

Show Dates
Saturday, March 7, 10 AM-6 PM
& Sunday, March 8, 10 AM-5 PM
Virginia Beach Convention Center
1000 19th St.
Virginia Beach, VA 23451

Exhibitor Guidelines

Exhibitor Move-In/Exhibitor Packets

Balances must be paid in full before you can move in or receive your Exhibitor Packet.

Upon arrival, you must check in at Registration before placing items in your booth. If you need help locating your booth, please ask at Registration.

On the first day of move-in, you may pick up your packets at the facility at the Registration booth. Move-In Packets contains complimentary tickets and move-out instructions. **Exhibitor Badges will be kept in Will Call during the show.**

Move -In - Docks C & D

Gardens A-C, Sponsors, & large exhibits have special days/times. Contact TBA staff for details.

NON-Cash and Carry exhibitors is

Thursday, 3/5, check-in from 12:30 PM-6 PM.

Cash and Carry exhibitors is Friday, 3/6, check-in from 8:30 AM-6 PM.

Everyone will be allowed to work until midnight Thursday & Friday.

The facility loading docks are available on a first come, first serve basis. The docks are very busy. If you require special move-in considerations, please contact your sales rep.

Cutting of materials is prohibited in the halls & on the dock.

If you have ordered tables, chairs, carpet or accessories, please verify your order with the show decorator, Exhibits, Inc. If you have ordered electricity, please verify this with the Convention Center.

Move-Out

No one will be permitted to move out before 5 PM on Sunday. Any exhibitor set up in front of a loading dock must be prepared to move out quickly on Sunday evening. Vendors are responsible for removing trash from their booths. A dumpster is provided on the loading dock. **See page 3 for further move-out guidelines.***

Move-out is to be completed Sunday night, 3/8/20. If a Monday, 3/9/20 move-out is needed you must receive permission from your sales rep in writing. Any items, left as of 10 AM Mon. 3/9/20, will be moved outside. Also, if expenses are incurred to move your items, you are responsible for reimbursing TBA (if a credit card is on file TBA has the right to charge these expenses to your card).

Regular Show Hours

During the show, it's expected your booth will be staffed the entire time the show is open. **The show hours are 10 AM-6 PM Saturday and 10 AM to 5 PM Sunday.** Exhibitors may arrive 1 hour prior to show opening, and must exit the hall 30 minutes after show closing.

Exhibitor Badges/Access

Exhibitor badges will be given to each firm in the show. These are to be used exclusively by people staffing the booth. **Badges will be at the Will Call office for your staff. This helps to alleviate lost or forgotten badges.**

Booth workers must wear their exhibitor badges to be admitted to the show. *Please note, this card is non-transferable and must be presented to the facility ticket-takers.* Admission will only be granted to exhibit workers wearing a badge.

If you lose an exhibitor badge, you may purchase a replacement at Will Call for \$5 when you present an appropriate business card.

Tickets and Discount Coupons

Exhibitors may purchase bulk general admission tickets prior to the show from the TBA office and at Will Call during the show at a discounted rate. Payment is due upon receipt. No billing.

Bulk tickets/discount tickets may not be distributed/sold within a one-mile radius of the facility under any circumstance. You can leave them at Will Call for pick up for your guests.

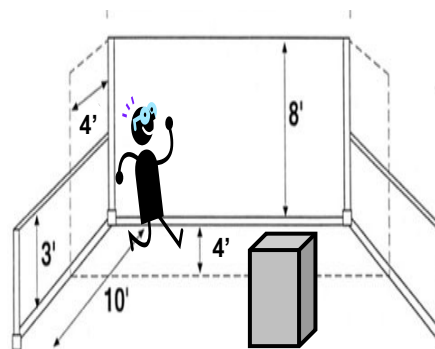
Forms

Please go to the show website, www.midatlantichomeshow.com, for any forms needed, under the "Exhibitor Information" tab.

Booth Sizes

The standard booth size is 10'x10'. Other sizes available include 10'x20' 20'x20' 10'x30' 20'x30' 20'x40'

Please see the [Basic Exhibit diagram](#) below. Please refer to your floor plan when arranging the necessary display.



Basic Exhibit Diagram

All business must be conducted within the confinements of the booth. *Solicitation outside the booth area is not permitted.*

No chairs, display materials, booth materials, etc. may extend outside the booth space, including front and back. Sides can exceed 3' in height, only half the distance from the back of the booth.

Management provides pipe and drape walls, 3' side walls and 8' backdrop. Island booths are not set up with pipe and drape.

Show management will pick the colors of the drape in advance of the show. **If you wish to have your booth's drapes be a different color, this will be an additional charge to your company, to be paid to Exhibits, Inc.**

Peninsulas will be defined by a standard 8' backdrop and the edges will be marked with tape. Additional pipe and drape is available through show management for a charge.

