

The
MAINE HOME
 **SHOW** 

March 21st & 22nd, 2020
The Androscoggin Bank Colisée In Lewiston

Please Read the Attached Rules & Regulations

EXHIBITOR MANUAL

Dear Exhibitor:

Welcome to the The Maine Home Show at the Androscoggin Bank Colisee in Lewiston. We are pleased you are participating in the show! 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 2020 Maine Home Show.

Best regards,

Travis Dow- Show Organizer

Show Location

The Androscoggin Bank Colisée
190 Birch St
Lewiston, Maine 04240

Show Dates & Times

Move In Date/Time: Friday March 20th 10am- 6pm & Sat March 21st 7am-8:30am

Show Dates/Times

Saturday March 21st 9am-5pm

Sunday March 22nd 10am -4pm

Move Out

Sunday March 22nd 4pm-10pm

Parking

There is Free Parking for Exhibitors & Employees in the upper side parking lot (enter from rear of the building)

Sign Regulations: All signs must be professional. No handwritten signs will be permitted. Signs cannot exceed the 8' height level or width of your booth(s). Unfinished signs will not be permitted in the show.

Exhibitor Badges: Exhibitor badges will be left at your booth when you arrive for setup

Each person working in your booth will be required to wear a badge

Complimentary Admission Passes: Each exhibiting company will receive 4 Complimentary Admission Passes. These passes should be distributed to anyone you wish to invite to the Home Show such as special customers, valued suppliers or family members. Your Complimentary Admission Passes will be mailed to you approximately three weeks before the show provided your exhibit space is paid in full

Insurance: Show Management is insured against Public Liability claims arising out of the conduct of the 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 assumes no responsibility for any losses due to fire, theft, robbery, damage, accident or other causes.

Security: Although every reasonable precaution is taken, exhibition halls can be vulnerable places and Show Management can accept no responsibility for any loss or damage which may occur to your staff or property from any cause. Please note these security tips:

- Plan your arrival and departure from the venue during Move-in and Move-out. Ensure that there are at least two representatives setting up and removing your product, so that the booth is never left unattended during these vulnerable periods.
- Book sufficient staff for your booth during the show, this ensures that it is always staffed.
- Remain at your booth each evening until visitors are clear of the show. (Show Requirement)
- Secure and/or remove valuable items each evening before leaving the exhibition hall. Do not keep valuables out in plain sight when you are not in the booth. Report anything of a suspicious nature to Show Management or of theft.

Be certain you and your display items are adequately insured.

Sales Tax: All Exhibitors are required to have a Maine Temporary Sales Licensee if they are direct selling at the show. There will be no food or beverage sales allowed at the show

Booth Dimensions All booths are 7' Deep, have a 8' High Back and are 32" High on the sides. Booth widths Vary depending on booth size: Single Booth 10' Wide, Double Booth 20' Wide and Triple Booth 30' Wide etc

Create a Professional Image of your company

Quick Tips:

- If you bring your own flooring...make sure it is clean and very professional.
 - For a professional look...please do not use electrical tape over the carpet, use double stick tape under the carpet.
 - Size the carpet accurately...not too big...not too small.
- Table Skirts: all tables must be professionally skirted, the tables provided by the show include skirting. Skirting must be provided for all exposed areas of the table. Skirting must go from the edge of the table to the floor. All skirting must be pressed and neat,
- Signs/Banners: all signs and banners must be professionally prepared. No handwritten signs are allowed. No wrinkled banners are allowed.
- Hang banner up prior to show time – helps get the wrinkles out!

Crates/cartons: no empty crates or cartons should be stored in your exhibit area. Remove these prior to show opening.

Exhibit Enhancing Ideas

Highlight all new products and all “hot” products in your exhibit. Utilize Special lighting or unique signage.

Live plants, greenery, silk flowers or fresh flowers liven up displays, soften the edges and welcome consumers.

