



**BREAKING DOWN OR DISMANTLING YOUR
BOOTH PRIOR TO 6PM ON SUNDAY IS
PROHIBITED**

**CONSUMERS THAT ARRIVE LATE ON SUNDAY
MAY BE YOUR NEXT BIG JOB!!**

**BREAKING DOWN EARLY MAY RESULT IN
LOSS OF BUSINESS, INJURY OR
BOOTH DISPLAY DAMAGE**

**YOUR COOPERATION IS GREATLY
APPRECIATED**

CAUTION



SAVE TIME!



**BRING YOUR OWN CARTS, HAND TRUCKS,
DOLLIES, ETC.**

If you do not require the assistance of move-in/out labor, it is strongly suggested that you bring your own hand truck, push cart or dolly to facilitate move-in/out. This will speed up the process.

**YOUR COOPERATION IS GREATLY
APPRECIATED**

HUDSON VALLEY HOME SHOW

March 27 - 29, 2020

EXHIBITOR KIT

1. Venue Location:

Gold's Gym: 258 Titusville Road, Poughkeepsie, NY 12603

2. Event Time Table:

A. Move-In:

Thursday, March 26, 2020

10:00 AM - 4:00 PM

Friday, March 27, 2020

8:00 AM - 10:00 AM *

* *Note: Light display material only. Forklift service will not be available.*

* *Note: Please ensure that your display is completely set up one hour prior to the show opening for inspection.*

B. Show Hours

Friday, March 27, 2020

11:00 AM - 8:00 PM

Saturday, March 28, 2020

10:00 AM - 8:00 PM

Sunday, March 29, 2020

10:00 AM - 6:00 PM

C. Move-Out

Sunday, March 29, 2020

6:00 PM - 8:00 PM *

* *Note: Move-Out will not begin until 6:00 PM. All exhibits must be completely removed by 8:00 PM on Sunday, NO EXCEPTIONS.*

Reminder: Exhibitors will be allowed in the exhibition hall one hour prior to the show opening each morning for preparation. For security purposes, at least one member of your company should be present at these times. American Consumer Shows personnel will be available during all show hours at the Information Booth.

3. Facility Details:

- Load-In door dimensions are 12' wide x 12' high.
- The ceiling height is 30' high.
- This facility is not equipped with a loading dock.
- The facility flooring is astro turf.
- Exhibitors that are cooking within or landscaping their booth(s) must protect the venue floor with a tarp or plastic covering. This is inclusive of exhibit space and staging of materials during set-up and breakdown. Please remember to bring additional tarp to protect the aisles from loose display material during set-up and breakdown.
- Cooking shows are required to have rubber caps on the bottom of the audience seating to protect the floor.
- Exhibitors are required to lay ½" thick plywood underneath all displays and items that exceed 250 lbs to protect the floor.
- Exhibitors that are carpeting their own booth or covering the floor must use tape provided by Show Management - *****DO NOT USE DUCT TAPE ON THE FLOOR*****
- Trash removal of large construction items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.
- Cutting inside the facility is not permitted. Please cut all display materials, such as wood, brick and stone, outside of the facility.
- A 5 lb fire extinguisher, a smoke detector and a certificate of fire retardancy are required in all covered booths.
- Outside food and beverages of any kind are not permitted to be brought into the facility during event hours, no exceptions. In the past, show management has observed the venue will allow exhibitors to bring in food and beverages for personal consumption prior to the show opening, each day.

4. Service Providers:

- Decorator Form(s)

Capital Convention Contractors: 153 Northboro Road, Suite 6, Southborough, MA 01772

P: 877.335.3700

F: 508.481.1150

Email: help@capitalconventions.com

- Electrical Form(s)

Bestek Lighting & Staging: 98 Mahan Street, West Babylon, NY 11704

P: 631.643.0707

F: 631.643.0764

Email: info@bestek.com

All services should be ordered prior to the dates listed to avoid a surcharge by the service contractors. Show Management suggests that you photocopy all order forms prior to mailing and retain copies of each for your records.

Please visit <http://www.hudsonvalleyhomeshow.com/current-exhibitors/download-exhibitor-forms> to view and print additional copies of this Exhibitor Kit and Service Provider Forms.

