

# Mask Requirements

**Jersey Shore Home Show  
Brookdale Community College - Collins  
Arena  
January 21 - 23, 2022**



Per Brookdale Community College, masks **MUST** be worn for indoor gatherings, regardless of vaccination status.

You may take off your mask while actively eating or drinking as long as you are sitting or standing in your booth or in a designated eating area.



**BREAKING DOWN OR DISMANTLING YOUR  
BOOTH PRIOR TO 5PM 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.**

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**

**JERSEY SHORE HOME SHOW**  
**January 21 - 23, 2022**  
**EXHIBITOR KIT**

**1. Venue Location:**

Brookdale Community College - Collins Arena: Arena Drive, Lincroft, NJ 07738

**2. Event Time Table:**

**A. Move-In:**

Thursday, January 20, 2022

10:00 AM - 4:00 PM

Friday, January 21, 2022

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, January 21, 2022

11:00 AM - 8:00 PM

Saturday, January 22, 2022

10:00 AM - 8:00 PM

Sunday, January 23, 2022

10:00 AM - 5:00 PM

**C. Move-Out**

Sunday, January 23, 2022

5:00 PM - 8:00 PM \*

\* *Note: Move-Out will not begin until 5:00 PM*

\* *Note: 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 8' wide x 8.5' high (ARENA).
- The ceiling height is 40' high.
- The facility has basketball court flooring and has been fully carpeted by ACS Show Management.
- 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.
- 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.
- Any tents and canopies larger than 10 x 10 will be required to have a fire code permit. Please email [Ops@acsshows.com](mailto:Ops@acsshows.com)

**4. Service Providers:**

□ Decorator Form(s)

**Password: SHORE22**

General Exposition Services: 205 Windsor Road, Limerick Business Center, Pottstown, PA 19464

**P:** 610.495.8866

**F:** 610.495.8870

**Email:** [info@generalexposition.com](mailto:info@generalexposition.com)

*For your convenience, decorator forms can be accessed online. Go to [www.generalexposition.com](http://www.generalexposition.com); click ONLINE SERVICE KIT, enter the password **SHORE22** You will be given two options: print & view forms or view and complete forms online.*

- Decorator orders are now taken online only. Please visit [www.generalexposition.com](http://www.generalexposition.com); click ONLINE SERVICE KIT, enter the password **SHORE22**. At the Sign In page, you will be prompted to sign in with an existing exhibitor account, or if you do not have an account setup, you will be prompted to setup a new account.
- Now that you are signed in with the show, you can read through the important show information. Scroll down to the bottom of the screen to see the links for which services you wish to order, including carpet, furnishings, labor, etc.
- For photos of the items, as well as any additional custom forms you may need, please click on the appropriate links listed under "References".
- As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.

□ Electrical Form(s)

American Consumer Shows: 6901 Jericho Tpke., Syosset, NY 11791

P: 516.422.8100

Email: [katrina.uy-roh@acsshows.com](mailto:katrina.uy-roh@acsshows.com)

All services should be ordered prior to the deadline dates listed on the order form to avoid a surcharge by the service contractors. Show Management suggests that you retain copies of all order forms for your show site team.

[Click here](#) 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. If you require bulk water, arrangements must be coordinated prior to the event. Please contact show management at [ops@acsshows.com](mailto:ops@acsshows.com) for

B. Telephone and Internet Service

Limited WiFi is available at no charge to exhibitors and consumers. Telephone service is not offered at this facility. Cellular reception is good.

**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 Lincroft Red Bank: 245 Half Mile Road, Red Bank, NJ 07701

P: 732.530.5552

F: 732.530.5756

**8. Optional Exhibitor Badges:**

Exhibitor badges are optional. If you would like to print badges, please [click here](#) or visit [www.acsshows.com](http://www.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.