Take a good look at your staff. Do they represent your company well? Think about a unified look such as a company shirt or hat or color. Make sure your staff does not eat in the booth or read the newspaper in the booth. They represent you!

Examine everything that is part of your exhibit. If anything is tired, tattered, worn, out of date or ratty... consider replacing it!

Demonstrations/Distributions:

Displays, demonstrations, soliciting with products and advertising material, samples or souvenirs are not permitted in the aisles or anywhere outside the confines of an Exhibitor's booth.

Show Management & Contact Information

The Maine Home Show is a division of Dow Media LLC, a Maine Limited Liability Company.

Show Organizer Travis Dow Cell #(207) 577-2721

Email sales@mainehomeshow.com

Website MaineHomeShow.com

Find us, Like us on Facebook → Search: Maine Home Show

Mailing Address

Dow Media LLC
PO Box 201
Auburn, Maine 04212

Music or Other Materials Subject to License or Restrictions:

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted materials in exhibitors' booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to The Maine Home Show proof satisfactory that the exhibitor has or does not need a license to use such music or copyrighted material, The Maine Home Show reserves the right to remove from the exhibit hall all or any part of any booth or display which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor hold all licenses. The exhibitor shall remain liable for and shall indemnify and hold The Maine Home Show and the facility, their agents and employees harmless from all costs, claims, causes of action, suits, damages, liability, expenses, costs, including reasonable attorney's fees arising from or out of any violation or infringement (or claimed violation or infringement) by exhibitor, exhibitor's agents or employees or any patent, copyright or trade secret rights or privileges. For additional information, contact your local ASCAP, BMI or other appropriate office.

Hotels & Lodging

Executive Inn 170 Center Street, Auburn (207) 784-1331

www.executiveinmaine.com

Fireside Inn & Suites 1777 Washington Street North, Auburn, Maine

(207) 777-1777 www.firesideinnauburn.com

Hilton Garden Inn Auburn Riverwatch 14 Great Falls Plaza, Auburn -

(207) 784-4433 www.auburnriverwatch.hgi.com

Hampton Inn 15 Lincoln St, Lewiston - (207) 344-1000

<http://hamptoninn3.hilton.com/en/hotels/maine/hampton-inn-lewiston-auburn-PWMLAHX/index.html>

Marriot Residence Inn 670 Turner Street, Auburn - (207) 777-3400

www.marriott.com/hotels/travel/pwmaab-residence-inn-auburn/

Motel 6 516 Pleasant Street, Lewiston (207) 782-6558 www.motel6.com

Ramada Inn & Conference Center 490 Pleasant St, Lewiston
(207) 784-2331 www.ramada.com

Super 8 Hotel 440 Lisbon Street, Lewiston (207) 784-8882
www.super8.com

FIRE SAFETY REQUIREMENTS

SMOKING

The Androscoggin Bank Colisee is a smoke free facility. Pursuant to the no smoking law enacted by the State of Maine

EXITS

For your safety, exit doors may not be obstructed. Exit doors shall not be locked, blocked or held open, except by an approved smoke detection closing device. Nothing shall be placed within 15 feet of a means of egress doorway. Exit signs shall not be obstructed from view by booths, decorations or any other objects or hanging materials.

ELECTRICAL EQUIPMENT

Electrical equipment shall be listed equipment (U.L.,F.M., etc.). Electrical wiring shall be in accordance with the National Electrical Code. 14 gauge wire or better is required for all connections. All extension cords must be 3 wire, grounded.

OPEN FLAME

Open flame devices and lit candles are not permitted

DISPLAY OF MOTORED VEHICLES

Vehicles on display shall have the gas tank sealed as evidenced by taping the gas cap shut All fuel tank openings shall be sealed to prevent the escape of vapors. The vehicles battery negative cable shall be disconnected. Refueling or the removal of fuel from the vehicles on the premises is prohibited. Vehicles shall not be moved during show hours. An extra set of keys must be left with the building in case of emergency.