5. Utilities:

A. Plumbing Services

The facility permits exhibitors to have water as part of their display. Kindly bring your own hose and pump (approximately 200 feet in length) to fill and pump out the water after the event. Please note, this is a self service venue.

B. Telephone and Internet Service

Land telephone lines are not available within the facility. Cellular reception is fair to good. Pay phones are located in the lobby. This is a free WiFi location; signal strength will vary.

6. Shipping and Handling:

Exhibitors may ship their contents to the decorator's warehouse prior to the Home Show. Any contents that are shipped will be stored and delivered directly to your booth during move-in. Please contact the decorator directly for instructions and costs associated with this service. Please note, advance shipping is time sensitive.

7. Hotels:

- Courtyard Poughkeepsie: 2641 South Road/Route 9, Poughkeepsie, NY 12601
P: 845.485.6336 F: 845.485.6514

8. Optional Exhibitor Badges:

Exhibitor badges are optional. If you would like to print badges, please [click here](#) or visit www.acsshow.com > I Am An Exhibitor > Exhibitor Badges to download the badge template. Please fill out the form, print, and bring it with you to show site. ACS will have badge holders available at the info booth.

9. Pay Your Bill:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit www.acsshow.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

10. Oversized Display:

If your exhibit is an actual trailer, vehicle, sunroom, shed, multiple spas, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email ops@acsshow.com to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

11. Tax Information:

All exhibitors are required to collect sales tax where applicable. The New York State Department of Taxation prohibits the selling of taxable merchandise or services at a show or event by all persons that have not obtained a valid Certificate of Authority. To obtain a Certificate of Authority, call 518.485.2889 and request the Application for Registration as a Sales Tax Vendor (DTF 17). You may also obtain the Application by visiting www.tax.ny.gov/. According to the New York State Department of Taxation, it takes approximately four weeks to obtain a Certificate. It is the obligation of the exhibitor to obtain and clearly display a copy of the Certificate within their booth.

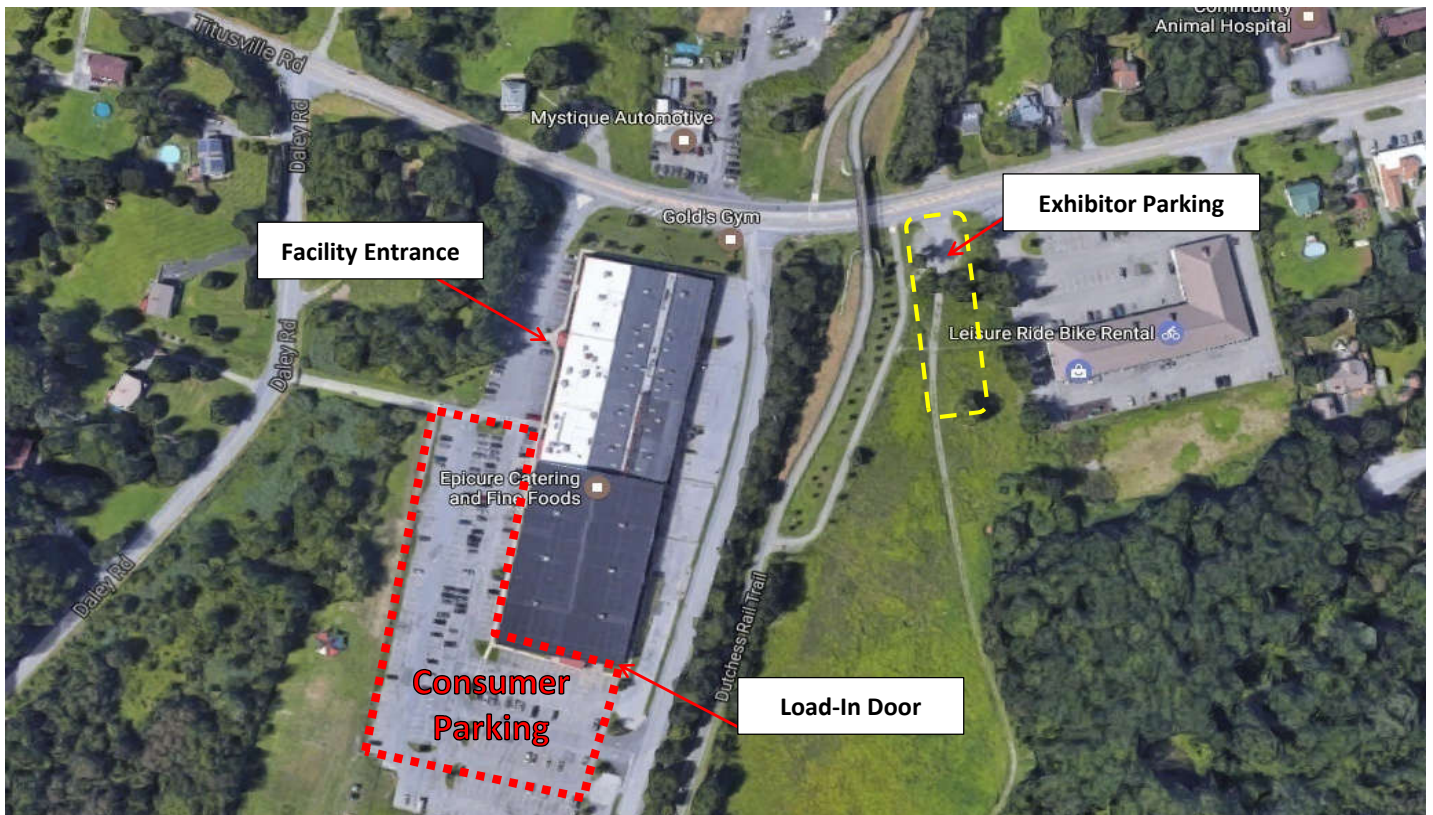
12. Local Agencies and/or Departments:

Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliance with the foregoing requirements is an integral part of its contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

**Gold's Gym
258 Titusville Road
Poughkeepsie, NY 12603**

Move-In Instructions

- Proceed to **Vehicle Check-In** at the entrance to Gold's Gym off Titusville Road.
- At vehicle check-in you will be issued a move-in pass and a member of our staff will direct you where to go to unload.
- Note: Passes issued at move-in must be displayed in your vehicle's front window.
- Parking in the loading area is **PROHIBITED**. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- Once your vehicle is fully unloaded, please remove it from the loading area and park it in the exhibitor parking lot before setting up your booth.
- If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- Parking in any unauthorized location will result in fines and possible towing by local authorities.
- Once inside the venue, the main entrance/exit will be used during the hours of the show. Emergency exits will not be accessible. Alarms will sound if the emergency exit doors are opened.
- There is free and ample parking for exhibitors.
- **It is imperative that all vehicles are moved on Friday by 10:00 AM to the exhibitor parking area (see posted signs).** Exhibitors must continue to park at this location throughout the entire show.
- **Show Management has reserved all nearby spaces for consumers during all show hours.** It is critical that we have 100% compliance from the exhibitors to ensure that the consumer attendees have the convenience of parking at the facility.



HOME SHOW

Move-Out and Breakdown Instructions:

Important Note: Please share this document with your breakdown crew!

- Move-out starts at 6:00 PM.
- If you need a forklift, or if you need assistance in dismantling, packing, or loading your exhibit, please notify the Move-Out Coordinator at the loading area beginning promptly at 6:00 PM.
- If you do not require the assistance of move-out labor, it is strongly suggested that you bring your own hand truck, push cart, or dolly to facilitate move-out. This will speed up the process.
- Trash removal of construction material and landscaping material, such as pavers, stone, dirt, plants, etc., is your responsibility. Do not leave these items on the show floor; you must take them with you.
- Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please note: first in and LAST OUT. It is imperative that you make arrangements to have your dismantle team arrive at approximately 7:00 – 7:30 PM on Sunday of breakdown to pick up your display, unless your display directly impacts the load out of an event; in which case you will be asked to remove it promptly at the start of breakdown. It is not possible to move-out oversized displays until smaller exhibits, displays and pipe/drape have been dismantled and removed.
- You may ship your exhibit contents to the warehouse, where they can be shipped by a carrier of your choice. Please stop by the decorator's desk after 4:00 PM on Sunday to discuss the details with the service representative. Remember to label all outgoing shipments.
- Never leave your exhibit contents unattended during move-out. This is a difficult time to provide security.
- All exhibits must be removed by 8:00 PM on Sunday. Exhibit contents that have not been removed by 8:00 PM will be subject to shipping and storage charges.

