



2011

Exhibitor Manual



OCTOBER 21-23, 2011

GREATER PHILADELPHIA EXPO CENTER
100 Station Ave
Oaks, PA 19456

EXHIBITOR MANUAL

SUBURBAN FALL HOME SHOW

OCTOBER 21-23, 2011

THE GREATER PHILADELPHIA EXPO CENTER AT OAKS

GPS Directions

1601 Egypt Rd, Phoenixville, 19460

Follow signs to Expo behind Target and Lowes

Produced by:

D & D EXHIBITIONS, INC
235 Gibbsboro Road, Suite A
Clementon, NJ 08021
(856) 782-2222 **Phone**
(856) 782-2221 **Fax**
www.phillyexpos.com

SHOW STAFF

Joyce Mockus	Show Manager
David Mockus	Accounts Manager
Carol Zirbser	Office Manager

SUBURBAN FALL HOME SHOW 2011

LOCATION

GREATER PHILADELPHIA EXPO CENTER AT OAKS
100 Station Ave
Oaks, PA 19456
www.phillyexpocenter.com

DATES & HOUR

Friday	October 21	12:00PM - 9:00PM
Saturday	October 22	11:00AM – 9:00PM
Sunday	October 23	11:00AM – 6:00PM

DECORATOR

GENERAL EXPOSITION SERVICES 610-495-8866
205 Windsor Road 610-495-8870 Fax
Limerick Business Center
Pottstown, PA 19464
Refer to enclosed sheet regarding General Expo.
information.

HOTEL

Mention **SUBURBAN FALL HOME SHOW**
when booking your hotel room.

HOMEWOOD SUITES VALLEY FORGE
(10 Minutes from Oaks Expo Center)
681 Shannondell Blvd
Audubon, PA 19403
(610)-539-7300
1 Bedroom Suites \$109.00 includes full breakfast.

ELECTRIC/PLUMBING

Forms Included

PHONE & INTERNET

Order on Site

PUBLIC RELATIONS

“FIFTEEN MINUTES,” INC **610-832-1515** Phone
1982 Butler Pike **610-832-1585** FAX
Conshohocken, PA 19428
Nancy Becker

D & D EXPOSTIIONS, INC will maintain an office at the Expo Center for the duration of the show.

BOOTH REGULATIONS

Show Management will provide, without charge, draped back wall. The back wall is 8ft high. Exhibits are to be arranged so that they do not obstruct the general view nor hide the exhibits of others. Exhibitor's sign must either be covered by the back wall or attractively finished on all sides. **Signs may not be two sided unless you have an island booth.** Unfinished signs are not permitted. **ALL EXHIBIT FLOORS MUST BE COVERED WITH CARPET, ASTRO TURF, VINYL FLOORING, ETC. THERE WILL BE NO EXCEPTIONS.**

CONTESTS

Show Management must be informed of all contests well in advance of the show in order to decide on their suitability. Winning contestants' names must be provided to Show management. Contests must be of clean-cut nature, free of any obligations on the part of the winner. The award or awards, and the terms of the same must be clearly stated on the entry form.

DEMONSTRATIONS/DISTRIBUTIONS

Displays, demonstrations, soliciting with products and advertising material, samples or souvenirs are not permitted in the aisles or anywhere outside the confines of an exhibitor's booth.

EXHIBITOR BADGES

Each exhibiting company is entitled to six personnel badges. They are to be worn by the exhibit personnel ONLY. You will be asked for company credentials. All Exhibitor badges will be available for pick up in the Show Office at the Expo Center during the move in.

MOVE-IN DAYS & HOURS

WEDNESDAY	OCTOBER 19	8:00AM – 4:00PM
THURSDAY	OCTOBER 20	8:00AM – 5:00PM

NO MOVE-IN ON FRIDAY Exhibits must be Show ready by Friday, October 21 at 10:00AM.
SHOW OPENS 12:00PM

MOVE-OUT DAYS

SUNDAY	OCTOBER 23	6:01PM-10:00PM
MONDAY	OCTOBER 24	8:00AM-12:00PM

MUSIC OR OTHER MATERIALS SUBJECT TO LICENSE OR RESTRICTIONS

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music Photographs or other copyrighted materials in exhibitors' booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to D & D Exhibitions Inc proof satisfactory that the exhibitor has or does not need license to use such music or copyrighted material, D & D Expositions reserves the right to remove from the exhibit hall all or any part of any booth or display which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor hold all licenses.

