

Mid-Atlantic Hardscaping Trade Show 2012

FACTS

Show Name:

Mid-Atlantic Hardscaping Trade Show

Show Location:

Atlantic City Convention Center
Exhibit Hall B
Atlantic City, NJ

Show Colors:

Pipe and Drape: Blue, Gold and Red
Booth Carpet: Black

Exhibitor Move-In:

Monday, February 6, 2012 12:00 p.m. – 4:00 p.m.

Trade Show Dates:

Tuesday, February 7, 2012 8:00 a.m. – 6:00 p.m.
Wednesday, February 8, 2012 8:00 a.m. – 6:00 p.m.

Exhibitor Move-Out:

Wednesday, February 8, 2012 6:00 p.m. – 8:00 p.m.
Thursday, February 9, 2012 8:00 a.m. – 10:00 a.m.

Exhibitor Personnel Registration:

Exhibitors with registration badges will be permitted access to the Exhibit Hall. Exhibitors receive two free registrations per 10 x 10 booth space. Additional registrations are available at a fee of \$50 per person. Register online at www.MAHTS.com and click on the registration for Atlantic City and then after entering your name and email you will select Exhibitor Registration. You will receive your password from Trade Show Management. Contact Sally O'Shea at sally.oshea@comcast.net to get your password.

Attendee Registration:

The attendee registration brochures will reach a distribution of over 6,000 prospective attendees. If you have customers that you want to receive the brochure, simply contact the Event Manager. Attendees and exhibitors can register online at www.MAHTS.com.

CHECKLIST OF DEADLINES

After the deadlines listed below, pre-show discounts are no longer in effect. Save money by ordering early.

<u>DUE DATE</u>	<u>ACTION REQUIRED</u>	<u>DATE ORDERED</u>	<u>TOTAL MONEY</u>	<u>DATE COMPLETED</u>
	Certificate of Insurance To EP Henry	_____	_____	_____
January 23	Hotel Reservations Cutoff Date	_____	_____	_____
January 30	Discount Price Deadline for Show Services			
	Conexsys Lead Retrieval	_____	_____	_____
	Furniture Orders	_____	_____	_____
	Material Handling Order	_____	_____	_____
	Labor Service	_____	_____	_____
	Floral Rental Orders	_____	_____	_____
	Banner, Sign Orders	_____	_____	_____
	Electrical Service Orders	_____	_____	_____
	Telecom & Internet Service Orders	_____	_____	_____
	Plumbing Orders	_____	_____	_____
	Audio Visual Orders	_____	_____	_____
	Exhibitor Advance Personnel Registration Deadline	_____	_____	_____

MAHTS 2012

Schedule of Operations

Monday, February 6, 2012

8:00 a.m. – 5:00 p.m.	Educational Seminars
12:00 p.m. – 4:00 p.m.	Exhibitor Move-In
	Registration Open

Tuesday, February 7, 2012

EP Henry Authorized Distributor Day	
7:00 a.m. – 5:00 p.m.	Registration Open
8:00 am – 6:00 pm	Trade Show Open
9:00 a.m. – 4:00 p.m.	Educational Seminars
4:00 pm – 6:00 pm	Networking Reception

Wednesday, February 8, 2012

EP Henry Authorized Distributor Day	
7:00 a.m. – 5:00 p.m.	Registration Open
8:00 a.m. – 6:00 p.m.	Trade Show Open
9:00 a.m. – 4:00 p.m.	Educational Seminars
4:00 pm – 6:00 pm	Networking Reception
6:00 pm – 8:00 pm	Exhibitor Move-Out

Thursday, February 9, 2012

8:00 am – 10:00 am	Exhibitor Move-Out
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SHOW HOURS AND DATES:

Exhibit areas of the Middle Atlantic Hardscaping Trade Show will be open to the trade only during the following hours:

8:00 a.m. – 6:00 p.m. Tuesday, February 7, 2012

8:00 a.m. – 6:00 p.m. Wednesday, February 8, 2012

Exhibitors will have access to the Exhibit Hall during the following hours:

12:00 p.m. to 4:00 p.m. Monday, February 6

7:00 a.m. to 6:00 p.m. Tuesday, February 7

7:00 a.m. to 8:00 p.m. Wednesday, February 8

8:00 am – 10:00 am Thursday, February 9

Should you require access to your booth during hours not listed above, please make arrangements with Trade Show Management.

Exhibit booths must be staffed during show hours.

INSTALLATION DATE AND HOURS:

Monday, February 6, 2012 12:00 p.m. – 4:00 p.m.

Any exhibitor who has not checked in by 4:00 p.m. on Monday, February 6th, shall be considered to have relinquished his/her space and will forfeit monies paid.

No refund will be made for space that is not used or for space that is unused during part of the exhibit. Should space remain unoccupied at 4:00 p.m. on Monday, February 6th, EP Henry may rent or use it without obligation or refund.

DISMANTLING AND REMOVAL:

Thursday, February 9, 2012 6:00 p.m. - 8:00 p.m.

Friday, February 10, 2012 8:00 a.m. – 10:00 a.m.

Please notify Show Management if you will be moving out on Friday, January 20.

ADDITIONAL INFORMATION LISTED BELOW IS PROVIDED IN ALPHABETICAL ORDER

AGREEMENT AND CONTRACT:

The Exhibitor Application and Contract together with these Terms and Conditions shall constitute the Contract and the entire agreement between EP Henry Corporation and the exhibitors for the right to use the space allotted under the Terms and Conditions set forth herein. This agreement shall be governed, controlled by and construed in accordance with the laws of the State of New Jersey applicable to contracts made and to be performed wholly within the State of New Jersey.

