



cincinnati  
**HOME & GARDEN**show®

PRESENTED BY THE CINCINNATI-NORTHERN KENTUCKY HONDA DEALERS  **HONDA**

**February 25 - 26  
& March 1 - 5  
Exhibitor's Kit**

Any questions regarding the Show or information in this Fact Sheet can be addressed to:

Jaimi Justice  
Hart Productions, Inc.  
322 E. Main Street  
Batavia, OH 45103

Phone: 513-797-7900 or  
877-704-8190

Fax: 513-797-1013

E-mail:

[Jaimi@hartproductions.com](mailto:Jaimi@hartproductions.com)

**Your Exhibitor's Kit Includes:**

- **Badge Form (Due February 1, 2017)**
- **Discount Ticket Form**
- **Important Show Information**
- **Move In/Out Information**

 **hart productions, inc.®**

# CINCINNATI HOME & GARDEN SHOW®

Presented by Cincinnati-Northern Kentucky Honda Dealers

## SHOW DATES & HOURS

### **MOVE-IN HOURS** *(The hours are stated for security reasons. There will be no exceptions!)*

Please refer to your move-in/move-out form for your scheduled move-in day and time!

**\*Carts and porters will be on hand during move-in**

### **SHOW HOURS**

Saturday, February 25 .....	10:30 AM – 8:00 PM
Sunday, February 26 .....	10:30 AM – 6:00 PM
Monday, February 27 .....	CLOSED
Tuesday, February 28 .....	CLOSED
Wednesday, March 1 .....	Noon – 8:00 PM
Thursday, March 2 .....	Noon – 8:00 PM
Friday, March 3 .....	Noon – 8:00 PM
Saturday, March 4 .....	10:30 AM – 8:00 PM
Sunday, March 5 .....	10:30 AM – 5:00 PM

**(TICKET & EXHIBITOR ENTRANCE CLOSING ONE HOUR PRIOR TO POSTED CLOSING TIME)**

### **MOVE-OUT HOURS**

Please refer to your move-in/ move-out form to find your scheduled move-out day and time. Move-out will begin **Sunday, March 5, 2017 at 5:00 PM** \*Carts and porters will be on hand during move-out. Tearing down early will result in not being asked to return for future Shows.

## ADMISSION

\$13.00 for adults (\$3.00 off if you purchase your tickets at any area Kroger). Kids 12 & under Free. \$2.00 off by purchasing online at [www.cincinnatihomeandgardenshow.com](http://www.cincinnatihomeandgardenshow.com).

## HOTEL INFORMATION

### **Hilton Cincinnati Netherland Plaza**

35 West Fifth Street

Cincinnati, OH 45202

Phone: 800-HILTONS or 513-421-9100

**RATES:** \$79.00/Night plus tax (17.5%)

Daily discount valet parking rate \$24.00

Cut off date: 2/10/17

AAA Hotel 4-Diamond Rating

\*\*Complimentary premium internet access offered with each guest room\*\*

## ATM INFORMATION

An automatic teller machine will be located on the first floor of the Duke Energy Center in the Elm Street lobby.

## EXHIBITOR ENTRANCE & SHOW OFFICE

The **Exhibitor Registration** will be located in the Elm Street Lobby at the Hall A entrance of the Duke Energy Center. The **Show Office** is convenient to the Exhibitor Entrance.

**REGISTRATION** (during set-up and Show) will be conducted from the main Exhibitor Entrance. During set-up, registration will be open from 8:00 AM – 5:00 PM. During the Show, it will be open **one hour prior to Show opening until one hour before closing**.

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An entrance for MAIN FLOOR exhibitors will be open at the loading dock for the **one hour** prior to the Show opening. This is a **pass only** gate. Any exhibitor needing more than one hour prior to opening, to work on display, must fill out an **early-entry form one (1) day in advance**. Forms will be available online at **hartproductions.com** and the Exhibitor Registration/Entrance and must be approved by Show Management.

There will also be a **WILL CALL** station available at Exhibitor Registration/Entrance.

## SHIPPING & MOVE-IN/OUT INFORMATION

**BOOTH EXHIBITORS:** Booth Exhibitors **MUST** move in on their assigned day and time.

### NOTES:



**PLEASE DO NOT BLOCK THE FIREHOUSE LOCATED ON FIFTH STREET AT CENTRAL. ANY VEHICLES BLOCKING FIREHOUSE WILL BE TOWED IMMEDIATELY.**

- ALL BOOTHS MUST BE COMPLETED BY 7:00 PM, Friday, February 24.
- We urge you to avoid Downtown traffic between 4:00 - 5:30 PM.
- LABOR will be available to help you unload your vehicles!