The exhibitor shall remain liable for the shall indemnify and hold D & D Exhibitions and The facility, their agents and employees harmless from all costs, claims, causes of action, Suits, damages, liability, expenses, cost, including reasonable attorney's fees arising from Or out of any violation or infringement (or claimed violation or infringement) by exhibitor, Exhibitor's agents or employees or any patent, copyright or trade secret rights or Privileges. For additional information, contact your local ASCAP BMI or other appropriate office.

ONLINE EXHIBIT KIT INSTRUCTIONS:

The online kit is best viewed using Internet Explorer

To access our ONLINE kit for the **Suburban Fall Home Show** please click on the following link or paste into your browser's window - www.generalexposition.com

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to a log in page - Enter the password: **SUBFALL11**

Once you enter you will be given 2 options, Print and View Forms or View and Complete Forms Online.

PRINT AND VIEW OPTION:

This option provides a complete list of all the forms that can be printed out individually. This option only allows you either to mail or fax your form(s) to General Exposition Services with payment.

To print a form without opening, simply place your mouse over one of the forms, right click, and choose "print to target". Otherwise, you can click to open then print.

VIEW AND COMPLETE FORMS ONLINE:

This option allows you to fill out the forms and make payment directly online. This option requires a credit card to be submitted prior to entering the forms. We recommend that you print a copy of the order form, for your records, before clicking submit, we look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866 mention the upcoming **Suburban Fall Home Show** and one of our Customer Service Reps will be happy to assist you.

***GENERAL EXPOSITION SERVICES
CUSTOMER SERVICE DEPARTMENT***

205 WINDSOR ROAD, LIMERICK BUSINESS CENTER

POTTSTOWN, PA 19464

TELEPHONE 610-495-8866; FAX NO. 610-495-8870

EMAIL ADDRESS: INFO@GENERALEXPOSITION.COM

SECURITY

Uniformed guards will be on duty 24 hours, during move-in and ending at move-out.

SHIPMENTS TO SHOW

Shipments will not be accepted before October 18th, 8:00AM-4:00PM
Shipping charges must be prepaid

To _____
Name of Company Exhibiting
Booth# _____
Suburban Fall Home Show
C/O Greater Philadelphia Expo Center at Oaks
100 Station Ave
Oaks, PA 19456

GREATER PHILADELPHIA EXPO CENTER

P.O. BOX 835, OAKS, PA 19456
 PHONE: 267.718.8013 FAX: 215.885.2744

ELECTRIC FORM

Return this form with payment to:
AMERICAN EXPO CORP.
 P.O. Box 283
 Fort Washington, PA 19034
 267.718.8013 - FAX 215.885.2744

Booth No: _____

Please install electric for the (Name of Show) _____ at the **GREATER PHILADELPHIA EXPO CENTER** on (Date of Show) _____. Outlets available as listed below are stated according to wattage or amperage. (One amp is equal to 120 watts). Costs are based upon ALTERNATING CURRENT ONLY, 115 volts, 60 cycles. One outlet (any size) consists of a duplex receptacle. Power (208 volt, single and three phase), available as listed below, is stated according to amperage. Power lines come furnished with a fused disconnect switch only. Larger power lines can be supplied at an additional cost which can be estimated by phoning our office for specifics.

OUTLETS

PRICES FOR ELECTRIC WIRING ON A RENTAL BASIS

Booth Outlets for Single Electric Units Only

Number Required	Discount Price	Standard Price
_____ 10 AMPS	110.00	175.00
_____ 20 AMPS	140.00	205.00

FLOOD LIGHTS

If you order flood lights, you must order outlets.

Number Required	Discount Price	Standard Price
_____ 100W Flood Light	25.00	40.00

POWER FOR HEAVY EQUIPMENT

Number Required	208V SINGLE PHASE		208V THREE PHASE	
	Discount Price	Standard Price	Discount Price	Standard Price
_____ 2 HP or 20 Amps	250.00	350.00	350.00	450.00
_____ 3 HP or 30 Amps	275.00	390.00	375.00	490.00
_____ 7 HP or 50 Amps	320.00	435.00	420.00	535.00
_____ 10 HP or 60 Amps	340.00	475.00	440.00	580.00
_____ 12 HP or 80 Amps	420.00	555.00	520.00	655.00
_____ 15 HP or 100 Amps	490.00	655.00	700.00	900.00

- _____ We require 24 hr. service (50% additional).
- _____ We require an electrician for special installation.
- _____ We will require an electrician to dismantle.