Please note: Your cooperation in following the process outlined above will help in facilitating a smooth move-out.

HOME SHOW

EXHIBITOR MANUAL



A Member of the American Consumer Shows group of companies
6901 Jericho Turnpike, Suite 250, Syosset, NY 11791-4626
Telephone: (888) 433-433-EXPO (3976) • (516) 422-8100 • Fax: (888) 580-3977

www.acsshows.com



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Adhesive Stickers & Bumper Stickers:

No stickers of any kind are to be given out at any time, at any location, by exhibitors. Exhibitors distributing stickers of any kind will receive a bill from the facility for custodial personnel.

Balloons & Helium Tanks:

The facility does not allow helium balloons in the building for any purpose. For decorating purposes, you may have balloons without helium.

Booth Information:

- A. Booths: Maximum booth height is 8' all around, full cubic content. Island booths have no height restriction. Be sure to refer to Facility Details for the ceiling height measurements.
- B. Pipe & Drape: An 8' back curtain and two 3' side curtains are provided with each booth. Placement of curtains will vary for larger booths. Display material may go up to 8' high on either side of the inline booths.

Decorator Services:

Draped tables, chairs, carpeting, wastepaper baskets, and other items can be rented for the duration of the show. Return order form(s) and payment to the service provider.

Directions & Parking:

Directions and Parking are venue specific. Please see below:

- 1. To get directions to the venue please visit acsshows.com > All Shows > Choose desired show. You will be redirected to the specific show site. Please click Directions > GET DIRECTIONS, and use Google Maps as you normally would.
- 2. Please refer to the "Move-In instructions" page or "Parking" page in this exhibitor kit for maps and addresses where applicable.

Distribution of Literature:

Exhibitors are permitted to hand out flyers, catalogs, circulars, and folders within their booth only. Distribution of such material from booth to booth, in the aisles, or in the lobby is strictly prohibited. Canvassing of any kind or distributing literature in the exhibit facility or parking lot by or for non-exhibitors is forbidden. Exhibitors may display, demonstrate, give away samples, and sell within their booth only. Exhibitors should refrain from confronting those that are not complying with the above. Bring your concerns to show management at the Information Booth.

Electrical Services:

Electrical service is available in most venues. Return order form(s) and payment to the service provider.

Exhibitor Badges:

Exhibitor badges are optional. If you would like to print badges, please [click here](#) or visit acsshows.com > I Am An Exhibitor > Exhibitor Badges to download the badge template. Please fill out the form, print, and bring it with you to show site. ACS will have badge holders available at the info booth.

Food & Beverage:

Exhibitors are not permitted to sell food or drinks for consumption at the show without the prior written consent of American Consumer Shows. Sampling is permitted in most venues; please contact the operations department at ops@acsshows.com for maximum sample size and additional details. It is the vendor's responsibility to obtain any and all permits, including permits required from local Health Departments or agencies. Any exhibitor providing food or drinks must protect the venue floor, no exceptions.

Fire Marshal Rules & Regulations:

- A. Flammable liquids are not permitted.
- B. Liquefied petroleum gases (Butane, Propane, etc.) are not permitted on or in any type of vehicle, boat, trailer, or in any exhibit.
 - 1. Vehicles that have removable propane tanks are not permitted to enter the building unless the propane tank(s) have been removed.
 - 2. Vehicles with built-in propane tanks that cannot be removed are not permitted to enter the building unless a notarized affidavit accompanying the vehicle indicates:
 - a. Propane tanks are new and have never contained propane or,
 - b. Propane tanks have been emptied and purged.

