



2010

EXHIBITOR MANUAL

GREATER PHILADELPHIA EXPO CENTER AT OAKS
100 Station Ave
Oaks, PA 19456

FEBRUARY 18-21, 2010

EXHIBITOR MANUAL

SUBURBAN HOME & GARDEN SHOW

FEBRUARY 18-21, 2010

THE GREATER PHILADELPHIA EXPO CENTER AT OAKS

Produced by
D & D EXHIBITIONS, INC
235 Gibbsboro Road Suite A
Clementon, NJ 08021
(856) 782-2222
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www.phillyexpos.com

SHOW STAFF

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

SUBURBAN HOME & GARDEN SHOW 2010

LOCATION **GREATER PHILADELPHIA EXPO CENTER AT OAKS**
 100 STATION AVE
 OAKS, PA 19456
 www.phillyexpoctr.com

GPS Directions: **1601 Egypt Rd, Phoenixville, PA 19460 – follow signs**
 leading to Expo Center behind BJ's & Lowes

DATES & HOURS **Thursday February 18 2:00PM-8:00PM**
 Friday February 19 10:00AM-8:00PM
 Saturday February 20 10:00AM-8:00PM
 Sunday February 21 10:00AM-6:00PM

DECORATOR **GENERAL EXPOSITION SERVICES 610-495-8866**
 205 Windsor Rd FAX 610-495-8870
 Limerick Business Center
 Pottstown, PA 19464

HOTELS **MENTION SUBURBAN HOME & GARDEN SHOW**
 WHEN BOOKING TO GET THE DISCOUNTED RATE

HOMEWOOD SUITES VALLEY FORGE
(5 Minutes from Oaks Expo)
\$109.00 Breakfast INCLUDED
Audubon, PA 19403 610-539-7300
Must be booked no later than February 4, 2010.

ELECTRIC FORMS **On General Expositions Website**

PHONE & INTERNET **Ordered on site**

PUBLIC RELATIONS **"FIFTEEN MINUTES," INC 610-832-1515**
 1982 Butler Pike Fax 610-832-1585
 Conshohocken, Pa 19428
 NANCY BECKER

D & D Expositions, 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 cannot 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 exhibitor is entitled to ten badges . Additional will be \$8.00. They are to be worn by the Exhibit personnel ONLY. There is no exception to this rule. All exhibitor badges will be sent out by certified mail.

MOVE-IN DAYS & HOURS

Tuesday	February 16	12:00PM- 5:00PM
Wednesday	February 17	8:00AM- 5:00PM
Thursday	February 18	8:00AM-12:00PM

MOVE-OUT DAYS

Sunday	February 21	6:01PM-10:00PM
Monday	February 22	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 and 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, costs, 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.

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 February 16th, 8:00AM-4:00PM
Shipping charges must be prepaid.

To _____

Name of Company Exhibiting

Booth # _____

Suburban Home & Garden Show

C/O Greater Philadelphia Expo Center at Oaks

100 Station Ave

Oaks, PA 19456

STORAGE

Crates and cartons will be stored in approved storage areas during the show at no charge. When crates are empty and ready to be stored, identify in large lettering the name of your company and booth number. General Exposition Services will remove crates from aisles to storage areas prior to the opening of the show and return them to your booth as soon as possible at the closing of the show.