Booth Height Restriction: No more than 4' of display can be 8' high, measuring from back to front.

Carpeting and Furniture

Show Management recommends the use of floor covering, both for comfort and appearance. You may use your own floor covering or rent carpeting from our show decorator for your booth. You are responsible for keeping your floor covering clean.

The edges of the carpet must be taped securely to the floor to avoid accidents; tape and tape residue must be removed at the end of the show.

Tables and chairs are not provided with the booth rental. Exhibitors wishing to rent tables, chairs, carpet and other exhibiting aids should process their order with Exhibits, Inc., our show decorator, at (804) 788-4400 prior to **Friday, March 6.** **There will be no on site orders taken.**

Forklift Usages

There is an additional charge for forklift use and it must be arranged prior to move in, through Exhibits, Inc. Reserve by calling (804) 788-4400.

We recommend you bring your own hand-truck or dolly. If you bring your own equipment, it must be either electrical or propane (gasoline is not allowed).

Display Accessories

Appealing, attractive, effective displays are encouraged in your exhibit space. **Helium balloons are NOT permitted.**

Exhibitors who release balloons to the ceiling will be charged a fee, by the facility, for removal of these balloons. Please dispose of balloons appropriately. **If a canopy is used as part of your display you must have a small fire extinguisher and paperwork or label stating the material is flame retardant.**

Shipping Items

All shipments must be prepaid. There are two ways to ship items to the show:

Prior to the show, shipments are coordinated with the show decorator, who provides dryage services.

They will handle storage and transfer to the show.

Please call them at (804) 788-4400.

2. During the show, you may ship directly to the facility. **Someone from your organization must be on site and available to sign for packages.** Shipping labels must include company name and booth number.
3. **The facility staff and show management are not permitted to sign for packages shipped on your behalf.**

Signs

Show Management recommends that you identify your company, product or service clearly with signs or banners.

Only professionally made signs are permitted. White boards are permitted. **No handwritten signs allowed.**

Attachment to facility walls or columns is not permitted without prior approval from show management. Advertisements are not permitted to be placed on visitor vehicles.

Banners

Banners may be hung in your booth from the pipe and drape.

If you are a sponsor needing rigging services, or you have paid for your aerial banners, **you must deliver your banner to TBA by Friday, February 28th by 4 PM.**

Vehicles

To display a vehicle at the show, you must have prior permission from Show Management. Only vehicles that are a part of a permanent display will be allowed to drive onto the exhibit floor.

Motor vehicles must comply with the City Fire Departments' requirements: no more than a quarter tank of gas in display vehicles and a set of keys must be left with show management.

No commercial vehicles can be parked in visitor parking. You must contact your TBA sales rep by Monday, February 24th if you want to display a commercial vehicle outside the convention center.

Utilities/Cable/Internet

Electrical, water, cable, and internet services are available from the Convention Center. Forms are on the midatlantichome.show.com website.

Utilities are limited and provided on a first come, first serve basis. **Advanced show orders carry a discounted rate and are highly recommended. Floor ordered utilities are subject to availability and will be charged a higher rate.**

Cords and hoses are *not* available in the facility. Extension cords must be rated for outdoor use. **Exhibitor hook-ups without facility approval are not permitted.**

Security

The facility and TBA show coordinators do everything possible to make this show safe for participants and belongings. Security is on guard at the facility 24 hours a day. People not involved with the show are not allowed into the show halls before and after show hours.

However, the theft of small items is very difficult to detect. For this reason, please take extra precautions to avoid any problems:

1. Be sure to label display or personal items.
2. Be a good neighbor: ask questions of unfamiliar faces at nearby booths.
3. Be sure to secure easy to pick up items by stowing them under tables, locking in boxes, or covering them.
4. Report any loss of property to the facility Security Office. Give them as much information as possible about the property and any witnesses to the removal of the property.
5. Make a separate report to the Virginia Beach Police Department, by calling either (757) 385-5000 and choosing option 1, or (757) 385-2700 for the Second Precinct. These are non-emergency numbers.

Security Office

Located to the rear of the building, this office will assist you with security information, contacting facility management, and lost and found items.

Sales During the Show

Cash and carry sales are allowed during the show. A valid business license is required. If you have questions, check with the City of Virginia Beach. The Commissioner of the Revenue for Virginia Beach can be reached at (757) 385-4515, 8 AM-5 PM, Monday through Friday.

Exhibitors are required to file appropriate sales taxes. Tax forms will be available in the Will Call office.

Booth Cleaning During Show Hours

The Convention Center cleaning staff will clean the aisles and common areas each day. If you have trash, please place it in the aisle when the show closes for the day for disposal.

