

EXHIBITOR MANUAL

Maryland - 2019



JANUARY 25 - 27, 2019

IMPORTANT! Please read this Exhibitor Manual thoroughly. It includes important information essential to a smoothly run and successful show. Thank you for your cooperation.

EXHIBITOR INFORMATION

SHOW MANAGEMENT:

Premier Events, Inc.	Telephone: 800-882-9894
P.O. Box 926	Telephone: 410-374-5964
Westminster, MD 21158	Fax: 410-871-3486

SALES, ATTRACTIONS & SEMINARS, OPERATIONS, BILLING & FINANCE:

Jeanne M. Emge	800-882-9894
P.O. Box 926	410-374-5964
Westminster, MD 21158	

SHOW LOCATION:

Maryland State Fairgrounds
2200 York Rd.
Timonium, Maryland 21093

EXHIBITOR'S MOVE IN SCHEDULE:

Thursday,	January 24, 2019	10:00 am – 9:00 pm
Friday,	January 25, 2019	9 am – Noon, no drive in unloading on Friday

SHOW DAYS AND HOURS:

Exhibitors may enter the show at 9:00 am on Friday, Saturday & Sunday

Friday	January 25, 2019	2:00 pm - 8:00 pm
Saturday	January 26, 2019	10:00 am - 7:00 pm
Sunday	January 27, 2019	10:00 am - 5:00 pm

EXHIBITOR'S MOVE OUT SCHEDULE:

Sunday	January 27, 2019	5:00 pm - 11:00 pm
Monday	January 28, 2019	9:00 am - Noon

Exhibitors must be moved out completely by Noon on Monday

SHOW OFFICE:

Show management will have an office in the Cow Palace adjacent to the Vendor Lounge.

SECURITY:

In addition to perimeter security provided by the Maryland State Fairgrounds, Premier Events, Inc. will provide continuous interior security from Thursday, January 24, at 10:00 am until Noon on Monday, January 28.

LIABILITY:

The Exhibitor is responsible for the booth area assigned and agrees to pay for any damage caused to the floor, walls, doors, etc. during the time he has contracted for the space (move in and move out included).

All curtains, draperies, streamers, surface coverings, etc. used as booth decoration **MUST BE FLAME PROOF.**

Exhibitors are advised to see that their regular company insurance includes an extension of coverage for off premises, and that they have their own theft, public liability and property damage insurance. **Premier Events, Inc. General Liability Insurance policy does not provide this coverage for exhibitors. Insurance certificate needs to be provided by Jan. 1, 2019 naming Premier Events Inc as a addl' insured for the dates of the show unless a waiver is given by PE A separate cert is needed naming MD State Fair & Agricultural Society.**

If you need coverage www.dhcins.com has reasonable rates. Once on the DHC website click on "Vendors" on the lower right hand side of the page then go to the drop down box to locate our shows. Simplified forms!

BOOTH COURTESY:

Included in this Exhibitor's Information Package is a page titled "Be A Good Neighbor" which contains important guidelines for the operation of all booths. Please review this material to ensure that your booth is in compliance. **All exhibitor activities and products must be confined to the assigned spaces.**

BOOTH EQUIPMENT:

Display booths (except for bulk space) are 10 feet x 10 feet and consist of an 8 feet high back drape, 3 feet high side wall drapes and a 7" x 44" sign with the Exhibitor's company name. **Tables, chairs, and carpet are NOT included with any booth, but may be supplied by the exhibitor or ordered from the decorating company; an order form is on our website.**

ELECTRIC:

Electric will be supplied free; 1 single 500 watt outlet per booth. Please bring an extension cord as your electrical outlet may be up to 40 feet from your booth. All pre-wired exhibits must conform to local and State code. Exhibitors requiring additional power must contact show management at least 10 day prior to the first set-up day of the show. **SHOW MANAGEMENT DOES NOT FURNISH EXTENSION CORDS.**

EXHIBITOR PASSES:

All Exhibitors must have and wear an Exhibitor name badge to enter the Cow Palace, including move in and move out. Exhibitor badges will not be mailed. You must pick up your badges at the show office when you set up your exhibit. Badges are **NOT** transferable, and are honored only for the person in whose name it is issued. Show management will issue up to three (3) Exhibitor name badges per 10' x 10' booth or each 500 square feet of bulk space. Additional badges are available (for booth employees only) at a cost of \$5.00 each. Additional badges are limited to a maximum of three (3) per 10' X 10' booth.

Please fill out the enclosed Exhibitor Sign and Badge Form and mail to:

Premier Events, Inc.
P.O. Box 926
Westminster, MD 21158

IN ORDER FOR US TO HAVE YOUR EXHIBITOR NAME BADGES AND SHOW SIGN PREPARED PRIOR TO YOUR ARRIVAL, IT IS MANDATORY THAT EXHIBITOR SIGN AND BADGE FORMS BE RETURNED TO OUR OFFICE NO LATER THAN DECEMBER 31, 2018. It is recommended that you arrive early and avoid lines that form for badges immediately prior to the show opening. Also, please remember that Exhibitor Name Badges are for the use of persons working the booth and are not to be used by customers, friends and relatives for gaining admission to the show.