**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.acsshows.com](http://www.acsshows.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@acsshows.com](mailto: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 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 Jersey State Department of Taxation prohibits the selling of taxable merchandise or services at a show or event by all exhibitors that have not registered as a foreign corporation, if applicable, and obtained a valid certificate of registration. The Public Records Filing Form (to obtain status as a foreign corporation) and the NJ-REG form (to obtain a Certificate of Registration) can both be obtained by calling New Jersey Business Services at **609.292.9292** and requesting the NJ-REG package by selecting option 3, then option 1. For your convenience, you can also file the forms online at [www.nj.gov/treasury/revenue/](http://www.nj.gov/treasury/revenue/). From this site, select Certificates of Registration under Business Entities located in the middle column, and then select submit Form NJ-REG online under Filing Form NJ-REG. If you have any questions, contact New Jersey Business Services at **609.292.9292**. 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:**

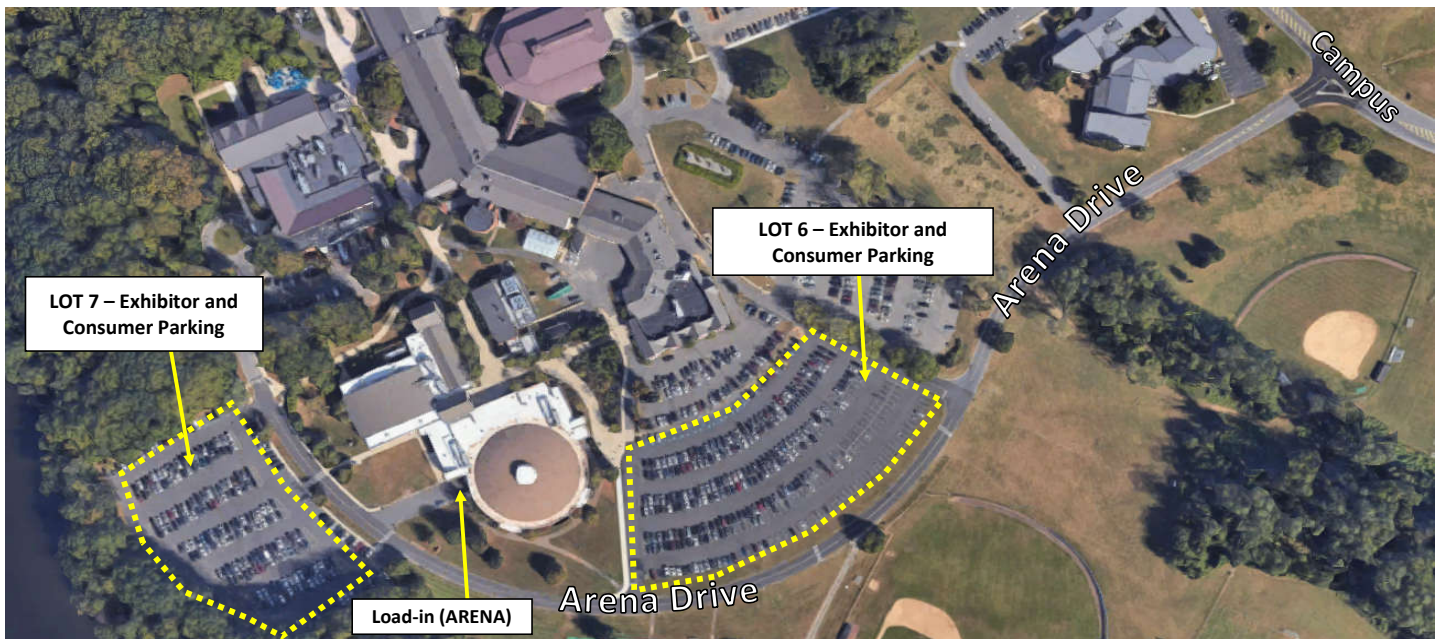
Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliance with the foregoing requirements 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.

# COLLINS ARENA AT BROOKDALE COMMUNITY COLLEGE

Arena Dr.  
Lincroft, NJ 07738

## Move-In Instructions

- Proceed to **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 one of the designated parking lots prior to setting up your booth.
- 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 doors are opened.
- 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.





