



NASHVILLE HOME SHOW

NashvilleHomeShow.com

SEPTEMBER 6-8, 2019

EXHIBITOR SERVICE KIT

**Music City Center
Nashville, TN**

Produced by All Show Services
301-564-4050
info@allshowservices.com
www.NashvilleHomeShow.com



NASHVILLE HOME SHOW
NashvilleHomeShow.com

Dear Exhibitor:

Welcome to the Nashville Home Show ... Nashville's Longest Running and Largest Home Show.

This is your official Exhibitor Service Kit with all the information you need to have a successful show. Be sure to make yourself aware of all the deadlines, show rules and regulations. All of the pertinent information is included in the kit which provides substantial discounts regarding your show needs.

Within this packet, you will find the following:

- Move-in and Move-out Details
- Exhibiting Details
- Exhibitor Admission Details
- Exhibitor Information and Show Rules
- Tips for a Great Show

Scheduled Move-In Times: Due to the large number and size of exhibits, we have a targeted move-in.

- Wednesday 8 AM to 1 PM 20x20 booths and larger (color coded on floor plan in Yellow)
- Wednesday 1 PM to 6 PM Rows 1300 to 1600 (color coded on floor plan in Yellow)
- Thursday 8 AM to 1 PM Rows 900 to 1200 (color coded on floor plan in Green)
- Thursday 1 PM to 6 PM Rows 400 to 800 and 1700 (color coded on floor plan in Blue)

Schedule anything you ship to the convention center to arrive on September 4th (Wednesday) or September 5th (Thursday). We will sign for your shipments and deliver them to your booth. Shipments arriving earlier than September 4th should contact Fern Expositions at nashville@fernexpo.com. There are no in-bound material handling charges when shipping booth materials that arrive on September 4-5.

Address all materials to:

Your Company Name and Booth # - Nashville Home Show
Music City Center - Exhibit Halls C&D
700 Korean Veterans Blvd.
Nashville, TN 37203

Complimentary forklift service is available on a first-come, first-served basis for exhibitors.

Move-In:

Wednesday, September 4th – 8 AM – 5 PM
Thursday, September 5th – 8 AM – 5 PM

Move-out

Sunday, September 8th - 6 PM to 9 PM

Marketing is a key ingredient for a successful event. We have a comprehensive campaign including radio, television, newspaper and outdoor/billboard ads, but we need your help as well. Be sure to utilize your Facebook and other social media platforms to advertise where you will be. As an exhibitor, take advantage of purchasing discount tickets through us and also invite your customers and friends to purchase discount (50% off) tickets to the show through our website using the promo code: THANKYOU.

We appreciate your business and look forward to seeing you in Nashville. Questions? Contact your show manager below.

Sincerely,

Annamarie Kennick

Annamarie Kennick
Companies A to K
301-564-4050 x102
akennick@allshowservices.com