AIR SERVICE:

You can fly easily, efficiently and directly from Boston, Cleveland, Detroit, Ft. Lauderdale, Ft. Meyers, Orlando, Tampa, Pittsburgh and Philadelphia. It’s a quick 20-minute ride from Atlantic City International Airport (ACY) to the Atlantic City Convention Center. Scheduled carriers servicing Atlantic City with connections world-wide are:

US Airways: 1-800-428-4322

Spirit Airlines: 1-800-772-7117

Continental Airlines: 1-800-525-0280

The Philadelphia International Airport (PHL) is approximately 60 minutes from Atlantic City.

AIRPORT SHUTTLE SERVICES:

The following transportation companies provide taxi service from the Atlantic City International Airport (Prices are subject to change).

TROPIANO ATLANTIC CITY 1-800-559-2040

Tropiano Atlantic City is an airport shuttle company working with the Atlantic City International Airport as well as the Philadelphia International Airport.

We recommend that you call at least 24 hours in advance to make your reservations for transportation. Rates are noted on their web site at www.tropianotransportation.com/ac/.

SEPTA: Septa buses and trains run from the Philadelphia International Airport to 30th Street Train Station in Philadelphia. Once at 30th Street Station, people can take NJ Transit Trains to Atlantic City Convention Center. Go to www.septa.com for additional information.

AMERICANS WITH DISABILITIES ACT (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301).

AUDIO VISUAL:

PSAV Rental Services is the designated provider of audio visual equipment at MAHTS. An order form is provided in this manual. If you require equipment not listed on the order form, please contact trade show management for assistance.

BANNERS:

With the ceiling clearance of 30', there is a great opportunity for MAHTS Exhibitors to utilize the space above their booths for display of banners. If your company utilizes a booth space measuring 20'x20' or larger, you are able to arrange for the display of a banner to a maximum height of sixteen feet (16'). Please contact Trade Show Management to discuss the options available to your company as well as the costs associated with your request.

BOOTH RENTAL RATES:

- \$1,500 per 10' x10' inline booth
- \$1,750 per 10' x 10' corner booth

SAVE \$\$:

Reserve between 200 square feet and 500 square feet of booth space and receive a 10% discount.
Reserve 600 square feet or more of booth space and receive a 20% discount.
Pay in full by September 30, 2011 and receive a 20% discount.

BOOTH PACKAGE:

The standard booth package includes:

- Uniform booth background and dividers consisting of an 8' high curtain backdrop and 33" high matching dividers and aluminum uprights. Drapery colors will be blue, gold and red.
- ID Sign (7"x44") listing the company name, city, state and booth number

- 6' skirted table, two (2) folding chairs and booth carpet (black)
- Ability to handle your own drayage in the exhibit hall during set-up through dismantle. NOTE: Deliveries by a common carrier or outside freight company will be charged a freight handling fee
- Daily cleaning of aisles and common areas
- Company listing in Show Directory

BUSINESS CENTER:

The Center's Business Center is operated by UPS. Regular business hours are: Monday through Friday, 8:00 a.m. – 5:00 p.m. Stamps, mailing supplies, metering, and more can be found at this convenient service center that helps meet everyday business challenges. Available are computer and typewriter rentals, Internet access, printing and small signage, packaging and shipping, office products and supplies, worldwide fax network, quality copy and color service, parcel receiving, documentation and presentation, services, binding and laminating, and notary services.

The Business Center, through a contract to the Center, has the exclusive right to provide these services to conventioners with the Convention Center. The Business Center is located in the Atrium lobby (ground level). Phone: 609-449-2480.

CARPET:

The booth package includes booth carpet, (black). Should you request a color other than black, you will need to rent the carpet from the Service Contractor. Refer to the carpet order form included in this packet. Please advise trade show management if you do not want the booth carpet.

Note: Exhibitors causing damage to the booth carpet or aisle carpet as a result of the operation of the equipment, tools or the placement of booth materials will be charged for the replacement cost of the carpet at \$10 per linear foot.

CEILING HEIGHT:

The clearance between the floor and the lowest height of the beams in the ceiling in the exhibit hall is 30'.

COLORS: (Show Colors)

Pipe and Drape:	Blue, gold and red
Booth Carpet:	Black

DAMAGES MADE BY AN EXHIBITOR

Please understand that EP Henry contracts the use of the Atlantic City Convention Center for MAHTS. EP Henry also contracts the services of Atlantic Expo for the use of furniture, carpet and equipment. As an exhibitor, you contract use of a booth space from EP Henry. In that booth, EP Henry arranges for booth carpet, a skirted table and chairs. In the event that a representative from your company damages these items, you will be invoiced for the replacement cost of whatever item is damaged. For example, damaged carpet will be billed at a replacement cost of \$10 per linear foot.

DEMONSTRATIONS:

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures that all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation and demonstration areas to ensure compliance.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of three feet (3') and/or install hazard barriers as necessary to prevent accidental injury to spectators. Sound demonstrations should not exceed 85 decibels. Additionally, demonstrations should only be conducted by qualified personnel.

DINNER OPTIONS

Planning to entertain your customers while in AC! The Atlantic City Convention & Visitors Authority (ACCVA) is available to assist you with your plans for the evenings during your stay at MAHTS. The ACCVA can help you with alternative entertainment and restaurants to entertain your customers. Contact Felicia Davis at the ACCVA, telephone: 609-449-7134 or e-mail Felicia directly at fdavis@accva.com.

DIRECTIONS TO THE ATLANTIC CITY CONVENTION CENTER:

Driving directions to the Atlantic City Convention Center are listed below.

Mileage from:

Philadelphia:	55 miles	Baltimore:	168 miles
New York:	132 miles	Boston:	328 miles
Newark, NJ:	110 miles	Pittsburgh:	354 miles
Washington, D.C.:	173 miles		

Driving time:

Atlantic City International Airport: 20 minutes

Philadelphia International Airport: 1 hour

New York City is 2-1/2 hours

Washington D.C. 3-1/2 hours

From the north: Major interstate highways connect with the Garden State Parkway south. Take exit 38 to the Atlantic City Expressway. The Convention Center is prominently positioned at the base of the Atlantic City Expressway.

