



March 2-4, 2018

Home & Garden Show 2018 General Information

Hours. Event hours are Friday 4-8 PM, Saturday 9-6 PM, and Sunday 12-4 PM.

Set-up is Thursday, March 1 from 8-6 and Friday, March 2 (exhibit must be complete by 2:00 Friday).

Tear-down is Sunday, March 4 from 4-6 PM and Monday, March 5 from 8-11 AM.

Your Booth. Customers are eager to see what is new and different in the market, so you are encouraged to feature your newest items and services. Most spaces (except tabletops) will have an 8' backdrop with short side panels. Curtains are blue and green. Free wireless internet is available throughout the facility. Main floor space does not include tables or chairs, but tables and chairs can be rented, if reserved in advance. Tabletop exhibits include a 6 ft skirted table. Average attendance is 4,000 – 6,000 people. Everyone is ready for spring, so bright colors are perfect for your space. Be creative in finding interactive activities for people who visit your booth. All of your exhibit must fit within your allotted space, and cannot be in walkway.

Free Exhibitor Passes. You will receive free passes for your exhibit workers as follows:

8 passes for Double booth or larger, 6 passes for Single booth, 4 passes for Table top and half booth. Admission is only \$5, so please ask your employees and family members who are not working to pay. Friday night is 2-for-1 admission.

Booth Judging. Judging will begin Friday at 3:00. Judging is based on originality, best use of space, effective marketing of company and products, and booth personnel. Awards will be presented Friday evening.

Hyder Burks Facility. No straw allowed in facility. Any landscaping material, such as mulch, must have heavy plastic under it. Use of water must be pre-approved. No helium balloons in the building. No alcohol or firearms on premises. Address is 2390 Gainesboro Grade in Cookeville, TN 38501. Facility information and directions at <https://www.tntech.edu/aghs/agriculture/facilities/hyderburks/>. Concession sales are provided by Hyder Burks, so outside sales of food or distribution of free food must be approved in advance by Hyder Burks. No smoking on Hyder Burks property.

Event Production. The Home & Garden Show is produced by the Home Builders Association of the Upper Cumberland. For more information, call 931-528-7472 or email home@uchba.com.

Event Schedule/website. Full event schedule, and detailed information will be available at the Upper Cumberland Home Builders Association website at www.uchba.com.

Safety & Security: During event hours, **for your safety**, all doors will be locked, except the main front entrance and the back exhibitor/handicap entrance. **Do not unlock other doors.** Putnam Public Safety officials will walk through Friday afternoon at 1:00, and TTU Police will walk through periodically. Throughout the event, be on the lookout for any suspicious activity. If you "See Something, Say Something." If you see any businesses that are not exhibitors trying to sell to attendees, let us know.

Friday night. Two for one admission, so expect a crowd Friday night. **Sunday "Deal Day."** To encourage attendance on Sunday afternoon this year, we will promote Sunday as "Deal Day." **Please try to have some kind of special deal on Sunday afternoon, such as "free delivery, buy one-get-free, half price on one item, etc.**

Home & Garden Show 2018 Rules and Regulations

1. Our Purpose: To educate & make the public aware of products and services available in the building industry.
2. Exhibitors agree to install attractive, educational displays of products or services and must confine their operations to their exhibit space only.
3. Because the prestige of the show depends on the quality of the exhibits, a review is made of all exhibitors. In fairness to exhibitors and the public, we reserve the right to refuse any exhibit or exhibitor which in the opinion of the association is not in the best interest of the show. The association reserves the right to remove, without notice, an exhibit, exhibitor, his agents and property from the building. In the event of such cancellation, the exhibitor hereby waives any claim for damages or for the recovery of any rental monies.
4. Space is available for more than 170 exhibitors, so the association will allow direct competitors within the show, but strives to keep each category to a practical minimum to make the show more appealing to the public and also works to maintain space between competitors.
5. Subletting: Exhibitors shall not sublet any space nor display any goods other than those manufactured or sold by them in the regular course of business. Persons providing any part of a display booth requiring material and labor apart from that of the exhibitor shall have the privilege to display a card not to exceed 18"x18" at that booth.
6. All exhibits using anything other than the curtains provided must finish the side of the partition exposed to the public. If the side or back of the exhibit is taller than the curtains, the exhibitor is responsible for draping or covering the exposed display as not to distract from the neighboring exhibits (example: exposed lumber). Exhibitors agree to arrange displays so as not to obstruct view of other exhibits or disturb general harmony of the show.
7. All display items must be moved in before the start of the show. Late arrivals (after 1:00pm on Friday) will not be guaranteed access into the arena and waive any claim for damages for recovery of any rental monies.
8. An exhibitor may not do construction on their booth during show hours.
9. All displays, signs, doors, or any other part of the display must stay within the confines of the rented booth, and may not extend into the aisle. Fire codes require that aisles are not partially blocked in any fashion. **Displays and signs must be under 10' in height for safety reasons and to maintain visual field from upper level.**
10. Exhibitors selling from a booth are responsible for having the proper licenses to conduct sales at the show. Exhibitors shall not ask for donations for a charitable organization.
11. Excessively loud displays are not permitted, and HBAUC reserves the right to refuse any exhibit which does not, in their judgment, conform to the general tenor of the Home & Garden Show.
12. No soliciting for business shall be permitted in the aisles or in other exhibitor's booths. Samples, catalogs, pamphlets, and publications may be distributed by exhibitors strictly within the confines of their own booth.
13. Neither HBAUC nor TTU takes responsibility for damages to exhibitors' property.
14. **Exhibitors shall park in the exhibitor parking area (east side of the arena or behind building) NOT in front of building.**
15. No trucks or vans with company logos are permitted in the WEST PARKING AREA or IN FRONT OF THE BUILDING without prior financial arrangement or authorization.
16. Electrical needs must be requested prior to Home Show. Exhibitors are responsible for bringing their own extension cords & must ensure that they are properly grounded.
17. No electric heaters or anything that uses excessive amounts of electricity are permitted at the Home Show. If you have a heat source of any kind, you must have a fire extinguisher in your space.
18. Exhibitors are responsible for their exhibits during all show hours. Security is provided in the evenings of Thursday night, Friday night, and Saturday night. Security is NOT provided after 5pm on Sunday, March 4th.
19. **Displays shall not be dismantled or removed until 4pm on Sunday, March 4th.** Early tear-down is a distraction to neighboring exhibitors, a danger to the public, and our liability insurance carrier does not allow it, because of the increased liability exposure.
20. Exhibitor shall be liable for any and all damages made to the building, carpet, walls, or equipment. Exhibitor agrees to hold harmless the HBAUC, its employees, officers and volunteers. Exhibitor shall provide a certificate of general liability insurance.
21. All audio equipment in your display must be played at a level so as not to disturb other exhibitors or customers. No sirens, horns or loudspeakers are permitted.

UC Home Builders Association secures the right to interpret and amend Home & Garden Show rules, and reserves the right to add additional rules to improve the integrity of the show.