Carol Graves

Carol Graves
Companies L to Z
301-564-4050 x104
cgraves@allshowservices.com

Nashville Home Show Dates & Hours

MOVE-IN, SHOW HOURS, MOVE-OUT

SET-UP	Wednesday	8 AM – 1 PM Based on Booth Size and Location	<ul style="list-style-type: none"> • 20x20 Booths and larger (color coded in Yellow on floor plan) • Forklift services (complimentary) are available on a first-come, first-served basis. • A thirty (30) minute limit will be imposed. Unload materials, remove vehicle, set up booth.
	Wednesday	1 PM – 6 PM Based on Booth Size and Location	<ul style="list-style-type: none"> • Booths in rows 1300 to 1600 (color coded in Yellow on floor plan) • Forklift services (complimentary) are available on a first-come, first-served basis. • A thirty (30) minute limit will be imposed. Unload materials, remove vehicle, set up booth.
	Thursday	8 AM – 1 PM	<ul style="list-style-type: none"> • Booths in rows 900 to 1200 (color coded green on floor plan) • Forklift services (complimentary) are available on a first-come, first-served basis. • A thirty (30) minute limit will be imposed. Unload materials, remove vehicle, set up booth.
	Thursday	1 PM – 6 PM	<ul style="list-style-type: none"> • Booths in rows 400 to 800 and 1700 (color coded in blue on floor plan) • Forklift services (complimentary) are available on a first-come, first-served basis. • A thirty (30) minute limit will be imposed. Unload materials, remove vehicle, set up booth.
	Friday	8 AM – 11 AM	<ul style="list-style-type: none"> • <u>No drive in access permitted. No exceptions.</u>
EXHIBIT HOURS	Friday	12 PM – 7 PM	Booth must be complete by 11 AM.
	Saturday	10 AM – 7 PM	Exhibitor access at 9 AM.
	Sunday	10 AM – 5 PM	Exhibitor access at 9 AM.
MOVE-OUT	Sunday	5 PM – 9 PM	<ul style="list-style-type: none"> • No Early Breakdown – Booth Must Be Open Until 5 PM. • Vehicles Permitted in the Hall at 6 PM. • Trucks and vehicles with trailers are permitted to drive into the exhibit hall on a first-come, first-served basis. • Forklift services (complimentary) are available on a first-come, first-served basis.
	Monday	8 AM – 11 AM	<ul style="list-style-type: none"> • Monday morning materials pickup by appointment only. Any materials must be packed, properly labeled and ready for pick-up. • Contact Gail Schell no later than Friday, August 30th at gschell@allshowservices.com to arrange your pick-up. • All booth materials and vehicles must be removed from the exhibit hall by 11 AM. No exceptions.



EXHIBITING DETAILS

SHOW LOCATION

Music City Center
201 Fifth Avenue South
Nashville, TN 37203
615-401-1400 www.nashvillemusiccitycenter.com

SECURITY: The Show will provide security guards 24 hours per day; from start of set-up until the end of move-out. However, you must secure insurance covering all risks (liability, fire, theft, damage, etc.) on your exhibit from place of shipment to the exhibition facility and return, including the period during which materials are in the exhibition facility.

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

EXHIBITOR BADGES: Badge pick-up begins Thursday, September 5th after 12 noon. Badges are available at the Exhibitor Registration Area located in the main entrance lobby. All exhibitors are required to wear badges to enter the hall Friday, Saturday and Sunday. Each exhibit is entitled to six (6) badges per 100 square feet of exhibit space. The maximum number of badges to be distributed to any one company is 20. Once your badge allotment has been distributed, there will be a fee of \$5 per additional badge. If a badge is lost, forgotten, misplaced, or left in your booth, your staff will be required to purchase a badge for \$5 to enter the show. You are encouraged to drop off your badge each night at Exhibitor Registration so that your company doesn't run out of your allotment.

BOOTH EQUIPMENT: Standard booths are pipe frames with black drapes with an 8 foot high back wall and 3 foot high side walls. All 10x10 booths will have a 7"x22" booth identification sign.

BOOTH FLOORING IS REQUIRED: Carpet or other floor covering, at the exhibitor's expense, is required in all booths. Exhibitors can either order carpeting through Fern Exposition or bring their own.

FLOOR TAPE: The Music City Center requires that exhibitors only use Polyken 105C Multi-Purpose Double Coated carpet tape on the floor in the Exhibit Hall. Exhibitors agree to remove all tape and tape residue from the Exhibit Hall floor and to properly dispose of the tape and residue promptly following the close of the show. Any costs incurred by the Music City Center or the Nashville Home Show for the removal of tape residue will be charged to the Exhibitor and Exhibitor agrees to pay any such amount to the Nashville Home Show. Limited supplies of Music City Center approved carpet tape will be available on-site for purchase at the show office on a first-come, first-served basis.

FOOD & BEVERAGE: Music City Center reserves the right to cater all food in the exhibit hall. Exhibitors may provide food or beverage samples by filling out the MCC form provided at:
https://docs.wixstatic.com/ugd/b44f81_f21f8f856a014227bf12ae33e8f5391c.pdf .
Exhibitors may not sell food or beverage.