From the south: I-95 to Delaware Memorial Bridge to Route 40 to Route 322, or via Lewes Delaware, take the Cape May - Lewes Ferry to Garden State Parkway north, to Atlantic City Expressway (exit 38). The Convention Center is prominently positioned at the base of the Atlantic City Expressway.

From the west: via Philadelphia, Walt Whitman Bridge to North-South Freeway to Atlantic City Expressway. The Convention Center is prominently positioned at the base of the Atlantic City Expressway.

DIRECTIONS TO LOADING DOCKS:

Vehicles will take the Atlantic City Expressway to Arctic Avenue, making a left onto Arctic Avenue. Follow Arctic Avenue to Martin Luther King Blvd. Turn left onto Martin Luther King Blvd., following to Bacharach Blvd. Follow Bacharach Blvd to the loading dock of the Convention Center. MAHTS is located at Hall B and will be at the top of the ramp when you enter the loading dock area.

DISABLED / ADA FACILITIES:

The Atlantic City Convention Center is in compliance with the Americans with Disabilities Act and is fully accessible to the physically-challenged. This includes elevators to all levels, exterior ramps for wheelchair access, Braille signage in elevators and meeting rooms, and accessible restrooms with appropriate fixtures.

DISMANTLING AND REMOVAL OF EXHIBITS:

Exhibitor move-out will begin at 6:00 p.m. on Wednesday, February 8, 2012. The loading dock doors will be closed at 8:00 p.m. on Wednesday and will reopen on Thursday, February 9 at 8:00 a.m. until 10:00 a.m. All equipment and materials remaining in the Exhibit Hall after 10:00 a.m. on Thursday will be shipped to the Atlantic Expo warehouse and will be charged a freight handling fee.

DISTRIBUTOR / EP HENRY AUTHORIZED DISTRIBUTOR DAY:

Tuesday, February 7th is EP Henry Authorized Distributor Day at MAHTS. EP Henry has invited EP Henry Authorized Distributors to attend MAHTS and to visit the Trade Show Floor.

ELECTRICITY:

Electrical service is provided exclusively through the Atlantic City Convention Center's Utility Services Department. **Electricity is not included in your booth package.** The main exhibit hall provides electric services in floor boxes located on 30'x30' centers. All electrical equipment must meet applicable National Electrical Codes requirements. Electrical fixtures and fittings must be UL listed and so marked. An *Electrical Service Order Form* is included in this packet. Please take the time to review this form as there is detailed information regarding the electrical labor, outlet location & distribution and the ACC Electrical Jurisdiction. Note the advance rate deadline date of January 30, 2012. Orders submitted after January 30 will be charged the Regular Rate. Telephone to the Electrical Service Department at the Atlantic City Convention Center: 609.449.2291.

Whenever possible, include a diagram of your booth with your electrical order form, identifying the location where the power source is needed.

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

EMERGENCY MEDICAL COVERAGE:

An Emergency Medical Technician (EMT) will be on site during MAHTS. Should you have an emergency, notify someone from Event management or registration immediately for the assistance of the EMT.

EQUIPMENT/VEHICLE DISPLAY:

By order of the Fire Marshall, any vehicle brought into the exhibit area for display will comply with the following:

- Fuel tank must be between ¼ and ½ full
- The battery cables must be disconnected at both leads
- Vehicles may not impede, obstruct or hinder ingress to or egress from the Center and/or the premises.
- Drip pan placed under vehicle
- The vehicle may not be operational during show hours.
- Fuel tanks shall have locking caps.
- The Show Manager must have access to all vehicles. Check in with Trade Show Management during Move-In. You will leave the keys to any vehicles with Trade Show Management.
- Exhibitor will turn in keys to vehicles that will remain in the Convention Center. Keys will be logged in by Show Management. Keys will be returned at approximately 6:30 p.m. on Wednesday, February 9th or once the carpet has been removed from the aisles and loading dock doors opened for removal of equipment.

EXHIBITOR RIGHTS:

EP Henry, in conjunction with Atlantic Expo and The Atlantic City Convention Center, have arranged a variety of exhibitor rights clauses to create a very “user friendly” atmosphere. It is important that you review this information and call us should you have any questions.

We will reference the use of full-time exhibitor personnel in the set-up of your booths. In the event that you need to contract labor outside of your company, we urge you to contract this labor through Atlantic Expo. There are union jurisdictions that will apply to the use of outside labor and Atlantic Expo is able to accommodate the jurisdictions.

Full-time exhibitor personnel have the right to perform the following work:

- ✓ Unload and reload their own vehicle at the loading dock in an area specified by EP Henry and Atlantic Expo.
- ✓ NOTE: In the event that your product is delivered to the Convention Center or the Atlantic Expo Warehouse in advance of the show, by a common carrier, UPS, etc. you will pay a freight handling fee for the handling of this freight.
- ✓ You provide your own dollies or hand trucks.
- ✓ You utilize no motorized lift equipment
- ✓ Hand carry exhibit material through the garage entrance into the facility.
- ✓ Set-up and dismantle your own display, provided that you use only full-time exhibitor employees with proper credentials.
- ✓ Custom fit skirting for tables may be installed by exhibitor.
- ✓ Set up and handle your own product: including but not limited to the installation, interconnection, calibration, and operation of your own product.
- ✓ Set-up and dismantle personal computer equipment within an inline 10’x10’ or 10’x20’ booth. Can set maximum equivalent of (1) computer per 10’x10’ booth.

FLAMMABLE AND TOXIC MATERIALS:

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples also should be available for testing.

Materials that cannot be treated to meet the requirements should not be used. A flame proofing certificate should be available for inspection.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

FLOOR LOAD:

The floor load capacity in the Hall B of the Atlantic City Convention Center is 350 pounds per square foot.