# HOME SHOW

## Move-Out and Breakdown Instructions:

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

- Move-out starts at 5:00 PM.
- If you need a forklift please notify the Move-Out Coordinator at the loading area beginning promptly at 5:00 PM.
- 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 6:00 – 6:30 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
- 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.**





## SAMPLING REQUEST FORM

Show Name: \_\_\_\_\_ Show Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**\*If different from above, please fill in info for the on-site contact.\***

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Product(s) to sample:**

**Brief description of dispensing method:**

### Sampling Guidelines:

- All food and beverage sampling must be pre-approved by the venue.
- Food and beverage samples are limited to 2 oz or less.
- Samples must be provided at no charge.
- Exhibitor must provide proof of liability insurance.
- Depending on the material of the show floor, you may be required to supply floor covering within your booth. i.e. plastic, carpeting, tarp. Please refer to your exhibitor kit for these details.

*\*Show Management reserves the right to remove any items which do not meet these requirements.\**

**\*\*IMPORTANT\*\***

When submitting this form, you must use " BR Sampling Request Form " as the subject line.

This will ensure the request has been received by ACS.

All Sampling Request Forms **must** be submitted to [Ops@acsshows.com](mailto:Ops@acsshows.com).

If you have any questions please contact us at (516) 422-8100.

American Consumer Shows

Phone: (888) 433.EXPO (3976) (516) 422.8100 Fax: (888) 580.3977

Web: [acsshows.com](http://acsshows.com) | Email: [info@acsshows.com](mailto:info@acsshows.com)

STATE OF NEW JERSEY  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF ALCOHOLIC BEVERAGE CONTROL  
P.O. BOX 087, 140 EAST FRONT STREET  
TRENTON, NJ 08625-0087

**APPLICATION FOR CONSUMER TASTING PERMIT  
FOR WHOLESALE LICENSEES [CTW]**

The initial fee for this Permit is **\$200.00**. An additional fee will be associated with this Permit in the amount of **\$200.00** for each solicitor listed on the attached *Schedule A* who will be representing the wholesale licensee at consumer tasting events. During the permit term, new solicitors may be added to *Schedule A* with the submission of **\$200.00** per solicitor. Payment should be made in the form of a check or money order payable to the Division of Alcoholic Beverage Control.

1. License term for which Permit is requested:

**JULY 1, 2\_\_\_\_\_ TO JUNE 30, 2\_\_\_\_\_**

2. Name of Licensed Company\_\_\_\_\_

3. Address of Licensed Company\_\_\_\_\_

\_\_\_\_\_

4. Mailing address, if different than above address

\_\_\_\_\_

\_\_\_\_\_

5. Applicant's 12-Digit License No.\_\_\_\_\_

6. Contact Name\_\_\_\_\_

7. Contact Phone Number\_\_\_\_\_

Permittee requests a Consumer Tasting Permit to describe samples of alcoholic beverages to consumers attending educational tasting events sponsored by New Jersey retail licensees, or bona fide non-profit organizations who have been issued a Special Permit for Social Affair. This Permit is annual in term and is renewal concurrent with the renewal of applicant's wholesale license.

Permittee agrees to submit an event notification form to participate in such events at least ten days in advance of the event on the form prescribed by the Director of the Division of Alcoholic Beverage Control. A copy of the form is attached.

Name/Title of Authorized Signator\_\_\_\_\_

Please Print

Signature\_\_\_\_\_ Dated:\_\_\_\_\_

**CONSUMER TASTING PERMIT  
SCHEDULE A**

**NAME OF LICENSED COMPANY:**

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SOLICITOR NUMBER	SOLICITOR NAME

# CONSUMER TASTING EVENT NOTIFICATION FORM

## FOR WHOLESALE LICENSEES HOLDING A CONSUMER TASTING PERMIT

Please complete the requested information and fax this form to the Division of ABC at (609) 633-9150 at least **10 days prior** to the date of the Consumer Tasting. Be advised all products to be sampled **must be** brand registered in the State of New Jersey.