FORKLIFT SERVICES: Complimentary forklift services are available on a first-come, first-served basis during move-in on Wednesday and Thursday 8AM – 5 PM. Forklift services are also available during move-out on a limited basis.

SIGNS & BANNERS: Signs/banners may be suspended above any outer wall booths, island booths and peninsula booths. Please note that written authorization is required. There are additional costs to hang any banners and signs. Contact Gail Schell at gschell@allshowservices.com for more details.

WIRELESS INTERNET: Music City Center offers free Wi-Fi service throughout the building. This service is available to exhibitors on an unlimited number of mobile devices in all meeting rooms, exhibit halls and public areas. For customers with advanced connectivity needs which require more speed and bandwidth, custom options will still be available for purchase. Please see the Fern Exhibitor Services Manual for this information.

SMOKING: The Music City Center is a non-smoking facility.

MULCH: Plywood must be placed on the floor and under all items for those exhibits that bring in mulch, dirt, rocks, bricks, etc. for use as exhibit materials. These type items cannot be dumped directly on the floor without plywood protection.

OTHER RULES AND REGULATIONS: Please refer to the back of the Exhibit Space Agreement for detailed show rules and regulations, and to the Music City Center Rules in the Fern Exhibitor Service Kit.

SHIPPING DIRECT TO THE CONVENTION CENTER:

If your materials are arriving prior to September 4th:

Company Name and Booth # - Nashville Home Show
Fern Expositions
125 Fernco Drive
Nashville, TN 37207
**Check fees with Fern Expo*

When arriving on September 4th or 5th please ship to:

Company Name and Booth # - Nashville Home Show
Music City Center - Exhibit Halls C&D
700 Korean Veterans Blvd
Nashville, TN 37203
**No fees*

Check your insurance to make sure you are covered in case of theft. Exhibitors wishing to ship materials in advance should work directly with Fern Exposition. There will be material handling fees.

DEADLINE FOR DISCOUNT SERVICES is AUGUST 21st :

Fern Exposition: (tables, chairs, carpet, shipping, etc.) All exhibitors will receive an email direct from Fern with login and password details. If you do not see the e-mail contact Fern Exposition directly at nashville@fernexpo.com.

Music City Center: (electrical, water, wifi)

- Technology (wifi, phone, etc.) - <http://www.nashvillemusiccitycenter.com/exhibitors/services/technology>
- Electrical - http://www.nashvillemusiccitycenter.com/sites/default/files/2019_mcc_order_forms-elec_1.pdf
- Gas/Air/Water/Drain – http://www.nashvillemusiccitycenter.com/sites/default/files/2019_mcc_order_forms-gas-air-water.pdf

TENNESSEE DEPARTMENT OF REVENUE (TAXATION) REQUIREMENTS:

Exhibitors and contractors must collect sales tax as required by the Tennessee Department of Revenue. Please visit this website for forms and details: tntap.tn.gov/eservices. The Sales and Use Tax form is:

<https://www.tn.gov/content/dam/tn/revenue/documents/forms/sales/sls450may18.pdf>.

You will be required to fill out some brief information, but will be able to file and remit the sales tax here. Tennessee sales tax is 9.25%. For more information:

- Tax Forms: (800) 342-1003
- Sales and Tax Use: (800) 342-1003 or (615) 253-0600

BOOK YOUR HOTEL ROOM

- Hampton Inn and Suites Nashville Airport
 - \$159/night https://secure3.hilton.com/en_US/hp/reservation/book.htm?execution=e1s1

INSURANCE:

As a standard requirement of all of our show exhibitors, it is necessary for you to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 in all. If you do not have this coverage in place, we have made arrangements for all of our exhibitors to acquire this coverage at significant savings by purchasing as part of a group. Please click the link below, complete a short questionnaire and you will obtain this coverage for \$65 plus tax.