Fire Marshal Rules & Regulations (Continued) :

- C. If a vehicle is part of a display, where permitted, the exhibitor must ensure that there is ¼ tank of gas or less, the gas cap has been locked, and the battery has been disconnected.
- D. All drapes, curtains, tenting, decorations, tablecloths, etc., must be inherently fire resistant or flame proofed, unless made of non-combustible material. An original notarized certificate attesting to a material's fire resistance or flame proofing must be provided at the exhibit and available for inspection by the Fire Marshal.
- E. All exits, passageways, vestibules, lobbies, and fire passageways must be clear for their full width. They shall not be used for exhibits, tables, or storage.
- F. Open flame devices are not permitted.
- G. Cooking for demonstration purposes, where permitted, shall be by electrical appliances only and in locations approved by the Fire Marshal. If cooking is permitted, it must be kept clear of combustible materials. Deep fat frying is not permitted. Exhibitors are required to keep a working fire extinguisher within their booth. Please note, most Fire Marshals will request to see the extinguisher.
- H. The use of noxious, toxic, flammable substances, such as paint, stain, polyurethane or anything of the like, is not permitted during the show set-up.

Flyers:

Placement of flyers on cars in the parking lot is strictly prohibited. Exhibitors found placing flyers on cars in the parking lot will receive a bill from the facility for clean up and custodial personnel.

Information and Service Desk:

Visit the American Consumer Shows information booth for badge holders and to obtain show related information, located in the lobby or on the show floor. The electrician will be on-site to help with your electrical requirements. For inquiries related to advance shipping, carpeting, and furnishing, please see the decorator representatives at their service desk, located in the lobby or on the show floor. All representatives will be available on-site during set-up and breakdown to facilitate exhibitor needs.

Janitorial Services:

The general public areas will be cleaned frequently during and after the show each day. Please place all garbage (boxes, papers, etc.) in the facility receptacles. Please note, it is the responsibility of the exhibitor to remove all trash. Do not leave large trash items on the show floor; you must take them with you.

Labor:

American Consumer Shows will have personnel available to assist exhibitors with move-in, move-out, set-up and breakdown. There is no charge for this service.

Move-In and Set-Up Instructions:

- A. If your exhibit contents were shipped in advance to the warehouse, they will be delivered directly to your booth.
- B. If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- C. As soon as your vehicle arrives at the facility, check in at the HOME SHOW VEHICLE CHECK-IN (please follow the signs). Once checked in and on line, ACS or security personnel will instruct you further. Complimentary labor will be available to assist exhibitors with unloading, if necessary.
- D. Move-in can be very long and tedious; please be patient. We will move the line as quickly as possible. Some vehicles may be taken out of line based upon clear access to a particular booth
- E. In many venues, vehicles are not permitted to drive into the exhibition hall to unload.
- F. Once your vehicle has been unloaded, immediately park it in the designated exhibitor parking area. Never leave your vehicle locked or unattended in the loading area. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- G. If your exhibit is arriving by an outside carrier (i.e. UPS, Fed-Ex, or non company/private owned vehicle), a representative from your company must be available to sign for your exhibit contents. Show Management strongly discourages exhibitors from sending packages via UPS/Fed-Ex (or the like) to the facility. Small items tend to get "misplaced." Instead, we suggest sending smaller items to your hotel. Be sure to bring your tracking number.
- H. American Consumer Shows will provide personnel to assist exhibitors with move-in and move-out. There is no charge for this service. Please bring your own wagon, cart or dolly for both move-in and move-out.
- I. Independent companies hired to work for an exhibitor must provide a Certificate of Insurance to American Consumer Shows thirty (30) days prior to the show.

Move-In and Set-Up Instructions(Continued) :

- J. All exhibits must be completely assembled one hour prior to the show opening.
- K. Any exhibits extending to the front of the exhibit space above the 3' side curtain must be finished or draped, at the exhibitor's expense Signage may not intrude upon neighboring exhibits.
- L. Move-in is the most difficult time to provide security because there are so many vehicles and boxes coming in and out. If you have small or valuable items in your exhibit, be certain to have one person remain with your exhibit at all
- M. You may store your empties in your own vehicle; ensure that they are available for move-out.
Trash removal of large items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.

