

Move-Out

• Sunday, March 23rd: 4:00 PM – 7:00 PM

Parking Information for Exhibitors

Exhibitor parking is **free** and available in the following areas:

- Along the **left side of the building** (when facing the main entrance)
- In the **furthest lot on the right** as you pull into the venue

O Please do not park in front of the building or in premium spaces. These spots are reserved for attendees coming and going throughout the day. Thank you for your cooperation!

Sign Regulations

- All signs must be **professionally prepared**—no handwritten or unfinished signs.
- Signage must not exceed 8 feet in height or the width of your booth(s).

Exhibitor Badges

- Badges can be **downloaded or saved to your mobile device** or **printed** from the Exhibitor Portal.
- A link will be provided approximately one month before the event.
- We do **not** print name or exhibitor badges.

Complimentary Admission Passes

- Each company may claim 4 complimentary tickets for friends, family, or clients.
- The Exhibitor Portal will include a link to reserve tickets and will go live **one month prior to the show**.

Insurance

- Show Management holds Public Liability insurance only.
- Exhibitors are responsible for **insuring their property** and liability.
- Show Management is not responsible for losses due to fire, theft, accident, or other causes.

Refunds & Cancellations

- No refunds will be issued.
- In the event of a **government shutdown, natural disaster, war, or similar uncontrollable event**, exhibitors may roll over booth credit to a future Dow Media LLC event.

Security Tips

- **Plan your move-in/move-out** with at least two staff members to avoid leaving your booth unattended.
- Keep your booth staffed at all times.
- Remove or secure valuables overnight.
- **Report suspicious activity** to Show Management immediately.
- Ensure all items are **adequately insured**.

Sales Tax

- Exhibitors may need a municipal or Maine Temporary Sales License if selling directly.
- No food or beverage sales are allowed.

Booth Dimensions

- **Depth:** 7 feet
- Back Drapes: 8 feet high (black)
- Side Drapes: 32 inches high
- Widths:
 - Single Booth: 10 feet
 - Double Booth: 20 feet
 - Triple Booth: 30 feet
 - End Caps: 14 feet (unless otherwise noted)

Tape Usage

- Duct tape is NOT permitted.
- Use low-adhesive double-sided tape or gaffer's tape only.
- Improper use may result in a **\$250 cleaning fee**.

Demonstrations & Distributions

- All displays must remain within your booth space.
- No soliciting or distributing materials in aisles or common areas.

Copyrighted Materials (Music, Images, etc.)

- Exhibitors are responsible for **all licenses** (ASCAP, BMI, etc.) required for music, images, or other protected works.
- The Maine Home Show reserves the right to remove unlicensed content.
- Exhibitors must indemnify the show and venue from any copyright-related claims.

Fire Safety Requirements

Smoking & Vaping

• Prohibited throughout the Norway Savings Bank Arena, per Maine state law.

Exits

- Exit doors must remain **unobstructed and unlocked**.
- No objects may be placed within 15 feet of exit paths.
- Exit signs must remain visible at all times.

Electrical Equipment

- Must be UL or FM listed.
- Minimum 14-gauge wire required.
- All extension cords must be **3-wire grounded**.

Open Flame

• Not permitted, including lit candles.

Vehicles on Display

• Allowed but may not be refueled, moved during show hours, or left running.

Creating a Professional Image

Quick Tips:

- Flooring: Use clean and professional-looking materials.
- Tape: No electrical tape on carpet. Use low-adhesive tape underneath.
- Carpet: Size appropriately—not too large or small.
- Tables: All must be **professionally skirted to the floor**. Skirts must be neat and pressed.
- Signage: All signs must be **professionally printed**.
- Hang banners **before showtime** to eliminate wrinkles.
- Crates: **Remove empty cartons** before show opening.
- Eating: Please do not eat in your booth. Use the Exhibitor Lounge on the second floor between rinks.

Exhibit Enhancements:

- Highlight new or featured products with signage or lighting.
- Add live or silk plants to soften your space.
- Present a professional staff image—consider coordinated shirts or uniforms.
- Ensure no staff eat, read, or appear inattentive in the booth.
- Replace anything that appears worn or outdated.

Show Management & Contact Info

The Maine Home Show

A division of Dow Media LLC, a Maine Limited Liability Company

Organizer: Travis Dow

- E Cell: (207) 577-2721
- Email: sales@mainehomeshow.com
- Website: <u>www.MaineHomeShow.com</u>
- 👍 Facebook: Search "Maine Home Show"

Mailing Address:

Dow Media LLC PO Box 201 Auburn, Maine 04212