To obtain coverage: [https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=PVbzT6x58XQ\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=PVbzT6x58XQ$)

- Proof of alternative coverage, satisfying these minimums, or secured coverage through the link provided above must be in place prior to your scheduled move-in date. You will not be allowed to move-in/exhibit without proper insurance coverage in place.
- Email your certificate of insurance for liability and workman's compensation to info@allshowservices.com.

COMPLIMENTARY TICKETS: As an exhibitor you will be mailed 20 free tickets.

DISCOUNTED ADMISSION FOR YOUR CUSTOMERS: Promote the show to your customers, friends and family! They can save 50% by purchasing tickets online at www.nashvillehomeshow.com using promo code THANKYOU.

AUTOMOBILES IN BOOTHS: Companies having a vehicle in their booth must make sure there is ¼ tank of gas or less, disconnect the battery, lock or tape the gas cap and turn in a key to the Show Office. The Nashville Fire Marshall checks all vehicles prior to show opening. Vehicles must be placed in exhibitors' booth no later than Thursday at 6 PM.



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EXHIBITOR DISCOUNT TICKETS

As an exhibitor in the show, your company will be sent 20 free tickets the week of August 7. Additional tickets can be purchased for \$5 each by exhibitors for special clients, prospects, family and friends.

Exhibitors that sign-up after August 7 should email Eric Udler at eudler@allshowservices.com to request tickets. No tickets will be mailed after August 20. They can be picked up at the show.

We want to order _____ (*insert number here*) discounted tickets to the home show.

Each ticket is \$5 and the total cost is: \$_____.

There are no refunds on unused tickets purchased.

Company Name _____

Contact Name _____

Address _____

City, State, Zip _____

Phone _____ Email _____

Credit Card Type (Visa, Mastercard) _____

Credit Card # _____

Expiration Date _____ CVV# _____

I understand that these tickets are non-refundable and there are no refunds on unused tickets purchased.

Authorized Signature: _____ Date: _____

Email completed form to kpeterston@allshowservices.com or fax to 866-786-8025.



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Directions to Music City Center

Music City Center
201 Fifth Avenue South
Nashville, TN 37203
615-401-1400
www.nashvillemusiccitycenter.com

NORTH: From the North on I-65: Take I-65 South toward Nashville. Keep left to continue on I-24 East. Follow signs for I-24/I-40 E/Chattanooga/Knoxville. Take exit 49 for Shelby Avenue. Turn left onto Shelby Avenue. Continue onto Korean Veterans Boulevard. Located on right at 600 Korean Veterans Boulevard. Turn right on 6th Avenue for entrances to the garage.

SOUTH: From the South on I-65: Take I-65 North toward Nashville. Take I-65 North to I-40 East merge, exit 82B towards Knoxville and KEEP RIGHT. Immediately take exit 210C, 4th/2nd Avenue. Stay straight, and in the middle lane. Turn left onto 2nd Avenue South. Continue on 2nd Avenue until Koreans Veterans Boulevard, and turn left. Located on right at 600 Korean Veterans Boulevard. Turn right on 6th Avenue for entrances to the garage.

EAST: From the East on I-24: Take I-24 West toward Nashville/Birmingham. Keep left to continue on I-40 West, follow signs for Huntsville/Memphis/I-65 South. Take exit 210C for 2nd Avenue toward 4th Avenue South. Keep right at the fork, follow signs for 2nd Avenue and turn right onto 2nd Avenue South. Continue on 2nd Avenue to Korean Veterans Boulevard and turn left. Located on right at 600 Korean Veterans Boulevard. Turn right on 6th Avenue for entrances to the garage.

WEST: From the West on I-24: Take I-24 East. Keep left to stay on I-24 East, follow signs for I-24/I-40 East/Chattanooga/Knoxville. Take exit 49 for Shelby Avenue. Turn left onto Shelby Avenue. Continue onto Korean Veterans Boulevard. Located on right at 600 Korean Veterans Boulevard. Turn right on 6th Avenue for entrances to the garage.