FLOOR PLAN

New for MAHTS 2012 is the addition of an online interactive floor plan. The addition of this plan will allow attendees to access information about exhibiting companies in advance of the show. With your booth confirmation you will receive a password that allows you to access your company information. You can enter your company profile, a description, listing of products, brands and more. It will be the responsibility of each exhibiting company to update their company information.

Note that the information printed in the Show Guide distributed at the show is taken directly from your online listing.

FOOD AND BEVERAGE:

Ovations is the exclusive Food and Beverage provider for Catered Events and Concession sales. Any exhibitors offering food and/or beverage sampling must first be approved in advance. Upon approval, we ask the exhibitor to adhere to the following:

- 1) Arrangements for food and beverage items, used as traffic promoters (i.e. popcorn, ice cream, coffee, candy, alcohol) can be arranged through the Catering department.
- 2) Other items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm and must be directly related to participation in the event.
- 3) Food items must be limited to “sampling” or “bite-size” portions: Liquids or beverages are limited to 4 ounces, food products are limited to 2 ounces.
- 4) Booth attendants, Bartenders, Kitchen runners and Ice services may be contracted through the Food and Beverage Department.
- 5) Some dry and refrigerated storage may be available, but must be requested through the Food and Beverage Department. A fee may accompany this service.
- 6) Certificate of Insurance on file with EP Henry

FREIGHT: See Shipping.

FUEL OPERATED VEHICLES: Refer to Equipment/Vehicle Display.

FURNITURE AND ACCESSORIES:

Furniture and accessories can be ordered from Service Contractor. Please refer to the forms included in this packet. Please note the furniture included in your booth package listed above.

GRATUITIES / TIPS:

It is against ACCC/SMG policy for any employee of the Center, to accept gratuities or gifts of significant value from Exhibitors or Attendees.

HELIUM BALLOONS

Helium balloons are permitted in the Center only when they are securely anchored to exhibits and are used for decorative purposes. Helium balloons may not be given away or sold. Exhibitors will be charged a fee for the removal of balloons that rise to the ceiling of the Center. Any containers used to inflate balloons, must be securely fastened to a support cart or other stable support, and may not be stored on the exhibit floor.

HOSPITALITIES

Planning to entertain your customers while in AC!

The hotels offering accommodations to MAHTS participants also have opportunities for you to plan and offer private functions during MAHTS.

The Borgata Hotel Casino and Spa	Contact Michael Hausman	609-317-7523
Harrah's Resort Atlantic City	Contact Tammy Puchliakow -	609-340-1764
Sheraton Atlantic City	Contact Alison Suralik	609-441-2918

The Atlantic City Convention & Visitors Authority (ACCVA) is available to assist you with your plans for the evenings during your stay at MAHTS. With most evenings open why not consider offering a hospitality at one of the participating hotels. The ACCVA can help you with alternatives. Contact Felicia Davis at the ACCVA, telephone: 609-449-7134 or e-mail Felicia directly at fdavis@accva.com.

HOTEL ACCOMMODATIONS:

EP Henry has made arrangements for reduced hotel room rates during the 2012 Mid-Atlantic Hardscaping Trade Show at the hotels listed below. Make sure to mention that you are with MAHTS 2012 / EP Henry. **Hotel reservations are available on a first-come, first-served basis and are subject to availability. Advance rate deadline is 5:00 p.m. January 23, 2012.** The parking rates listed are subject to change. Hotel rates listed below are based on single or double occupancy. Tax, tourism and occupancy fees are in addition to the room rates listed below.

SHERATON ATLANTIC CITY

- \$85/night plus tax, tourism and occupancy fees Sunday through Thursday nights
- Reservations by telephone: 888.627.7212 or 609.344.3535 ext. 5 (in-house reservations)
- Reservations online – Link for reservation online is available on the Hotel Accommodations section of www.MAHTS.com
- Two Convention Boulevard, Atlantic City, NJ 08401
- www.sheraton.com/atlanticcity
- Connected to the Atlantic City Convention Center, this 15-story, art deco hotel boasts sweet sleeper beds for the perfect night's rest, oversized rooms, an indoor pool, the Shoe Bar and the Boulevards Café open for breakfast daily. Tun Tavern and the Walk shopping/restaurant complex are adjacent to the Sheraton.
- Complimentary Self Parking for Sheraton Overnight Guests only (Sheraton parking lot)
- Complimentary access to Health Club (open 24 hours)
- Check-in time is 3:00 p.m. Check-out time is 12:00 noon.
- An early departure fee of \$75 will apply if you check out prior to the confirmed checkout date.

- A credit card guarantee is required at the time you make a room reservation. Deposits paid are refundable if notice is received by Hotel at least (3) days prior to arrival and a cancellation number is obtained.

BORGATA HOTEL CASINO AND SPA

- \$109/night plus tax, tourism and occupancy fees Sunday through Thursday nights
- Request for a two (2) bedded queen room will incur a \$20 additional fee to the above rate
- Friday and Saturday night at prevailing rates
- Reservations by telephone: 609.317.1000 (Group Code: GBEPB12)
- One Borgata Way, Atlantic City, NJ 08401
- www.theborgata.com
- Parking: \$5 each time you park (subject to change)
- Rest, shop, dine, entertain and play at the Borgata Hotel, Casino and Spa. With floor to ceiling windows and 300 thread-count sheets, you'll never want to leave. Only minutes from downtown Atlantic City, the Borgata features an indoor pool, fitness center, eleven signature restaurants and a comedy club.
- Check-in time is 4:00 p.m. Check-out time is 11:00 a.m.
- A first night's room and tax deposit will be forfeited for any individual reservation not canceled at least 24 hours prior to arrival dates.

