



HATTIESBURG
LAKE TERRACE
CONVENTION CENTER

February 19, 2008

TO ALL EXHIBITORS:

This Exhibitor's Manual has been prepared to help you organize your participation in the **2008 Garden & Patio Show** at the Hattiesburg Lake Terrace Convention Center, Hattiesburg, Mississippi.

Careful attention to the policies, procedures and information contained in the manual will maximize the efficiency of your set-up time and display efforts and will result in considerable time and cost savings. The prompt return of the utility request form will insure that your requirements are met to your complete satisfaction.

If you have any questions regarding the information enclosed in the manual, please give me a call at (601) 268-3220 or email at eventcoord3@hattiesburg.org. We wish to make your participation in the **2008 Garden & Patio Show** a great success.

Sincerely,

Nathan Jennings
Event Representative

Enclosures

**2008 Garden & Patio Show
HATTIESBURG LAKE TERRACE CONVENTION CENTER**

1. **MANAGEMENT:**

The Hattiesburg Convention Commission is responsible for the management, maintenance and operation of the Hattiesburg Lake Terrace Convention Center, hereinafter referred to as "HCC" or "Facility", One Convention Center Plaza, Hattiesburg, MS 39401.

Event Representative: Nathan Jennings

2. **LOCATION:**

The Hattiesburg Lake Terrace Convention Center
One Convention Center Plaza
Hattiesburg, MS 39401

3. **MOVE-IN AND HOURS:**

<i>Day</i>	<i>Date</i>	<i>Times</i>
Thursday	March 6, 2008	6:30 am – 7:00 pm

All exhibits must be complete by **7:00 pm, Thursday, March 6, 2008**. Exhibitors will be admitted through the show's main entrance only from **6:30 am – 7:00 pm, Thursday, March 6, 2008** to complete exhibit preparations. All exhibit freight, equipment and/or materials must be delivered, brought into and removed from the HCC at the loading dock area only.

4. **SHOW DATE:**

<i>Day</i>	<i>Date</i>	<i>Times</i>
Friday	March 7, 2008	10:00 am – 6:00 pm
Saturday	March 8, 2008	9:00 am – 5:00 pm
Sunday	March 9, 2008	10:00 am – 4:00 pm

5. **MOVE-OUT:**

<i>Day</i>	<i>Date</i>	<i>Times</i>
Sunday	March 9, 2008	4:00 pm – 10:00 pm

ALL exhibits **MUST** remain in place until move-out time.

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6. **MOVE-OUT INFORMATION:**

No removal or dismantling of exhibits or exhibit material will be permitted before **4:00 pm, Sunday, March 9, 2008**. Exhibitors are strongly urged to remove all cartons and portable items from the building IMMEDIATELY after the close of the show. IMMEDIATE removal will minimize the possibility of loss from pilferage. Please note the special instructions under the heading "Insurance".

All goods must be removed from the HCC by **10:00 pm, Sunday, March 9, 2008**. All exhibitors with goods not removed by this time will be charged \$75 per day for storage and handling, and the HCC will not be responsible for stolen or lost merchandise.

7. **STAFFING OF EXHIBITS:**

Exhibitors are asked to staff their exhibits at all times during the show hours and not close prior to closing time of the show.

8. **INSURANCE:**

Show management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance **DOES NOT**, however, cover exhibitor's properties, which are placed on display at the exhibitor's **OWN RISK**.

The HCC assumes no responsibility for any losses due to fire, theft, robbery, damage, accident, or other causes.

The HCC also assumes no responsibility or liability for injury to any officer, employee or agent of the exhibitor, or to any other person, occurring by reason of anything connected with the exhibitor's participation in the show.

9. **MATERIAL HANDLING EQUIPMENT AND LABOR:**

Labor required for moving materials and equipment to set up and dismantle exhibits is the sole responsibility of the exhibitor. Exhibitors requiring any material handling equipment such as a fork lift, small dollies, and labor can be accommodated, at your own expense, provided early notification of your requirements are given to the HCC Event Services Department.

10. **SHOW CONTRACTOR, EQUIPMENT RENTAL, DISPLAY WORK:**

The official show contractor is:

*Hattiesburg Lake Terrace Convention Center
One Convention Center Plaza
Hattiesburg, MS 39401
Event Representative: Nathan Jennings
(601) 268-3220*

All booths include a clothed and skirted eight foot banquet table, two chairs, a wastebasket, and an eight foot black backdrop.

A service desk will be manned during move-in, show, and move-out periods for exhibitors requiring electricity, additional labor supply, tables and chairs by the Show Service Contractor.