FORMS FOR ADDITIONAL DECORATING (OPTIONAL):

If you require services beyond that included with your booth (extra tables, chairs, carpet), forms for ordering these items from our decorating department are available on line.

LOADING/UNLOADING:

Premier Events, Inc. does not provide labor, handcarts or other equipment for exhibitor's use in loading and unloading.

LODGING:

Exhibitors have a choice of hotels offering special rates for **World of Pets Expo** exhibitors.

To be determined by fall 2018.

PARKING BY EXHIBITORS:

Parking is not permitted directly in front of the Cow Palace or in other fire lanes or areas designated **NO PARKING**. In the past the local Fire Marshal has temporarily closed shows where vehicles were parked in fire lanes. We also ask that exhibitors not park in the main parking lots which will be used by show patrons. There are ample parking areas away from the building on all sides. Additionally there is a fenced lot to the right at the north end of the building.

RETAIL SALES TAX LICENSES:

We are required by Maryland law to provide to the Maryland Retail Sales Tax Division the name and address of all out of state exhibitors selling tangible personal property at the **World of Pets Expo**. The Retail Sales Tax Division will forward forms to those exhibitors for their use in reporting and remitting sales tax collected at the show. If you do not receive the appropriate forms prior to the show, a fairly common occurrence in the past, it is your responsibility to remit the appropriate sales tax to the Maryland Retail Sales Tax Division after the show. If necessary, you may contact the Retail Sales Tax Division at 410-767-1540. You can get the 30-day permit by calling the Special Events Section at 410-767-1543.

GAS TANKS AND BATTERIES:

Vendors displaying any vehicles using gasoline and/or batteries are required to empty all gas tanks, tape closed all gas fill caps and disconnect all batteries. Vehicles will be inspected prior to the opening of the show for compliance.

SHIPPING INFORMATION:

Items shipped to the Fairgrounds should be clearly marked **HOLD FOR PET EXPO**. The shipping address for the Maryland State Fairgrounds is 2200 York Road, Timonium, Maryland 21093. The telephone number for the administration building at the Fairgrounds is (410) 252-0200. Neither Premier Events, Inc. nor the Maryland State Fairgrounds is responsible for the security and safekeeping of any items shipped to the Fairgrounds. It is suggested strongly that all such shipments be insured for the full replacement value.

TELEPHONES:

If you need a telephone line installed in your booth, you must contact Verizon at 800-837-4966.

TRADER'S LICENSE:

All exhibitors at the World of Pets Expo must have a Maryland Trader's License or complete an Exhibitor's Affidavit, declaring under penalty of perjury that they are exempt from the licensing requirement. Information about the Trader's License and a blank Exhibitor's Affidavit are included in this package. A copy of the license or a signed copy of the Affidavit must be received by Premier Events, Inc. no later than December 31, 2018. **Exhibitors will not be permitted to set-up their booth until this requirement has been satisfied.**

Trader's Licenses may be obtained from the Clerk of the Court at the Baltimore County Courthouse, 401 Bosley Avenue, Towson, Maryland 21204 (approximately 4 miles from the Fairgrounds), telephone 410-887-2601. Please call us first if you are unsure of your needs.

RECREATIONAL VEHICLE FACILITIES AT THE FAIRGROUNDS:

A limited number of spaces are available for overnight RV use. RV facilities are available for the nights of January 25 - 27, 2019 only. The cost for this service (electric only) is \$25.00 per night and spaces are rented on a first come first served basis. Fairgrounds' security guards will collect the use fee. If you have additional questions, please call the Fairgrounds at 410-252-0200. Price is subject to change.

ADVERTISING:

Beginning as soon as possible, please make plans to include the **World of Pets Expo** in your television, radio, newspaper, newsletter and magazine advertising. Cooperative advertising is extremely beneficial and helps everyone.

STORAGE OF EXTRA STOCK:

In the past, exhibitors have been permitted by show management to store restocking items behind their booth backdrop curtains. We have heard, however, that the local fire department has required exhibitors at other Timonium Fairgrounds' shows to remove such items. Since we have not been cited or informed that this practice is prohibited, show management will continue to permit this practice. Exhibitors should be prepared, however, to make other arrangements for stock storage in the event the fire department prohibits this practice.

BE A GOOD NEIGHBOR

IMPORTANT SHOW GUIDELINES

SOLICITATION/SALES LITERATURE – NO SALES SOLICITATION OR DISTRIBUTION OF LITERATURE OUTSIDE OF YOUR BOOTH SPACE.

DISPLAYS — Displays placed along the side drapes that are over 4' high should not extend into the booth more than 5' from the back. This will insure not obstructing the view of neighboring booths. Anyone who's booth will vary from this policy may be asked to rearrange their booth to adhere to this policy. If your neighbor agrees then we will leave it between the two of you.