HARRAH'S RESORT ATLANTIC CITY – BAYVIEW TOWER

- \$59/night plus tax, tourism and occupancy fees Sunday through Thursday nights
- One-night's room deposit required per room, to guarantee individual accommodations. The deposit is completely refundable if individual accommodations are canceled at least 72 hours prior to arrival.
- Single or double occupancy
- Friday and Saturday night at prevailing rates
- Reservations by telephone: 800.345.7253 between 9:00AM and 4:00PM, Monday through Friday, EDT
- Reservations online – Link for reservation online is available on the Hotel Accommodations section of www.MAHTS.com
- 777 Harrah's Boulevard, Atlantic City, NJ 08401
- www.harrahresort.com/casinos/harrahs-atlantic-city/hotel-casino/property-home.shtml
- Parking: \$5 each time you park (subject to change)
- You can feel it the minute you walk through Harrah's doors. The action. The excitement. The elegance of Atlantic City's ultimate resort & casino experience. Harrah's Resort Atlantic City offers guests the chance to escape the ordinary and indulge in an environment like none other. Experience the unparalleled service and personal attention that only Harrah's Resort can provide. Whether you prefer to dine in one of the seven award-winning restaurants, take a refreshing dip in our brand new indoor pool, relax in the Elizabeth Arden Red Door Spa, or feel the excitement in our newly remodeled casino, Harrah's Resort offers something for everyone.
- Check-in time is 4:00 p.m. Check-out time is 12:00 noon.
- A credit card is required at the time of booking. Cancellation less than 72 hours prior to arrival will be subject to a forfeit of one night's fee.

INCLEMENT WEATHER / STATE OF EMERGENCY:

In the event of inclement weather that dictates a state of emergency in the state of New Jersey, EP Henry will honor and obey the laws of the state of NJ. Please remember that the weather in Atlantic City may vary from other sections of the state. Exhibitors can contact EP Henry at 1 (800) 444-3679 regarding show functions at MAHTS.

INSTALLATION OF EXHIBITS:

Exhibitor move-in is scheduled for Monday, February 6, 2012 between 12:00 p.m. and 4:00 p.m. All materials shipped to the warehouse as advance freight will be in your booth upon your arrival to set-up on Tuesday.

INSURANCE:

See section titled “Liability, Property Damage Insurance”.

Each exhibiting company at MAHTS is required to provide EP Henry with a Certificate of Insurance listing EP Henry as an additional insured. Companies not submitting the proper proof of liability will not be permitted to move-in and set-up their booth at MAHTS. A sample *Certificate of Insurance* is included in this manual.

LABOR SERVICES:

The Atlantic City Convention Center has Collective Bargaining Agreements with many Labor organizations. EP Henry and its exhibitors are required to adhere to the rules and regulations of these agreements. Please refer to the section in this manual titled “Exhibitor Rights”.

LEAD GENERATION:

EP Henry does not release or sell the database of registrants from the 2012 MAHTS. Exhibitors seeking contact information are urged to take advantage of the lead generation program offered in conjunction with the registration service offered at MAHTS. Please refer to the *Conexsys Lead Retrieval Services* Form included in this manual. This system utilizes a computerized pen that is used to swipe the bar code inserted on each badge. Exhibitors are able to program this lead system to track leads based on the company needs. Advance rate deadline is January 30, 2012.

LIABILITY, PROPERTY DAMAGE INSURANCE:

Exhibitors shall provide Management with a Certificate of Insurance evidencing insurance issued by an insurance carrier with a rating of at least A+ by Best as proof of insurance coverage in the amounts of Two Million Dollars of Per-occurrence Limit Coverage to include: Comprehensive Form, Independent Contractors, Contractual, Fire legal liability and Products/Completed Operations.

Such insurance coverage shall specifically name EP Henry Corporation, including its officers, employees, agents and contractors, SMG, ACCC, the Atlantic County Improvement Authority and the New Jersey Sports and Exposition Authority, their respective directors, officers and employees, as additional named insured's. Such insurance shall cover any damage or injury to any and all persons attending or property connected with the Event when such persons or property are located in, on, around or about the Center.

The Exhibitor also agrees to Indemnify and hold harmless EP Henry, SMG, ACCC, Atlantic County Improvement Authority, and the New Jersey Sports and Exposition Authority for all Bodily Injury and Property Damage claims or suits arising from their negligence.

Before being admitted to the exhibition, each exhibitor shall be required to furnish the EP Henry Corporation an insurance certificate evidencing the required liability insurance coverage herein described. Failure to provide such certification will not absolve the exhibitor of any of its responsibilities or indemnity obligations under this agreement.

The Management shall not be liable to the Exhibitor for the acts or omissions of any members, exhibitors or suppliers attending the 2012 Middle Atlantic Hardscaping Trade Show. The EP Henry Corporation, employees, and contractors will not be liable for failure to hold the exhibition as scheduled. Payment for booth space will be returned in that event, except that any actual expense incurred in connection with the exhibits will be deducted if the exhibition is cancelled because of fire, or any act of God, or the public enemy, or strike, or epidemic, or any law or regulation of public authority or any other act beyond the control of the EP Henry Corporation which makes it impossible or impracticable to hold the exhibition.

Safekeeping of the exhibitor's property is the sole responsibility of the exhibitor. Each exhibitor must keep an attendant in his display during the hours listed under "Exhibit Hours". In all cases, exhibitors desiring to insure their exhibits and display material against fire, theft, etc. must do so at their own expense.

General security will be provided during the trade show; however, EP Henry Corporation will not be responsible for loss or damage of any exhibitor's merchandise, display material or personal property. EP Henry Corporation will not in any way be liable for any injury that may occur to an exhibitor, his employees or his agents nor for the safety of or damage to any exhibit because of accident or any other destructive cause. All claims for such loss, damage or injury are hereby expressly waived by the exhibitor.

The exhibitor shall be liable for any and all property damage and injury caused by himself, his employees, his agents or his exhibit.

In all cases, exhibitors desiring to insure themselves against fire, theft, public liability, etc. must do so at their own expense.

