

PRESENTED BY



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,

The Great Home Expo Team

#### **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

o 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 The Great Home Expo

## **Great Home Expo**

Email info@greathomeexpo.com

Call/Text 207-573-1158

Website: <a href="https://www.MaineHomeShow.com">www.MaineHomeShow.com</a>

Facebook: Search "Maine Home Show"

## **Mailing Address:**

Great Home Expo

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