**TRANSPORTING DISPLAYS:** Enter dock, Sixth Street at Plum Street (center, rear of building). Labor and equipment will be at dock to help **unload**. Directions are enclosed. After unloading, **VEHICLE MUST BE REMOVED FROM DOCK AREA IMMEDIATELY.**

### SHIPPING INSTRUCTIONS:

Shipments to arrive **PRIOR** to Tues., February 21 should be sent **PREPAID** to the following:

TO: (Exhibit Name)  
c/o George Fern Company  
645 Linn Street  
Cincinnati, OH 45203

FOR: The Cincinnati Home & Garden Show  
Booth # \_\_\_\_\_

Shipments to arrive **ON** or **AFTER** Tues., February 21 should be sent **PREPAID** to the following:

TO: (Exhibit Name)  
Duke Energy Center  
525 Elm Street  
Cincinnati, OH 45203

FOR: The Cincinnati Home & Garden Show  
Booth # \_\_\_\_\_

**PLEASE MAKE SURE BOOTH NUMBER IS ON ALL BOXES, CRATES, ETC.**

**HANDLING** for shipments consigned to the Duke Energy Center or reaching the dock by your transportation, will be accepted on or after Tuesday, February 21, 2017. Any items shipped via U.P.S., overnight carrier or common carrier is subject to drayage charges. The Show Decorator is also available for freight handling. Contact their office if you would like them to handle your drayage. (George Fern Company, 888.621.3376 or 513.333.7060).

**EXHIBITS ARRIVING PRIOR TO February 21, 2017** will automatically be sent to the George Fern Company and **WILL BE CHARGED** for shipping and handling.

**RECEIVING HOURS:** Tuesday through Friday . . . . . 8:00 AM – 5:00 PM

**FOR YOUR INFORMATION** The George Fern Company hours are 8:00 AM – 4:00 PM. If you need more than 15 minutes you must schedule your own forklift. To schedule and pay call Dave Thompson at 513.333.7060 today. Forklifts are available during Move-In for 15 minutes per company. After 15 minutes the driver will refer you to the George Fern Company to make arrangements.

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## MOVE-OUT INFORMATION

ALL exhibits MUST remain in place until closing, Sunday, March 5, 2017 at 5:00 PM. Exhibits may be removed Sunday after 5:00 PM. Exhibits MUST be removed by Tuesday, March 7, 2017 no later than noon!

## SHOW CONTACTS

		PHONE	FAX
Show Producer:	Vicki Hart HART PRODUCTIONS, INC. 322 E. Main Street Batavia, OH 45103 email: <a href="mailto:vicki@hartproductions.com">vicki@hartproductions.com</a>	513.797.7900 877.704.8190	513.797.1013
Show Program:	Ivy Bayer CINCINNATI MAGAZINE Carew Tower, 441 Vine Street, Ste. 200 Cincinnati, OH 45202 email: <a href="mailto:ibayer@cincinnatiimagazine.com">ibayer@cincinnatiimagazine.com</a>	513.562.2752	513.562.2788
Show Decorator:	Beth Gindling GEORGE FERN COMPANY 645 Linn Street Cincinnati, OH 45203 email: <a href="mailto:bgindling@georgefern.com">bgindling@georgefern.com</a>	513.333.7060 888.621.3376	513.333.7067
Show Publicity:	Dan Guttridge VEHR COMMUNICATIONS 700 Walnut St., Suite 450 Cincinnati, OH 45202 email: <a href="mailto:dguttridge@vehrcommunications.com">dguttridge@vehrcommunications.com</a>	513.381.8347	513.651.4101

## BOOTH DECORATION/CONSTRUCTION

A solid 8' high back wall is required on all inline booths. The maximum wall height is 8' on all in-line booths unless permission is granted by the Show Manager. 8' sidewalls are only permitted to extend halfway to the aisle and they must be finished on both sides. No pipe and drape is used nor is permitted by Show Management. All walls in the front one half of your display must be under 36". Exhibitor's display or decorations may not obstruct other displays nor project into the aisles. All

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decorations must have been flame-proofed and pass inspection by all designated authorities of the City of Cincinnati. No cut evergreens shall be used for decorative purposes unless fireproofed.