The cleaning staff will not clean individual booths or enter the booths to pick up trash. Arrangements for individual booth cleaning can be made by calling (804) 788-4400.

Food

Food giveaways and sales require both management and facility approval. Only bite sized samples are permitted.

In addition to show approval, a permit is required from the Virginia Department of Health, 10 days before the show. Contact the VDH in Virginia Beach at (757) 518-2646.

You will need a Food Sampling Permit from the Convention Center. This permit application must be submitted no later than two weeks prior to the start of the event (**Friday, February 21**). The form for this can be found at www.visitvirginiabeach.com/conventioncenter/food-sampling-form/.

Cooking is not permitted at the booth without prior Show Management approval.

Refreshments are sold in the concession stands during show hours.

Once the show begins, no outside food or beverage can be brought in. Outside alcohol is forbidden and could result in being escorted out of the show. VBCC personnel monitor each event and enforce the rules.

Food or beverage services desired outside show hours should be ordered in advance from the Convention Center concessionaires. This policy conforms to contractual arrangements between the convention center and its exclusive concessionaires.

Emergency Calls & Announcements

In the event of an emergency, exhibitors may be reached by phone at the Convention Center. Phones are staffed 24 hours a day. Reasonable efforts will be made to reach booth staff in case of an emergency.

For general personal use of this service or data lines in your booth, please review the Virginia Beach Convention Center's utility services rate schedule on their order form, or contact a Smart City representative at (757) 385-2078 or 1-888-446-6911.

Exhibitor announcements cannot be made over the loud speaker.

Restrooms

Men and women's restrooms are located in the Main Hall and in the Lobby area.

First Aid

First aid services may be obtained from building personnel or a security officer, in the Security Office.

Smoking

If you leave the hall to go out and smoke, **the propping open of any exterior (dock) doors is not permitted.**

Exhibitors are allowed to smoke outside in the designated smoking areas only, and to dispose of cigarettes in specially marked containers.

What To Do At Move-In?

Proceed to Exhibitor Check-In booth on the show floor to check in and to sign for your Exhibitor Packet.

You are responsible for assembling your booth in the correct location and within all height requirements.

If you order carpet, tables, chairs, forklift, etc., you will need to verify your order with Exhibits, Inc., at (804) 788-4400 to arrange for delivery to your booth. Payment is required before any services are delivered to your booth. Exhibits, Inc. will have a rep at the show until 5 PM each day of move-in.

If you have ordered electrical, water, cable, or internet service, you will need to verify your order with VBCC. **There will be a VBCC rep available during move-in from 8 AM-5 PM.**

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* Move-Out Guidelines

We understand that at the end of a busy show weekend, you are tired and want to go home...so do we! However, the show is open until 5 PM on Sunday, March 8, 2020.

The advertising budget for this show is significant, utilizing TV, newspaper, direct mail, and social media. The show hours are prevalent in all of our marketing.

Therefore, we **ASK** that you **DO NOT** start to break down prior to 5 PM. Breaking down early is disruptive to other exhibitors, it is disruptive to the guests, and more importantly, it puts your future participation in jeopardy.

For your planning purposes, here are the Move Out Guidelines. Please alert those working your closing shift on Sunday evening so they know what to expect:

- No tear-down during the final hour of the show, including taking down signage, removing product from display, folding up tables/chairs, rolling up carpeting, removing light fixtures, etc.
- The rear doors and loading dock will be patrolled by an officer. No one will be allowed to enter from the rear of the VBCC to bring in boxes, hand trucks, or rolling carts until **AFTER 5 PM**.
- VBCC's Security Staff will not allow display items to be brought out through the front lobby prior to 5 PM.
- After 5 PM, only items that can be **hand carried by one person** will be allowed through the front lobby.
- Please obey the instructions of the dock masters. They will help you get out faster and more efficiently,
- Please remove trash from your booth. There will be a BOXX Systems dumpster on the loading dock.
- **Landscape & Hardscape materials** are to be placed in the small 11 cyd dumpsters only. Do not place any in the 30 cyd dumpster. No large pieces of landscape or booth displays are allowed to be put in the dumpsters. They must be broken down. You must remove all materials from the hall, do not place materials in rolling carts and leave them in the hall. Guards will be patrolling the dumpsters and the halls
- **All tape and tape residue on the floor must be removed completely.**
- We appreciate the cooperation and hope you have a very successful, profitable show! Thank you for your business!

By signing, I acknowledge and understand the Exhibitor and Move-Out Guidelines. I am responsible for notifying my employees of any of these guidelines that may affect them while representing my company during move-in, the show, and move-out.

Date: _____

Company: _____

Print Name: _____

Signature: _____

This signature page is to be signed and returned to TBA via fax (757-420-5539) or email (tnobles@tbaonline.org), to Tammy Nobles.