DEMONSTRATIONS — When sampling, demonstrating and/or entertaining the attendees, booths must be arranged so that attendees coming into your exhibit do not block aisles or overlap into neighboring exhibits.

If you expect many attendees to congregate in one area at one time, you must leave space within your own exhibit area to absorb the majority of the crowd.

The aisles are the property of all exhibitors; therefore, each exhibitor has the responsibility to assure proper flow of traffic through the entire ex-position. When large crowds gather to watch a demonstration or entertainment and interfere with the flow of traffic down aisles, or create excessive crowds in neighboring booths, this is an infringement on the other exhibitors' rights.

Aisles must not be obstructed at any time.

SOUND — Police your own booth so the noise level from any demonstrations or sound system is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with other exhibits and must be discontinued.

GADGETS AND GIMMICKS - The use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise-making devises are restricted to within the booth. Balloons, horns, odors and congestion are subject to the individual exposition's rules. Show Management reserves the right to determine when such items become objectionable.

The exposition is an amalgamation of many diverse selling and promotional activities. To be fair to all exhibitors, the use of sound, gadgets and gimmicks where permitted by exposition rules must not interfere with other exhibitors.

NO HELIUM BALLOONS, LIT CANDLES OR OPEN FLAMES OF ANY SORT ARE PERMITTED BY ORDER OF THE FIRE MARSHALL.

Air filled balloons are allowed.

At no time will any vendor place any product or display in any travel aisle.



Right



Wrong



EXHIBITOR'S AFFIDAVIT

NAME OF SHOW _____

DATE(S) ATTENDED _____

EXHIBITOR'S NAME
(please print) _____

TRADE NAME OF BUSINESS
(IF APPLICABLE) _____

SOCIAL SECURITY OR FEDERAL ID # _____

MD SALES/USE TAX # _____

HOME ADDRESS

CHECK THE APPLICABLE BOX BELOW:

Exhibitor's Statement:

I do solemnly declare and affirm, under penalties of perjury, that; (1) less than 10% of my **annual gross income** is derived from the sale of like goods, wares and merchandise at the show and (2) I have not participated in more than three (3) shows in the State of Maryland during the previous 365 days.

Manufacturer's Statement:

I do solemnly declare and affirm, under penalties of perjury, that I grow, make or manufacture the goods which I will display and offer for sale at the show named above.

**** IF YOU DO NOT MEET EITHER OF THE ABOVE CONDITIONS YOU MUST **OBTAIN A TRADER'S LICENSE** FROM THE CLERK OF THE CIRCUIT COURT. CONTACT THE STATE LICENSE BUREAU AT 800-648-9638 FOR FURTHER INFORMATION CONCERNING THIS LICENSE REQUIREMENT ****

SIGNED _____

DATE _____

Return this form to Premier Events, Inc
PO Box 926 Westminster, MD 21158 fax: 410-871-3486
or scan and email: info@worldofpets.org

(THIS FORM IS NOT FOR RESCUES OR SHELTERS WITH VOLUNTEERS - CONTACT US FOR YOUR FORM)

EXHIBITOR SIGN & BADGE FORM - WORLD OF PETS EXPO

1. **THIS FORM MUST BE RETURNED NO LATER THAN DECEMBER 31, 2018.** Please fill out this form and return to:

Premier Events, Inc.
P.O. Box 926
Westminster, MD 21158 or fax to 410-871-3486

Exhibitor or Firm name as you want it to appear on your sign: (please type or print clearly)

NAME: _____

2. Please list the names of individuals manning your exhibit at the show.

BADGES must be shown in order to be admitted to the show during move in, show hours and move out.

BADGES are valid only for the person in whose name it is issued.

BADGES will be issued up to three (3) per 10' x 10' booth. Additional badges are available (for booth employees only) at a cost of \$5.00 each. Please make payment for extra badges when you return this form. **EXTRA BADGES WILL NOT BE MADE IF PAYMENT DOES NOT ACCOMPANY THIS FORM.**

BADGES may be picked up at the Show Office during move in. Badges not picked up during move in will be available daily at the show entrance. Please arrive early to avoid long lines that form for badges immediately prior to the show opening. **NO BADGES WILL BE MAILED.**

**PLEASE RETURN AS SOON AS POSSIBLE: (PLEASE TYPE OR PRINT CLEARLY)
USE REVERSE SIDE OF THIS PAGE IF MORE BADGES ARE NEEDED**

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

PLEASE NOTE: Tables, chairs, carpeting, etc. are **NOT** provided with your booth; please bring your own or rent them from our decorating company. Order forms are in the Decorator Package on our website www.worldofpets.org. Your booth **DOES** include one 500 watt electrical outlet. If you have electrical needs greater than one 500 watt outlet, please contact Premier Events, Inc. for rates and ordering information. The advance rate pricing deadline for additional electric is December 31, 2018.