EP Henry Corporation will not be responsible or liable for losses due to causes or conditions beyond its control, which might prevent EP Henry Corporation from opening on time, continuing through its scheduled dates, or opening at all. Under such conditions, EP Henry Corporation will not be liable for any expense incurred by any exhibitor in preparation for or any promotion of such exhibit, and EP Henry Corporation may retain such part of the exhibitor rental as shall be required to recompense it for expenses incurred up to the time such contingency occurred. The exhibitor waives and releases the Atlantic City Convention Center from all damages compensation or claims for damages to any persons or property caused by any unforeseen occurrence as described in this paragraph.

The exhibitor releases, discharges and agrees to indemnify, defend and hold harmless EP Henry Corporation, its agents and representatives from and against any and all demands, claims, suits,

causes of action, liabilities awards, losses, judgments or damages, including attorneys fees and costs and expenses of suit or defense, which might arise, whether or not such matters may be groundless or fraudulent by reason of: (a) exhibitor's making of any alterations, decorations, additions or improvements to the exhibit areas; (b) exhibitor's failure to comply with any federal, state or local laws, statutes, ordinances or regulations; (c) any advertising materials used by exhibitor; (d) any injuries or other damages to third parties as a result of exhibitor failure to return the exhibit space in the condition required by this contract or to relinquish the Center's equipment to the Center at the end of the Show; (e) exhibitor failure to surrender the exhibit space at the end of the Show; and (f) any other injuries, accidents, damages or losses to any persons or property, or any theft or misappropriation of property, caused by, related to, resulting from or happening in connection with any conduct by the exhibitor, its agents or their use of the exhibit space.

LIGHTING / BOOTH LIGHTING:

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by trade show management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

LIGHTING, HEATING, VENTILATION AND AIR CONDITIONING:

Generally, full house lighting and adequate levels of heat, ventilation, or air conditioning will be provided as required from one hour prior to the start of MAHTS and during published exhibition hours. Energy conservation is of prime concern and practical levels of lighting, ventilation, heat or air conditioning will be maintained during move-in and move-out periods.

LOADING DOCK REGULATIONS:

Exhibitors may unload and reload their own vehicle at the loading dock in an area specified by EP Henry and Atlantic Expo. Once vehicles are unloaded, the exhibitor must move the vehicle to the parking lot. Violators will be towed at the owner's expense.

Access to the exhibit hall (Hall B) is via a drive in freight door with a clearance of 26'h x 20'w. Product and materials will be unloaded at the loading docks and transported into the Exhibit Hall. In addition, there are loading docks with mechanical levelators.

LOST AND FOUND

Every effort is made to ensure property found and/or turned in is handled to provide the best possible opportunity for return to its owner. If property is found before, during or after an event,

it is turned in to the Registration Desk. At the close of the show items are then turned in to the ACCC Security Center. Any item unclaimed after forty eight (48) hours becomes the property of ACCC and is disposed of in a manner deemed practical by ACCC management.

MOVE-IN / EXHIBITOR MOVE-IN:

Exhibitor Move-in is scheduled for Monday, February 6th between 12:00 p.m. and 4:00 p.m. If you will be driving in large equipment or oversized vehicles or if your booth location is in a position that warrants an early move-in, please contact Event Management to discuss your move-in time.

MOVE-OUT / EXHIBITOR MOVE-OUT:

Note: Show closes at 6 p.m. on Wednesday, February 8, 2012.

Show Decorator removes aisle carpet beginning at 6:00 p.m.

Loading dock doors open for removal of equipment and vehicles at 6:30 p.m.

EP Henry has published the exhibit hall hours at MAHTS 2012 from 8:00 a.m. to 6:00 p.m. on Wednesday, February 8, 2012. That means that the persons attending MAHTS are in attendance on Wednesday with the understanding that booths will remain in place until 6:00 p.m.

Exhibitors were informed of these show hours in the Exhibitor Prospectus prior to contracting with EP Henry to exhibit at MAHTS. We trust that each of you will honor this arrangement.

Beginning at 6:00 p.m., the Service Contractor (Atlantic Expo) will remove aisle carpet.

Exhibitors are not permitted to remove equipment or vehicles from their booths prior to the removal of the carpet. Once the carpet is removed, the aisles will be open for a safe removal of your product. The loading dock doors will be open once the aisle carpet has been removed.

NJ TRANSIT:

NJ Transit offers both rail and bus transportation to Atlantic City.

By rail: The NJ Transit Rail Terminal is directly adjacent to the Convention Center and connects to Philadelphia at 30th Street Station and Amtrak's Northeast corridor lines. For more information visit their website at www.njtransit.com.

By Bus: The NJ Transit operates an extensive bus network of intra and interstate routes throughout New Jersey and into New York and Philadelphia. The system serves the region's commercial centers with commuter runs to and from Philadelphia, Manhattan, Newark, Jersey City, Trenton, Camden and Atlantic City. The Greyhound Bus Terminal is located at 1995 Atlantic Avenue in Atlantic City, just two blocks from the Atlantic City Convention Center. For more information, call Greyhound at 1-800-231-2222, or visit their website at www.njtransit.com.

NOISE

Exhibitors are not permitted to make excessive noise in their respective booths, i.e. banging noises, loud music, and amplification. In the event that you want to conduct a demonstration of your product and that demonstration will be loud, please contact Trade Show Management to determine if there is an alternative location.

PARKING:

Parking spaces are available on the first level of the Center (Garage height 7') for attendees and exhibitors. The daily parking rate is \$12 for the first 4 hours, \$2 additional for the fifth hour and \$1 for every additional hour, capped at \$33. A lost ticket is \$35. These rates are subject to change.