TO: JOHN COCKLIN  
SUPERVISING INVESTIGATOR  
INVESTIGATIVE BUREAU

TELEPHONE NO. (609) 984-1984  
FAX NO. (609) 633-9150

*Please Type or Print Clearly*

Wholesale Licensee Name \_\_\_\_\_

Wholesale License No. \_\_\_\_\_

Consumer Tasting Permit No. \_\_\_\_\_

Social Affair Permit No./Plenary Retail Consumption License No. \_\_\_\_\_

Permittee or Licensee Name \_\_\_\_\_

Date of Tasting \_\_\_\_\_

Time \_\_\_\_\_

Location and Address \_\_\_\_\_

Solicitor Permit No. \_\_\_\_\_ Solicitor's Name: \_\_\_\_\_

Solicitor Permit No. \_\_\_\_\_ Solicitor's Name: \_\_\_\_\_

Solicitor Permit No. \_\_\_\_\_ Solicitor's Name: \_\_\_\_\_

Solicitor Permit No. \_\_\_\_\_ Solicitor's Name: \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person Telephone No. (\_\_\_\_\_) \_\_\_\_\_

Contact Person Fax No. (\_\_\_\_\_) \_\_\_\_\_

**Solicitor Permit No.** \_\_\_\_\_ **Solicitor's Name:** \_\_\_\_\_

**Solicitor Permit No.** \_\_\_\_\_ **Solicitor's Name:** \_\_\_\_\_

**Solicitor Permit No.** \_\_\_\_\_ **Solicitor's Name:** \_\_\_\_\_

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**Solicitor Permit No.** \_\_\_\_\_ **Solicitor's Name:** \_\_\_\_\_

**Solicitor Permit No.** \_\_\_\_\_ **Solicitor's Name:** \_\_\_\_\_

**Solicitor Permit No.** \_\_\_\_\_ **Solicitor's Name:** \_\_\_\_\_

**BRAND REGISTRATION NUMBER AND ITEMS TO BE TASTED AT EVENT:**

*Please Type or Print Clearly*

**BRAND REGISTRATION NUMBER:**

**BRANDS:**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

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5. \_\_\_\_\_

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8. \_\_\_\_\_

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9. \_\_\_\_\_

\_\_\_\_\_

10. \_\_\_\_\_

\_\_\_\_\_

# Middletown Township

## Department of Health

**Mailing Address**  
1 Kings Highway  
Middletown, NJ 07748

Richard DeBenedetto, *REHS - Director*  
David Henry, MPH - *Health Officer*  
Phone 732.615.2096 F 732.865-7392

**Physical Address**  
180 Main Street  
Port Monmouth, NJ 07758

# TEMPORARY FOOD ESTABLISHMENT (TFE) PERMIT APPLICATION

**Applications must be submitted AT LEAST 14 DAYS PRIOR to an event.**

**Applications received after that may be rejected.**

**Applications received 1 week prior WILL NOT BE ACCEPTED.**

**Payment is due with application and it is non-refundable, please see the fee schedule on the last page of this application. Call the office if you need assistance.**

**This application must be completed IN FULL – this includes sketch sheets! If approved, a MANDATORY INSPECTION will be done THREE HOURS PRIOR to the event start time. The TFE site must be set-up and ready – No Exceptions! Your permit will be issued once you pass this inspection.**

### OFFICE USE ONLY

Date Received \_\_\_\_\_

Cash or Check # \_\_\_\_\_

Amount\$ \_\_\_\_\_

Approved Y N Initials \_\_\_\_\_

Permit # \_\_\_\_\_

Revised Oct. 2021

Submission of an application does not constitute an approval. You will be notified if there is a problem with your application or if it is denied.