Order forms for exhibitors wishing to order any of these services will be provided by Hattiesburg Lake Terrace Convention Center in this packet. The HCC will man a separate service desk for utility services during move-in, show, and move-out periods. ALL ORDERS ON UTILITY SERVICES MUST BE RECEIVED BY HCC-EVENT SERVICES DEPARTMENT NO LATER THAN *WEDNESDAY, MARCH 5, 2008*. ALL ORDERS RECEIVED AFTER 5:00 P.M. ON *MARCH 5, 2008* WILL BE FLOOR ORDERS.

11. **BOOTH REGULATIONS:**

Maximum height for exhibits is normally 8 feet. This height limit may be exceeded at the discretion of the show management. Exhibitors who wish to exceed this height limit **must** apply to show management for approval. No attachments of any materials will be made to any part of the suspended ceiling grid without approval **in advance** from the HCC Event Services Manager.

12. **TREATMENT OF FLOORS IN EXHIBIT AREA:**

In accordance with restrictions imposed by HCC Management, in the interest of preserving the floor surface, the following has been prohibited.

Drilling of holes or any other defacements to floors or walls is prohibited. **Painting of any kind is strictly prohibited.**

Exhibitors wishing to lay any floor covering may not adhere same to the building floor. In such cases, it is suggested that building paper or other suitable protection be first laid down.

The only adhesive tape approved for use on the Exhibit Hall floor by HCC Management is Polykeen Tape, Nopi Tape, and Gaffers Tape. Tape is available for purchase by the Facility or the exhibitor may supply their own. **NO OTHER ADHESIVE TAPE IS ALLOWED ON EXHIBIT HALL FLOOR.**

13. **FLOOR DRAINS:**

In the interest of safe and appropriate environmental management, **absolutely no substances shall be poured in the Exhibit Hall floor drains** without prior approval of HCC Management.

14. **COMPETITION AND DISTRIBUTION:**

Competitions and like-promotions conducted by exhibitors in conjunction with their displays shall be of a clear-cut nature and free of any obligation to the winner. The award or awards, and the terms of the same, must be clearly stated on the entry form. The HCC **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 when available.

15. **DEMONSTRATIONS AND DISTRIBUTION:**

Displays, demonstrations or distribution of advertising material, samples, or souvenirs are **not permitted** outside the confines of exhibitors' booth without written consent from HCC Management to Show Promoter.

Please note that exhibitors are not permitted to distribute stickers or other items of this type which can be stuck to walls, floors, etc.

Absolutely no distribution of helium balloons is permitted. **Any type** of bottled gas is strictly prohibited unless approved by HCC Management in writing well in advance to the show.

No flyers may be distributed in the parking lot. Any flyers found on the grounds will be removed at the cost of the originators expense.

16. **SOUND SYSTEMS AND EQUIPMENT NOISE:**

Permission must be obtained from HCC Management for the use of public address systems, sound movies, etc. HCC Management reserves the right to refuse such permission, or in cases where permission has been granted, to order the sound reduced. For exhibitors showing any apparatus, the operation shall be limited to suitable intervals in order not to interfere with neighboring exhibits.

17. **UTILITIES:**

The contractor for Compressed Air, Electricity, Water/Drain and Telephone services is:

*Hattiesburg Lake Terrace Convention Center
One Convention Center Plaza
Hattiesburg, MS 39401
Event Representative: Nathan Jennings
Phone: 601-268-3220*

Orders for all utilities with advance order pricing must be paid at least 72 hours in advance of the first move-in day. Failure to do so could cause forfeiture of advance price.

The HCC will provide a Utility Services Desk on the show floor during the move-in of exhibitions or trade shows. Any orders for utility services will be accepted from exhibitors at the utility desk on a C.O.D. basis only.

Cash, checks, MasterCard, American Express or Visa will be accepted. **WE DO NOT BILL FOR THESE SERVICES.**

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PAYMENT MUST BE RENDERED AT TIME OF ORDER. If payment is NOT received by opening of show, there is a 50% additional charge to the exhibitor.

The HCC does not have installed compressed air capabilities. Portable compressor(s) can be arranged and are best when placed in specific locations. Please discuss your requirements with the Event Coordinator. Cost will vary depending upon compressor(s) size and booth proximity.

General electrical power available is 110V-20A and 208V-60A single and triple phase. Higher amperage is available in certain locations. Normal power requirements which are spread evenly should not be a problem. Heavy power requirements or concentrations of power should be discussed with the Event Coordinator prior to allocation of booth space. Cost for special wiring or equipment will be the responsibility of the Lessee or exhibitor.