The cost for parking at the EP Henry designated hotels is listed with the hotel information included in this manual. If you have a large truck or vehicle you may want to check with the hotel to confirm that the parking garage can accommodate the vehicle height. Otherwise, numerous public lots and garages are within walking distance of the Center. Convention Center Parking personnel will be available during move-in to arrange for open lot parking during MAHTS where there is no height restriction on vehicles. A daily parking rate will be assessed.

NOTE: Exhibitors are not permitted to unload booth materials from their vehicles in the parking garage. Exhibitors must unload booth materials from their vehicles at the loading dock at Hall B designated for EP Henry.

PHOTOGRAPHY:

Photographers must perform all of their photography work during open show hours. Any work performed outside of open show hours, may result in additional fees, which must be paid for in advance.

PLUMBING:

Water lines and drain, compressed air service and plumbing labor is provided by the Atlantic City Convention Center. Refer to the *Plumbing Order Form* included in this manual. Advance rate deadline is January 30, 2012. Remember to confirm the removal time of this service when you arrange the installation time.

PRIMARY DROP-OFF/PICK-UP POINTS

The Porte Cochere, located in front of the Center's lobby is for the sole purpose of a primary drop-off/pick-up location for shuttle busses, taxis, etc. It is not for unloading and loading of equipment at any time, in order to assist with traffic flow and for the safety of all attendees. The privately owned vehicles (POV) location has been set up for this purpose (see Exhibitor Rights) and primary access to this area can be attained via Michigan Avenue. Disabled patrons may use the Convention Center Parking Garage to gain access to the Center or use Door # 7 in the Porte Cochere.

PRIVATELY OWNED VEHICLES (POV)

In an effort to provide the exhibitor with a "user friendly" atmosphere, the Center has set up a program for POVs. The vehicles owned by the exhibitor, the exhibitor may park at the loading dock. They may carry their freight to and from their booth or they may enlist the help of Atlantic Expo. We recommend that you bring your own cart for use in transporting your product from the loading dock to your booth.

PROTECTION OF PROPERTY:

Nothing shall be attached in any manner whatsoever to the walls, floors, ceiling or columns of the Atlantic City Convention Center unless authorized by EP Henry Corporation. Each exhibitor

shall take precautions to protect the floor, wall, ceiling, and other surfaces from damage. EP Henry Corporation and its exhibitors shall not injure, mar or in any way deface the Center or the leased premises, or any equipment contained in the leased premises; cause or permit any thing to be done where the Center or the leased premises or any equipment in the Center shall be injured, marred or defaced in any manner; nor make or permit any alterations, decorations, additions or improvements, structural or otherwise of any kind to the Center or the leased premises except with the prior, written consent of EP Henry Corporation and upon such conditions as are required by EP Henry Corporation.

If any alteration, decoration, addition or improvement is made without the prior, written consent of EP Henry Corporation, then EP Henry Corporation may remove the alteration, decoration, addition or improvement, and the exhibitor shall be liable for any and all expenses incurred by EP Henry Corporation in performing this work.

REGISTRATION:

Registration will be located in the front section of Hall B. All exhibitors and attendees must register in order to gain access to the Exhibit Hall and Seminars. Please register your personnel online at www.mahts.com, click on Exhibitor registration. You will need to enter a password specific to your company. You will then list your personnel. Badges will not be mailed in advance of the show. Badges can be picked up onsite at registration during the following hours:

Monday, February 6	12:00 p.m.– 4:00 p.m.
Tuesday, February 7	7:00 a.m. – 5:00 p.m.
Wednesday, February 8	7:00 a.m. – 5:00 p.m.

RESTRICTIONS IN HALL B:

FLOOR LOAD CAPACITY: 350 pounds per square foot.

DOORS: One ground level overhead door with a clearance of 26’h x 20’w.

CEILING HEIGHT: Ceiling height clearance to the lowest beam is 30’

EP Henry Corporation shall have the right to prescribe the weight and position of any heavy equipment or fixtures. No furniture, equipment or other bulky matter of any description will be received into the Center or carried in on any other equipment except as approved by EP Henry Corporation. Any and all damage to the Center caused by moving the property of exhibitors into or out of the Center, or due to the existence of such property in the exhibit area, shall be repaired by and at the sole cost of the exhibitor.

All wrapping paper, packaging material, boxes, crates, etc. must be removed from the exhibit area and stored away. Each exhibitor is responsible for making arrangements for the removal or storage of said material. Any material that is not properly stored or removed after set-up and breakdown will be destroyed at the exhibitors expense.

All equipment, devices, supplies, products, etc. not displayed in the confines of the booth of each respective exhibitor must be removed from the premises for the duration of MAHTS. Any person(s), firm or exhibitor in violation of this regulation will be liable for charges in an amount of not less than the rental rate of one (1) exhibit booth.

Exhibitors shall not produce or allow to be produced any live performance, act, show or entertainment in the booth.

Any individual who fails to reserve exhibit space and who persists in soliciting orders or sales in any manner at any time during MAHTS and its related activities will be ejected from the premises.

EP Henry Corporation reserves the right to refuse, restrict or cancel at any time any exhibit or any exhibitor, employee, or agent who in the opinion of the EP Henry Corporation is not for any reason acting in the best interest of EP Henry Corporation. In the event of such circumstances, the exhibitor hereby expressly waives any and all claims for damage or recovery of any rental moneys.

SECURITY:

EP Henry Corporation will provide general security coverage throughout the show. Exhibitors requiring additional security coverage specific to their booth, should contact Event Management.

SEMINARS:

The staff at EP Henry have developed an extensive educational program for the 2012 MAHTS. Exhibitors are welcome to participate in the educational programs and are asked to register for your programs of choice. Please note that there are various seminars offered for a fee.

Exhibitors will be required to pay the fee listed for each program that they plan to attend. The seminars that are free will be made available to exhibitors at the trade show. We are allowing attendees the opportunity to register first prior to allowing exhibitors. If there is a seminar that you feel an urgency to attend, please do not hesitate to complete the attendee registration form for the specific seminar.