NORTHWEST: From the West on I-40: Take I-40 East toward Nashville. Take exit 209B toward Broadway/Demonbreun Street. Merge onto 14th Avenue North. Turn left onto Broadway. Turn right onto 8th Avenue. At the traffic circle, take the third exit onto Korean Veterans Blvd. Located on left at 600 Korean Veterans Boulevard. Turn left on 6th Avenue for entrances to the garage.

SOUTHWEST: From the East on I-40: Take I-40 West toward Nashville. Keep left to stay on I-40 West and follow signs for Huntsville/Memphis/I-65 South. Take exit 210C for 2nd Avenue toward 4th Avenue. Keep right at the fork, follow signs for 2nd Avenue and turn right onto 2nd Avenue South. Continue on 2nd Avenue to Koreans Veterans Boulevard and turn left. Located on right at 600 Korean Veterans Boulevard. Turn right on 6th Avenue for entrances to the garage.

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PARKING

The Music City Center has 1,800 covered parking spaces in the facility for your convenience, for a fee. The parking garage is monitored and patrolled 24/7/365. MCC's garage can only accept single vehicles without trailers and there is a height limit.

A map of MCC's parking facilities is as follows:



You can visit www.parkitdowntown.com for information on truck/trailer parking or call SP+: 615-695-9256 or Premier: 615-238-2250 to check availability.

PARKING DISCOUNTS WITH SPOTHERO

Reserve your parking in advance and get there on time, stress free!

To book convenient and affordable parking, we recommend using SpotHero. Rates via SpotHero are often less than the drive-up rate.

Visit: <https://spothero.com/nashville/music-city-center-parking?referrer=nashvillehome>

Or download the SpotHero APP - <https://spothero.com/get-spothero-app/>



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EXHIBITOR BADGES

- Badges are limited to a maximum of six (6) per 100 square feet of exhibit space.
- The maximum number of badges to be distributed to any one company is twenty (20).
- Badges may be picked-up when you arrive at the show on Thursday afternoon in the Main Lobby at the Exhibitor Registration Desk.
- Badges are not mailed in advance.
- Badges are not personalized with individual names or company names.
- Once your company badge allotment has been distributed, there will be a fee of \$5 per additional badge. If a badge is lost, forgotten, misplaced, or left in your booth, your staff will be required to purchase a badge for \$5 to enter the show.
- You are encouraged to drop off your badge each night so that your company does not run out of your allotment.

IMPORTANT:

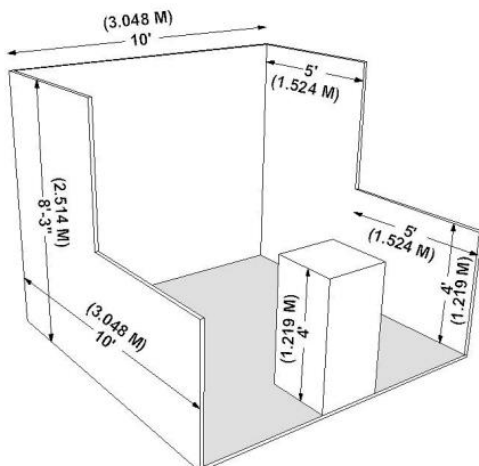
- Minors (Under 18 Years of Age) may not receive exhibitor badges.
- Exhibitors are required to wear badges during all show hours.
- Exhibitors will not be permitted into the exhibit hall without a badge.
- No exceptions to these requirements.