Water hook-ups are available in certain locations. It is the Show Managers' responsibility to determine accessibility when assigning booths.

The following telecommunication services are available: telephone lines, fax lines, modem lines, ISDN lines, telephone and fax machine equipment rentals, and video conferencing services. HCC reserves the rights to solely provide all telecommunication services in the Facility. The HCC will extend the services to the location specified in the request for services. If the exhibitor orders telephone service, a deposit will be required for the telephone instrument which will be refunded upon its return after the event.

SEE UTILITY REQUEST ORDER FORMS FOR UTILITY SERVICES.

18. **AUDIO-VISUAL EQUIPMENT:**

Advanced notice only for audio/visual rental equipment in-house:

*Hattiesburg Lake Terrace Convention Center
One Convention Center Plaza
Hattiesburg, MS 39401
Contact: Event Representative: Nathan Jennings
Phone: 601-268-3220*

19. **RELEASE SLIPS:**

Release slips must be filled out and signed by the exhibitor and then co-signed by HCC Management for removal of any material during the show operating hours. These slips will be available at the HCC Utility Desk.

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20. **FREIGHT AND STORAGE:**

The HCC will not accept shipment of freight materials, and equipment prior to contracted move-in date. After move-in date, all shipments should be consigned to the attention of the show service contractor. C.O.D. deliveries will not be accepted by the Facility.

All equipment brought into the HCC should be delivered and removed at the loading dock area only.

All freight must be brought into the HCC through the loading dock doors.

Dock usage is on a "first come-first serve" basis. All vehicles will be moved immediately after un-loading is completed.

Crate storage must be included on the floor plan and is not permissible without specific written permission from HCC Management. Requests for permission to store crates must be made by the service contractor.

The HCC will not accept the delivery of flammable or combustible mixtures, waste, or liquids to be stored prior to or during an event in the Facility. No exit, fire fighting equipment, electrical panels or emergency equipment shall be blocked or obstructed. Maintenance of area is the responsibility of the service contractor.

All fire safety regulations must be strictly adhered to at all times. All fire prevention and security shall be the responsibility of the service contractor.

It is the responsibility of the exhibitor to label each box or crate and fill out Bill of Lading for shipment. HCC must be notified of method of payment before end of event. Exhibitors may arrange own shipment, but HCC must be notified.

21. **VEHICLES:**

Vehicles may not be parked in the Exhibit Hall unless they are part of a display. Display vehicles will be maneuvered within the Facility by HCC Management only with prior consent. Any public demonstration or exhibition involving a mechanized or motorized part powered by either propellant or electrical system may not be operated without written approval of the Hattiesburg Fire Department and HCC Management a minimum of thirty (30) days prior to move-in date. Motorized vehicles **cannot** be operated in any area outside of the Exhibit Hall (hallways, meeting rooms, Prefunction, etc.).

No carts, hand trucks, etc., with hard wheels are permitted on carpeted surfaces. Vehicles parked inside must have battery cables disconnected and have no more than one (1) gallon of gasoline in the tank. Gas caps must be taped. Vehicles powered by propane fuel are not allowed in the building. Combustion engines may not be operated as part of the show. Leaks of any petroleum fluids will not be tolerated. All spills will be immediately cleaned up by the exhibitor to the satisfaction of HCC Management. All display vehicle tires shall be parked on carpet, carpet squares or smooth vinyl tile.

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22. **PARKING:**

Cars and/or trucks parked illegally in marked fire lanes, loading docks, ramps or on exhibit floor will be towed at the expense of the vehicle's owner. Recreational vehicles and trailers are not allowed to park in loading docks or dock areas or in the exhibition hall.

23. **NO SMOKING POLICY:**

The use of tobacco products is **not permitted** in any area inside the building. The use of tobacco will be allowed outside in designated areas only.

24. **FOOD AND BEVERAGE ITEMS:**

All exhibitors distributing food items must receive approval from HCC Management in advance as the HCC does have an exclusive food service provider.

NO ALCOHOL MAY BE BROUGHT INTO THE CONVENTION CENTER FROM OUTSIDE SOURCES. THE SALE, SERVICE, AND CONSUMPTION OF ALCOHOLIC BEVERAGES ARE REGULATED BY THE STATE ALCOHOL BEVERAGE CONTROL BOARD.

25. **ADVERTISING SPECIALTIES:**

For any request of advertising and promotion specialty products, please contact:

*The Hattiesburg Lake Terrace Convention Center
One Convention Center Plaza
Hattiesburg, MS 39401
Event Representative: Nathan Jennings
Phone: 601-268-3220*