Electrician straight time 8am-4pm Monday-Friday. . . \$60.00/hour
 Electrician overtime rate. \$90.00/hour

Additional labor charge (1/2 hr. minimum) will be made for installing fixtures and connecting motors and equipment to circuit. This charge also applies to disconnecting and removing at the close of the show.

GENERAL CONDITIONS

A separate outlet must be ordered for each piece of equipment to be connected that draws 1200 or more watts. This does not apply to light bulbs. The customer will be held responsible for full payment of charges after installation regardless of usage. The electrical general foreman is obligated to refuse connections where wiring is not in accordance with the board of fire underwriters. AMERICAN EXPO CORP. cannot be responsible for any damage to a customer's equipment because of fluctuating voltages in the convention area. Service will be supplied to equipment in the most convenient manner. Each outlet supplied has a standard three-pronged receptacle; it shall be the responsibility of the exhibitor to supply any adapters which may be necessary. Each motor of 3 HP or more must be equipped with a fusible switch.

OUTLETS & FLOOD LIGHTS	\$ _____
POWER	\$ _____
TOTAL	\$ _____
6 % SALES TAX	\$ _____
TOTAL REMITTED	\$ _____

PLEASE PRINT OR TYPE – DO NOT WRITE

COMPANY: _____
 STREET ADDRESS: _____
 CITY: _____
 STATE: _____ ZIP: _____
 CHECK___ VISA___ MASTERCARD___ AMERICAN EXP___
 ACCT.# _____
 EXPIRATION DATE: _____ BILLING ZIP CODE: _____
 SIGNATURE: _____
 PRINT NAME: _____
 TELEPHONE #: _____

NOTE: DISCOUNT PRICES APPLY ONLY TO ORDERS WITH PAYMENT IN FULL INCLUDING 6% SALES TAX RECEIVED AT THE ABOVE ADDRESS 14 DAYS PRIOR TO START OF EVENT, AFTER WHICH STANDARD RATES WILL BE CHARGED AND MUST BE PAID BY CREDIT CARD ONLY.

GREATER PHILADELPI EXPO CENTER

P.O. BOX 835, OAKS, PA 19456
PHONE: 267-718-8013 FAX: 215-885-2744

WATER ORDER FORM

Return this form with payment to:

AMERICAN EXPO CENTER

P.O. Box 283

Fort Washington, PA 19034

267.718.8013 • FAX 215.885.2744

NAME OF SHOW: _____

DATE OF SHOW: _____

BOOTH NUMBER: _____

SCHEDULE OF PRICES FOR WATER GALLONS REQUIRED

<u>GALLONS</u>	<u>DISCOUNT</u> <u>PRICE</u>	<u>STANDARD</u> <u>PRICE</u>	<u>GALLONS</u>	<u>DISCOUNT</u> <u>PRICE</u>	<u>STANDARD</u> <u>PRICE</u>
1 - 100	50.00	75.00	1500 - 2000	275.00	412.50
101 - 500	100.00	150.00	2001 - 2500	350.00	525.00
501 - 1000	175.00	262.50	2501 - 3000	425.00	637.50
1001 - 1500	250.00	375.00	3001 - 3500	500.00	750.00

NUMBER OF GALLONS REQUIRED: _____

SUBTOTAL: \$ _____

6% SALES TAX: \$ _____

TOTAL: \$ _____

PLEASE PRINT – DO NOT WRITE

COMPANY: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER: _____

CHECK _____ VISA _____ MASTERCARD _____ AMEX _____ (BILLING ADDRESS ZIP CODE _____)

CREDIT CARD NO. _____ EXPIRATION DATE: _____

SIGNATURE OF CREDIT CARD HOLDER: _____

PRINT NAME: _____

NOTE: DISCOUNT PRICES APPLY ONLY TO ORDERS WITH PAYMENT IN FULL, INCLUDING 6% SALES TAX, RECEIVED AT THE ABOVE ADDRESS 14 DAYS PRIOR TO THE START OF THE EVENT, AFTER WHICH STANDARD RATES WILL BE CHARGED AND MUST BE PAID BY CREDIT CARD ONLY.