**Please contact the Middletown Township Fire Prevention office (732) 615-2270 to determine if a permit is needed.**

Date of Submission:

Event Name:

Date(s):

Location:

Time(s):

Event Coordinator:

Contact Info:

Name of Temp Food Establishment:

Applicant Name:

Phone #

Mailing Address:

Email Address:

Set-up time must be a minimum of 3 hours prior to the start of the event to allow for the mandatory inspection - (Example: Event Starts at 11AM – must be ready no later than 8AM).

**Date and Time TFE will be set up and ready for inspection:**



1. List **all** food and beverage items to be prepared and served. Attach a separate sheet if necessary.  
NOTE: Any changes to the menu must be submitted at least **10 days** prior to the event.
- 
- 

2. Will all Foods Be Prepared at The TFE Site? **NOTE: The sale of home prepared food is prohibited.**  
 Yes      Complete Attachment A  
 No        Complete Attachments A & B  
If No, the operator **MUST** provide a copy of the current license for the permanent food establishment where the food will be prepared.

3. Describe how frozen, cold, and hot foods will be transported to the Temporary Food Establishment - Be specific.
- 
- 

How will food temperatures be monitored during the event?

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4. Identify the sources for each meat, poultry, seafood, and shellfish item. Include the source of the ice:
- 
- 

5. Using **Attachment C**, record the names, shifts and the assigned duties of all Temporary Food Establishment workers (paid & volunteer) that will be working the event.

6. Describe the number, location and set up of handwashing facilities to be used by the Temporary Food Establishment workers (**Hand Sanitizer alone is NOT PERMITTED – A Hand wash station is MANDATORY**):
- 
- 

7. Identify the source of the potable water supply and describe how water will be stored and distributed at the Temporary Food Event. If a non-public water supply is to be used, provide the results of the most recent water tests.
- 
- 

8. Describe how utensil washing and sanitizing will take place. Describe set-up and disinfectant to be used. (**A 3 Bay or 3 Bucket system is MANDATORY**):
- 
- 

9. Describe how and where wastewater from handwashing and utensil washing will be collected, stored and disposed:
- 
- 

If portable toilets are to be used, identify the frequency of waste removal:

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10. Describe the number, location and types of garbage disposal containers at the Temporary Food Establishment as well as at the event site:

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11. Describe the floors, walls and ceiling surfaces, and lighting within the Temporary Food Establishment:

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12. Describe how electricity will be provided to the Temporary Food Establishment:

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13. Please add any additional information about your Temporary Food Establishment that should be considered. Attach a separate sheet if necessary.

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**Statement:** I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Middletown Township Health Department may nullify final approval. THIS FEE IS NON-REFUNDABLE.

Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

Approval of these plans and specifications by the Middletown Township Health Department does **not** indicate compliance with any other code, law or regulation that may be required (i.e., federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A **pre-opening** inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing food service establishments.

Regulatory Authority:	Approval Y / N	Date:
Permit Restrictions:	Permit Dates:	

Reason(s) for Disapproval:

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Reviewer Signature & Title	Date
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**Sketch Sheet 1**