Move-Out and Breakdown Instructions:

- A. Detailed move-out instructions will be distributed on show-site.
- B. If you are dismantling your exhibit yourself, and do not need assistance from American Consumer Shows labor, please ensure that your entire exhibit is dismantled and packed prior to bringing your vehicle to the loading area. **DO NOT GET YOUR VEHICLE UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.** Please do not leave it unattended in the loading area at any time.
- C. If you need assistance in dismantling, packing or loading your exhibit, please notify the Move-Out Coordinator immediately following the conclusion of the show. Names will be taken for labor assistance. Be patient, as everyone would like to be the first out. You may not bring your vehicle to the loading area until your exhibit has been completely packed. At that time the Move-Out Coordinator will instruct you when to get your vehicle.
- D. Never leave your exhibit contents unattended during move-out. This is a very difficult time to provide security.
- E. At some venues you have the option to ship your exhibit contents back to the decorator's warehouse for later pick-up via common carrier. Make sure you provide the contractor with the proper paperwork. There is a charge for this service. Please speak with the decorator representative to make arrangements.
- F. All exhibits must be removed by 9:00 PM on the last day of the show. Any exhibit contents that have not been removed by 9:00 PM will be subject to packing, shipping and storage charges.

Noisemaking Equipment:

Devices that produce sound must be operated at levels that will not disturb other exhibitors. The facility and American Consumer Shows reserve the right to determine the acceptable sound level in such instances. Failure to comply may result in ejection from the venue.

Outstanding Balances:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit acsshows.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Overnight Accommodations:

For information regarding area hotels, please refer to the Exhibitor Kit under Hotels. Some hotels may offer a discounted exhibitor rate.

Oversized Display:

If your exhibit is an actual trailer, vehicle or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email ops@acsshows.com to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are often the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

Products & Services to be Exhibited:

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied within two hours of the show start on the opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

Refunds for Exhibit Space:

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied within two hours of the show start on the opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

Sales Tax & Permits:

All exhibitors are required to collect sales tax where applicable. The State Department of Taxation prohibits the selling of taxable merchandise or services at a show or event by all persons that have not registered for a valid Sales and Use Tax License. For your convenience, applications can be completed online; refer to the Exhibitor Kit under Tax Information for additional information. Please remember to print a copy of each page during the online registration process to keep for your records. It is the obligation of the exhibitor to obtain and clearly display a copy of the Certificate or License within their booth.

Security:

At the close of each show day, American Consumer Shows management will walk the show floor to ensure that everyone is out of the exhibition hall, at which time the facility is deemed secure and will be locked down. Doors will open to exhibitors each morning one hour before the show opens to the public. For preparation and security purposes, at least one member of your company must be present at these times. American Consumer Shows does not guarantee exhibitors against loss, nor does it imply any assumption of liability for exhibitor's property.

Shipping Information:

- A. **Advance Shipping to Warehouse:** Exhibitors may ship their exhibit contents to the decorator's warehouse prior to the home show for a fee. Such contents will be stored and delivered directly to your booth before the show. Please contact the service provider directly for detailed instructions and costs associated with this service.
- B. **Direct Shipments to the Facility:** Exhibitors may ship by common carrier of their choice directly to the facility, only on the move-in day, during the move-in hours. Freight will not be accepted prior to this date. Under this shipping method, there are no additional warehouse charges. All exhibit materials that are shipped directly to the facility must be delivered to the loading area of the exhibition hall. Employees of American Consumer Shows and the facility are not authorized to sign and accept any shipments whatsoever. If personnel from your company are not available to sign and accept your exhibit contents, your carrier will not be permitted to leave your exhibit contents at the facility.
- C. **POV:** Personal Occupancy Vehicles are the most common form of to-show shipping. If you are bringing your own exhibitor contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.

** Important: Do not ship your exhibit contents directly to the facility prior to the move-in day. The facility will not receive any advance shipments (unless otherwise specified).*

Signs & Banners:

Signs and banners may be suspended from the back wall curtain of your booth. The decorator will have sign hooks available that fit around the 10' pipe holding up the back curtain. Please ensure that your banner or sign has grommets along the top. Written approval from Show Management is required for any signage extending above 8' high. Please note, sign copy is limited to one side only and should be displayed above your booth. Signage must not encroach on neighboring displays, no exceptions.