

The
MAINE HOME
 **SHOW** 

PRESENTED BY

Hammond
Lumber Company

April 11th & 12th, 2026
Brick South at Thompson's Point, Portland, ME

Please Read the Attached Rules & Regulations

EXHIBITOR MANUAL

Dear Exhibitor,

Welcome to the **2026 Maine Home Show!** This Exhibitor Manual has been created to help you prepare for a successful event. Inside, you'll find important show regulations and logistical details. We look forward to welcoming you in person at this year's show.

Best regards,

The Great Home Expo Team

Show Information

Location:

Brick South at Thompson's Point
Resurgam Place, Portland, Maine 04102

Move-In Dates/Times:

- **Friday, April 10th:** 12:00 PM – 7:00 PM
- **Saturday, April 11th:** 7:00 AM – 8:45 AM

Show Dates/Times:

- **Saturday, April 11th:** 9:00 AM – 4:00 PM
- **Sunday, April 12th:** 9:00 AM – 4:00 PM

Move-Out:

- **Sunday, April 12th:** 4:00 PM – 7:00 PM
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Parking

Each exhibiting company will receive **one complimentary parking space**. We strongly encourage exhibitors to carpool or arrange alternative transportation for staff to reduce congestion.

Paid public parking is available at a current rate of **\$2.00/hour**, managed by **Forefront Parking, LLC**. Additional parking details may be shared as the event approaches.

Important Guidelines

Tape Usage

- **Duct tape is prohibited.**
- Only **low-adhesive double-sided tape** or **gaffer's tape** is allowed.
- Improper tape use may result in a **\$250 cleaning fee**.

Signs & Banners

- All signage must be **professionally produced** — no handwritten signs.
- Signage may not exceed the **8' height** or exceed the **width of your booth**.
- Unfinished or unprofessional signs are not permitted.

Exhibitor Badges

Badges will be emailed in advance. **Screenshot or print** your badge for building access. Do not share badges with unauthorized individuals.

Complimentary Admission Passes

Each exhibitor will receive **four (4) complimentary admission passes**. A link to access and reserve these tickets will be emailed **2–3 weeks before the event**.

Insurance

Show Management carries public liability coverage, but this does **not cover exhibitor property**. Exhibitors are responsible for their own insurance.

Show Management is not liable for loss or damage due to fire, theft, damage, accident, or other causes.

Refund & Cancellation Policy

There are **no refunds** unless the event is canceled or rescheduled due to government mandates, natural disasters, war, disease outbreaks, or other uncontrollable circumstances. In such cases, **100% of booth fees may be credited** toward future Great Home Expo events.

Exhibitor-Initiated Cancellations:

- **60+ business days prior:** 50% of booth fees will be retained as liquidated damages.
 - **7 or fewer business days prior:** 100% of booth fees will be retained.
- All cancellations must be **submitted in writing**.
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Security Tips

While precautions are taken, please be mindful that exhibit halls can be vulnerable.

- Never leave your booth unattended during setup or teardown.
 - Always have at least two people during move-in/out.
 - Secure or remove valuables before leaving each night.
 - Remain at your booth until the venue clears at day's end.
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Sales Tax

If you're selling goods at the show, you may need a **Maine Temporary Sales License**. **Food and beverage sales are not permitted.**

Booth Specifications

- **Depth:** 7'
 - **Back Wall Height:** 8'
 - **Side Wall Height:** 32"
 - **Widths:** Single: 10' | Double: 20' | Triple: 30', etc.
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Demonstrations & Distributions

All activity must stay within your booth footprint. Aisle soliciting, sampling, or product demos are **not permitted** outside your booth area.

Copyrighted Materials & Music

Exhibitors are responsible for obtaining any necessary **licenses** (e.g., ASCAP, BMI) to use music or other copyrighted materials. The Maine Home Show reserves the right to remove unlicensed material and is not liable for infringement.

Fire Safety & Venue Rules

- **Smoking/Vaping:** Prohibited inside and within 25' of entrances (Maine Law).
 - **Exit Access:** Do not block exits, signs, or keep doors propped open.
 - **Electrical:** All wiring must comply with **National Electrical Code**. Use only **UL-listed** equipment.
 - **No open flames or lit candles** allowed.
 - **Motorized Vehicles:** Allowed for display only. No refueling/removal of fuel on site. Vehicles must remain off during show hours.
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Professional Image Tips

- Use clean, well-fitted flooring and double-stick tape (not electrical tape).
- Professionally printed signs only. Hang banners early to reduce wrinkles.
- No eating in booths—use the **Exhibitor Lounge** near the main entrance.

- Use plants, fresh flowers, or lighting to enhance your display.
 - Consider branded apparel or colors for staff. No eating, reading, or distractions while working your booth.
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Contact Information

The Maine Home Show

A Division of **The Great Home Expo**

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 Website: MaineHomeShow.com

 Find us on Facebook: *Maine Home Show*