**APPLICATION WILL BE DENIED IF THIS IS LEFT BLANK**

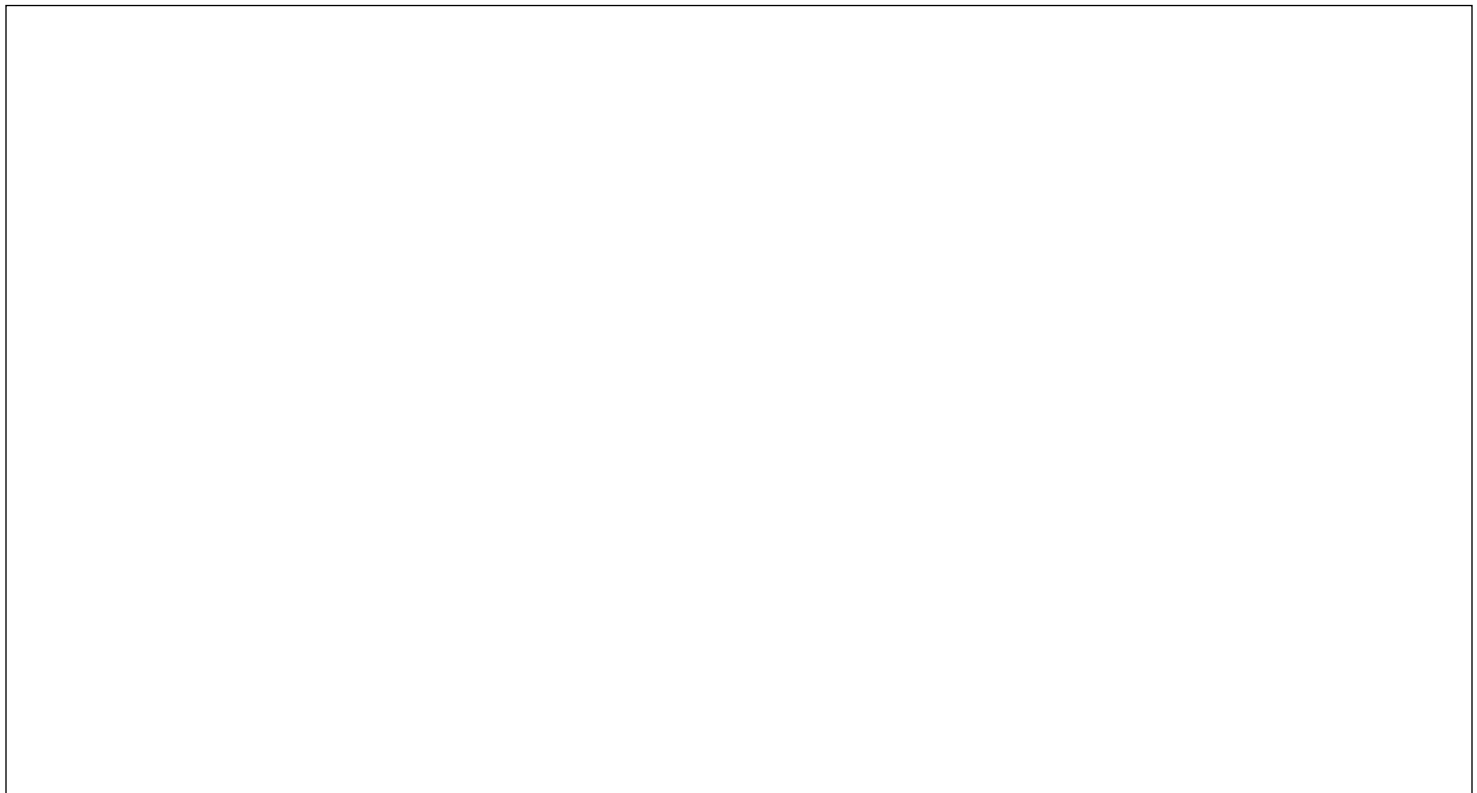
In the following space, provide a drawing of the Temporary Food Establishment. Identify and describe all equipment including cooking and cold holding equipment, handwashing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.



**Sketch Sheet 2**

**APPLICATION WILL BE DENIED IF THIS IS LEFT BLANK**

In the following space, provide a drawing of the entire Temporary Event Area including locations of the toilet facilities, garbage facilities, common use dishwashing facilities, the potable water supply, electrical sources, the waste water disposal area, and all food preparation and service areas on the grounds/site of the Temporary Food Event.









# TEMPORARY FOOD EVENT APPLICATION FEE SCHEULE

Please call the Health Dept. with any questions – 732 615-2096

## HAZARDOUS FOODS

### Temporary Food Handler's Permit

**During Health Dept. Business Hours: Event must be between 8am & 4pm Monday – Friday.**

A LATE FEE is required for applications submitted less than 14 days' notice.

Temporary Permit:	\$75.	With LATE FEE \$100.
Temporary Non Profit:	No fee	With LATE FEE \$10.
Temporary permit with a Current Middletown Food Handlers License:	No fee	With LATE FEE \$10.

