

The
MAINE HOME
 **SHOW** 

April 10th & 11th, 2021
Norway Savings Bank Arena, Auburn, ME

Please Read the Attached Rules & Regulations

EXHIBITOR MANUAL

Dear Exhibitor:

Welcome to the The Maine Home Show! After the year we have been through, there's one thing that's for sure... we are all survivors! I am very excited to put on this event and be a model for safe events moving forward. It is my hope, the show will be a catalyst for bringing back socially responsible, safe, in-person events and a model for others. Thank you for participating in the show! I have spent the last year monitoring state and CDC guidance for events and business operations as it relates to covid-19 safety. This year's layout and traffic flow will be a bit different to promote social distancing and covid safe behaviors. Learn more on the next page about our Covid -19 protocols. 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 2021 Maine Home Show.

Best regards,

Travis Dow- Show Organizer

Show Location

Norway Savings Bank Arena
985 Turner St
Auburn, Maine 04210

Show Dates & Times

Move In Date/Time: Friday April 9th 10am-5pm

Show Dates/Times

Saturday April 10th 9am-4pm

Sunday April 11th 9am -4pm

Move Out

Sunday April 11th 4pm-8pm

COVID Regulations: All Exhibitors must wear a face covering, covering their mouth and nose while inside the Norway Savings Bank Arena except when seated to eat or drink in the Exhibitor dining area in the upper mezzanine, in accordance with current State of Maine guidelines. Manned booths will be separated by Display only booths or portions of booths to create an environment that promotes social distancing. Aisles will be slightly wider than in the past to allow more room for exhibitors and attendees to social distance as needed. Hand Sanitizer Is highly recommended in your booth but is never a substitute for proper handwashing. Restrooms are open during the show in the main lobby area, as well as the upper mezzanine exhibitor dining area. Norway Savings Bank Staff will be on hand for enhanced sanitizing and cleaning during all show hours. Pursuant to current state guidelines, the capacity of the event will not exceed 50% of the event venue's listed occupancy. For rink 1 at the Norway Savings Bank Arena, our capacity will be monitored by door counters and capped at approximately 700 persons inside at any one time. Attendees will be required to always wear face coverings while Inside the Norway Savings Bank Arena. Hand sanitizing stations will be positioned at specific points on the show floor for attendee use. If you or your booth employee have a fever, are feeling sick or experiencing any symptoms of covid-19, please stay home.

Parking: There is Free Parking for Exhibitors & Employees along the left side of the building as your facing the main building entrances.

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: Will be emailed to you. Please screenshot or print it if needed to access the building etc.. DO not share this with unauthorized persons.

Complimentary Admission Passes: Each exhibiting company will receive 4 Complimentary Admission Passes. Exhibitors can register their 4 free attendees on our website at <https://mainehomeshow.com/exhibitor-comp-portal/>

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.

Refunds/Cancellations: There are no refunds. However, if the show is cancelled/rescheduled due to government mandated rules that do not allow for the show to be held, or major natural disaster, disease, war or any other Instance beyond the control of show ownership all exhibitors will be allowed to roll over prepaid booth amounts for full credit towards future Dow Media LLC events.

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 suspected theft.

Be certain you and your display items are adequately insured.

Sales Tax: All Exhibitors may be required to have a municipal or 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.

FIRE SAFETY REQUIREMENTS

SMOKING

The Norway Savings Bank is a smoke/vape 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.