## **RULES & REGULATIONS**

### **FIRE EMERGENCY PLAN**

- 1) An announcement will be made by security in the event of a fire emergency.
- 2) In the event an emergency announcement is made, you and your staff are to proceed and exit through the nearest fire exit.
- 3) If at all possible, encourage everyone exiting to do so in a calm and orderly fashion.
- 4) Do not exit the building via elevators. Use emergency exit steps which are well marked on upper levels of the Duke Energy Center.
- 5) Once the emergency is over, Exhibitors will be re-admitted prior to the public through the Exhibitor Registration area in the front lobby (Elm Street).

**FIRE PREVENTION CODE** - ALL materials used for decorations MUST BE FLAME RESISTANT, capable of meeting a MATCH FLAME TEST. No HAZARDOUS equipment or material is permitted in the exhibit area without written approval from the Fire Prevention Bureau. (Includes open flame, hot coals, toxic liquid or gasses, flammable chemicals, liquid, solid or gas, LP cylinder, etc.). ALL COMBUSTABLES (cartons, crates, packing materials, etc.) MUST BE REMOVED from exhibit area. Storage will be provided. For special approval form or information, contact the Cincinnati Fire Prevention Bureau at 513.352.2301.

**FIRST AID STATION** – The first aid station is located off the main lobby (street level) near the Fifth & Elm Street entrances. An EMT is on duty during Show Hours.

**HANGING SIGNS** – over booths is not permitted. All sign sizes, sign copy and sign locations are at the discretion of Hart Productions, Inc. Hart Productions reserves the right to make changes in sign specifics without prior notice. No other type of signs may be suspended from the ceiling other than Show directional and feature signs except in the sole discretion of Show Management.

**INSURANCE REQUIREMENTS** – ALL exhibitors MUST furnish public liability insurance. Affidavits or other evidence of coverage must be sent to Hart Productions, Inc. This is an important safeguard for your company while exhibiting at a public show. Liability amounts can be found on the back of your contract.

**PUBLICITY & PROMOTION** – Publicity starts with an interesting and newsworthy releases and captioned photos. Alert us now of plans involving unique or exclusive products, history of invention or development of your product or a visiting VIP or celebrity.

Highlight your participation in your TV, radio, newspaper, advertising, general mailings, newsletters or fliers. Treat it with the excitement it deserves!

**RAFFLE REGULATIONS** – Ohio law prohibits the sale of raffle tickets or the conducting of raffles by any company, corporation, non-profit organization or any other entity in a facility which holds a liquor license. The Duke Energy Center holds such a license, thus prohibiting this type of activity.

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**SERVICE ORDER FORMS** – A complete service package will be sent to the Exhibitor by the Official Contractor, George Fern Company, approximately six weeks prior to the Show.

## **SPECIAL NOTES... ATTENTION EXHIBITORS!**

Why are you at the Show? ***To Sell!***

What is the best way to generate a lead for a possible sale? ***Your exhibit presentation & qualified exhibit staff!***

How do you best present your exhibit? ***In an imaginative & professional manner!***

How do you accomplish that? ***By creating a display with floor covering and signage that promptly identifies the company name and your benefits!***

Banners, handwritten posters and signs, concrete floor under your feet and sloppy display elements show results – *but not what you're looking for!*

Your competitors that have done their homework will out-class and out-sell you every step of the way. Consumer trade shows are made up of your competitors and you can bet they will be gunning for you. *So look alive, vibrant and give an accurate reflection of your business through your exhibit!*

## **THINGS TO REMEMBER DURING THE SHOW**

- 1) Make arrangements to meet your ride outside the Show. They will not be admitted to the Show without a ticket of Show Credential.
- 2) If you spot a lost child, please bring him or her to Exhibitor Registration.

**TRANSIENT VENDORS** – The State of Ohio requires a transient vendor's license when the person who, in the usual course of business, transports inventory, stock of goods, or similar personal property to a temporary place of business in a county in which he has no fixed place of business, for the purpose of making retail sales of such property. Fee is \$25. Log onto [http://www.tax.ohio.gov/divisions/sales\\_and\\_use/license.stm](http://www.tax.ohio.gov/divisions/sales_and_use/license.stm) and fill out then send to Ohio Department of Taxation with \$25.

**USE OF SPACE REGULATIONS** – All sales, taking of order for future delivery, conferences, lecturers, displays and distribution of literature will be in a dignified manner consistent with the overall theme of the Show within the confines of leased space. No noise making devices, public address systems, and/or sound systems of any type shall be allowed without specific prior written approval of Show Management. All exhibits must have attendants during the Show hours unless other arrangements are made with Show Management. All rubbish must be moved into the aisles at the end of each day of the Show. No helium filled balloons or placement of stickers on persons or Center grounds will be permitted.