**AFTER HOURS Health Dept.: After 4pm Monday – Friday & Saturday's, Sunday's & Holidays**

A LATE FEE is required for applications submitted less than 14 days' notice.

Temporary Permit	\$100.	With LATE FEE \$150.
Temporary Non Profit	\$25.	With LATE FEE \$50
Temporary permit with a Current Middletown Food Handlers License:	\$25.	With LATE FEE \$50.

## NON-HAZARDOUS FOODS

### Temporary Food Handler's Permit

**During Health Dept. Business Hours: Event must be between 8am & 4pm Monday – Friday.**

A LATE FEE is required for applications submitted less than 14 days' notice.

Temporary Permit	\$25.	With LATE FEE \$50.
Temporary Non Profit	No fee	With LATE FEE \$10.
Temporary permit with a Current Middletown Food Handlers License:	No fee	With LATE FEE \$10.

**AFTER HOURS Health Dept. After 4pm Mon. thru Fri. Saturday's, Sunday's & Holidays**

A LATE FEE is required for applications submitted less than 14 days' notice.

Temporary Permit	\$35.	With LATE FEE \$75.
Temporary Non Profit	\$25.	With LATE FEE \$50
Temporary permit with a Current Middletown Food Handlers License:	\$25	With LATE FEE \$50.



# 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](http://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 check the Exhibitor Kit under "*Facility Details*" for the ceiling height.
- 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. Sight line rules do not apply for the Home Show.

### **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. Please note the advance order discount deadline is listed on the service provider forms.

### **Directions and Parking:**

Directions and parking are venue specific. For information on directions and parking, refer to the "*Directions*" page in the Exhibitor Kit.

### **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. Please note the advance order discount deadline is listed on the service provider forms.

### **Exhibitor Badges:**

Exhibitor badges are optional. If you would like to print badges, please [click here](#) or visit [acsshows.com](http://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.

### **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 our customer service department at [customerservice@acsshows.com](mailto:customerservice@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.
- 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:**

For any questions regarding the show onsite, please visit the American Consumer Shows' Information Booth, 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. This includes but is not limited to construction and landscaping materials such as paving stones, dirt, etc. 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 for the move-in day. There is no charge for this service. Complimentary forklift service will be available during allocated move-in and move-out hours.

### **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. 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. 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.
- 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 times.
- M. You may store your empties in your own vehicle; ensure that they are available for move-out.
- N. 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

#### **Move-Out and Breakdown Instructions:**

- A. Detailed move-out instructions will be distributed on show-site.
- B. Please ensure that your entire exhibit is dismantled and packed prior to requesting a move-out pass or bringing your vehicle to the loading area. **DO NOT GET YOUR VEHICLE UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.** Do not lock your vehicle or leave it unattended in the loading area at any time.
- C. If your display requires a forklift, please notify the Move-Out Coordinator immediately following the conclusion of the show. Names will be taken for forklift 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 8:00 PM on the last day of the show. Any exhibit contents that have not been removed by 8:00 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](http://acsshows.com) > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

### **Oversized Display:**

If your exhibit is an actual trailer, vehicle, sunroom, shed, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or e-mail [ops@acshomeshow.com](mailto:ops@acshomeshow.com) to make move-in arrangements at venues that can accommodate oversized displays. Please double check measurements to ensure that your display will fit through the door of the facility and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult with the move-out coordinator on-site regarding move-out procedures. Note: this section applies only to venues where oversized displays are permitted. Please contact the Operations Department if you are unsure.

### **Products & Services to be Exhibited:**

Only those products and services listed on the exhibitor contract may be exhibited at the show. Should different and/or additional items be displayed, Show Management has the right to ask that they be removed. Failure to comply may result in ejection from the show and forfeiture of booth cost.

### **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.

It is the responsibility of any exhibitor playing music at the show to obtain any necessary permits from ASCAP. Failure to obtain the required permits will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

### **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.