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Booth Guidelines

- **SHOW COLORS:** All drape is black.
- **BOOTH SPACE:** Linear booths (10x10, 10x20, etc.) will have an eight (8) foot draped back wall. On each side, a 32" draped side rail will extend from the back of the booth to the front of the booth.
- **PIPE & DRAPE:** Pipe and drape is not provided for 20x20 or larger island booths. It is provided for 20x20 and larger peninsula booths.
- **BOOTH HEIGHT:** Exhibitors are allowed to build their booth to the maximum height of 8 feet. This includes back walls and sidewalls. If the height of your display exceeds 8 feet, please notify Gail Schell at gschell@allshowservices.com for approval.
- **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 feet high should not extend into the booth more than 4 feet from the back. This will ensure not obstructing the view of the neighboring booths.
- **DEMONSTRATIONS:** When sampling, demonstrating and/or entertaining 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.
- **AISLES:** The aisles are the property of all exhibitors; therefore, each exhibitor has the responsibility to assure proper flow of traffic through the entire exposition. 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 devices are restricted to within the booth. Balloons, horns and odors are not allowed. Show Management reserves the right to determine when such items become objectionable.





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EXHIBITOR INFORMATION & SHOW RULES and REGULATIONS

We hate rules but have to have them.

- Smoking is prohibited at all times inside the building.
- No tents larger than 400 square feet are permitted.
- No damage to the facility including driving any nails, hooks, tacks or screws.
- No affixing of any materials to the facility including materials such as paste, tape or other adhesive including duct tape, double-sided tape, or masking tape, etc.
- No flammable materials may be used unless treated with a flame retardant including but not limited to bunting, tissue paper, crepe paper, etc.
- One company per booth – No sharing space.
- DO NOT advise attendees to return an item to your booth from a previous day's purchase. Attendees must have purchased a ticket and pay admission for that day to re-enter the show.
- Move-In / Move-Out is done on a first-come, first-served basis for loading / unloading ONLY. You will need to check in with Show Staff before entering the building with your vehicle.
- Exhibitors must provide their own carts and/or dollies – none are available onsite for use.
- Tennessee Sales Tax (9.25%) must be collected and paid by Exhibitors for "cash and carry" sales.
- Helium tanks and helium balloons are strictly prohibited.
- Exhibitors should only use only the specified entrance and exit. Opening of other interior doors creates a security breach which endangers you and your merchandise.
- Your booth cannot block the sight lines of neighboring Exhibitors.
- Exhibitors must be contained within the allocated booth space and cannot extend into aisles. Merchandise, displays and/or animals must stay inside your booth space.
- DO NOT pack-up your booth early. No unsold merchandise or exhibits will be permitted to be removed from the hall prior to 5 PM on Sunday. Exhibitors moving out early will not be welcome at future shows.



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Tips for a Great Show!

1. Send free tickets via e-mail to your customers, prospects, friends and family.
2. Promote your presence at the show in advance. Offer "SHOW ONLY" prices.
3. Remember that you are going to be spending long hours on your feet so wear comfortable shoes and think about additional padding under your floor covering.
4. Order electrical and furniture by August 21st. You will save money. Check when you arrive to make sure that you have everything that you requested, and bring copies of your order forms with you.
5. Do not instruct customers to return another day to exchange items – attendees must pay each day (or get a free pass from you).
6. Set up early.
7. Be in your booth early. Doors will open promptly at 10 AM on Saturday and Sunday.
8. Never leave your exhibit unattended. Someone will *always* be at your booth wanting to buy the moment you walk away.
9. Make your booth inviting. Don't barricade yourself inside.
10. Do not allow your staff to read books, magazines or electronic devices (and don't do it yourself) in the booth. Customers hate to disturb someone happily engrossed in reading.
11. People are more likely to visit you in your booth if you are standing up and looking attentive. Smile and invite them into your booth. Customers don't want to interrupt you if you are all sitting around engrossed in a conversation.
12. Look happy -- even if you're not.
13. Offer service, advice and a friendly face – people always return to places they feel welcome.
14. Have a drawing for a special item – an excellent and easy way to develop a mailing list.
15. Come to the show prepared.
 - Bring your own hand truck or cart.
 - A vacuum for cleaning your carpet at night.
 - An extension cord. Your power source is not always where you need it.
 - An electrical power strip.
 - Sheets for covering your merchandise at night.

Exhibitor Floor Plan Color Coded for Move-In

