

EXHIBITOR CHECK-LIST

HOME SHOW MARLBORO

FEBRUARY 9-11, 2018



Please be aware of the following rules regarding exhibiting in the show! These are mandatory and will benefit your experience and success at the show.

- **Exhibitor** must note that access to **Wireless Internet** is will be available for **purchase** during the show. The fees will be \$19.95 per device per day. Or a discounted rate of \$59.95 per device weekly. Should you require access to WiFi, it can be purchased upon your arrival on-site at the home show by opening an internet browser on your device and following the order instructions. Please **contact** the *Royal Plaza Trade Center Operations Office* with questions regarding WiFi by phone at (508) 303-1777 or e-mail jbellemer@rplazahotels.com.
- **Exhibitor** must have booth space **paid-in-full** prior to arrival to the event. Exhibitor's with an outstanding balance will not be permitted access to setup their display. Company checks will NOT be accepted on-site and payment via credit card or bank check will be required for move-in access.
- **Exhibitor** is responsible for providing carpet or other appealing flooring that covers the entire dimension of their booth either by renting from the show decorator or providing their own.
- **Exhibitor** must staff their booth from open to close each day of the show.
- **Exhibitor** must make note that this facility does **NOT** allow any vehicle drive-on access to show floor. There will be multiple entries open for hand carrying, hand-carts, and 2-wheel dollies (provided by exhibitor).
- **Exhibitor** must submit any necessary forms & orders in accordance with their individual deadlines. Forms are available on the event website at www.HomeShowMarlboro.com. These forms include:
 - Badge Order Form
 - Capital Convention Labor, Freight, Furniture, Carpeting, Signage Order Forms
 - Royal Plaza Trade Center Electrical, WiFi, Phone, and Plumbing Order Forms
 - Temporary Food Service Permit Application (if required)
- **Exhibitor** must make sure the exhibit space is no higher than a maximum of 8' high for the full length and depth of the exhibit space. All sides and surfaces, front and back of exhibits which are exposed to view must be properly finished and decorated by exhibitor at their own expense and to the satisfaction of show management.
- **Exhibitor** must stay completely within the dimensions of my booth without protruding into the aisles or into other exhibitors' booth space.
- **Exhibitor** must finish the back and side walls of their booth.
- **Exhibitor** must not distribute helium filled balloons as they are not allowed inside the venue per the facility.

PLEASE BE AWARE FAILURE TO FOLLOW EACH OF THESE RULES MAY RESULT IN YOUR COMPANY NOT BEING ASKED TO EXHIBIT IN FUTURE SHOWS!

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www.HomeShowMarlboro.com