SHIPPING:

The Atlantic City Convention Center will not accept advance freight deliveries. Atlantic Expo, MAHTS designated exhibit service contractor, has been contracted to offer freight handling services during the Mid-Atlantic Hardscaping Trade Show 2012. Freight handled in advance by Atlantic Expo will be charged a freight handling fee. Please refer to the ***Material Handling Order Form*** included in this manual.

Shipment of freight to MAHTS 2012 in advance of the trade show should be directed to:

Atlantic Expo
Mid-Atlantic Hardscaping Trade Show 2008
Booth # _____
3093 English Creek Avenue
Egg Harbor Township, NJ 08234

Telephone 609-272-1600; Fax 609-272-1680. Remember to mark your shipment with Middle Atlantic Hardscaping Trade Show and your booth number. The warehouse will receive shipments Monday through Friday during the hours of 8 a.m. and 3 p.m. Materials should be shipped to ARRIVE at the warehouse NO LATER THAN Thursday, February 2, 2012. Freight arriving outside these times will incur surcharges. Freight shipped to Atlantic Expo in advance will be onsite or in your booth upon your arrival to set-up your booth on move-in day.

Should you decide to ship freight **for arrival during the show**, you will need to ship directly to the Atlantic City Convention Center. The address to ship directly to the Center for arrival between February 6-8, 2012 is:

Atlantic City Convention Center
c/o Atlantic Expo / Mid-Atlantic Hardscaping Trade Show
Hall B, booth # _____
One Convention Boulevard
Atlantic City, NJ 08401

Atlantic Expo at the Atlantic City Convention Center will receive freight on Monday, February 6, 2012 between 8 a.m. and 4 p.m. Companies shipping freight through a common carrier, a third party freight line or a freight company will be charged a material handling fee by Atlantic Expo.

If your company delivers freight to the Atlantic City Convention Center during Move-In on Monday, February 6th utilizing your company vehicles or personal vehicles, you are able to unload your own vehicles and transport product from your vehicle to your booth. Plan to bring your own carts to make your unloading easier. EP Henry will provide access to a forklift service to assist with the unloading of product on skids. Again, this service is available to those companies utilizing a company or personal vehicle, only.

Remember that the Atlantic City Convention Center does not receive freight prior to a show. Should you attempt to ship freight directly to the Center in advance of the show, the freight will be rejected.

For additional shipping information, please refer to the enclosed “**Material Handling Order Form**”. Please note, the “**Authorization and Agreement To Terms and Conditions Form**” must be completed and returned.

EP Henry and the ACCC will not be liable for the security of freight left in the facility, nor can they assume responsibility for the shipping of such freight. Freight left in the Exhibit Hall at the end of the Exhibitor Move-Out hours which is Thursday, February 9th at 10 a.m., will be considered “forced freight” and will be handled through the show decorator. Exhibitors will need to contact Atlantic Expo to arrange for access to their freight, phone # 609-272-1600.

SIGNAGE:

Your booth package includes a booth ID sign, 7” x 44”. Additional signs can be ordered from Atlantic Expo. A **sign order form** is included in this packet.

SMOKING:

In accordance with N.J. State Law, PL 1985, chapter 318, it is the policy of the ACCC to protect the health of its employees and public by prohibiting smoking (cigars, cigarettes, pipes, etc.) in all public areas including but not limited to exhibit halls, meeting rooms, Show Managers’ offices, corridors, elevators, restrooms, stairwells, conference rooms, general office space, etc. For any attendee or exhibitor who wishes to smoke, ashtrays have been supplied outside Doors 1-7 and in the parking garage at the entrance to the train station and at the entrance to the Center.

N.J. State Law, PL 1985, chapter 318 states the following:

“The legislature finds and declares that the resolution of the conflict between the rights of the smoker to smoke and the rights of the non-smoker to breathe clean air involves a determination of when and where, rather than whether a smoker may legally smoke. It is not the public policy of this state to deny anyone the right to smoke, however, the legislature finds that in those enclosed areas affected by this act the right of non-smoker to breathe clean air should supersede the right of the smoker to smoke. In addition – deleterious effects on smokers: tobacco is (1) at least an annoyance and a nuisance to a substantial percentage of the non-smoking public and (2) a substantial health hazard to a smaller segment of the non-smoking public.”

The Atlantic City Convention Center is a smoke-free facility.

SOUND/MUSIC:

In general, exhibitors may use sound equipment in their booths as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels. Trade show management may determine that the sound level in your booth is too high at which time you will be asked to lower the sound level or remove the sound.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

STORAGE:

Crate storage is prohibited in the Center without the prior written approval of Center management. Exhibitors should plan to store any empty crates in their company vehicles during the show. Arrangements can be made with the Service Contractor, Atlantic Expo, for the storage of crates. A fee will be charged for this service. Please refer to the *Limits and Liabilities and Terms and Conditions* form included in this manual. If you shipped your freight in advance to Atlantic Expo, they will arrange for the storage of your empty crates during the show and will then return your empty crates at the close of the show.

STRUCTURAL INTEGRITY:

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

SUB-CONTRACTORS / SUB-CONTRACTOR EMPLOYEES

Exhibitors should contact Andy Minton at Atlantic Expo to review any needs for additional labor that they may require during MAHTS. There are union jurisdictions that may affect your ability to contract outside labor.

In the event that you are approved to contract outside labor, please note the following insurance requirements: All sub-contractors are required to provide a Certificate of Insurance evidencing a minimum of \$2 million dollars general liability insurance as well as workman's comp coverage. The certificate must name EP Henry, ACCC, SMG, ACC and VA, ACIA, and NJSEA as additional insured. EP Henry, The Atlantic City Convention Center, as well as SMG, must be named as the certificate holder. The Certificate also must include a 30-day cancellation notice.

All sub-contractor operations and their employees must maintain generally accepted safe operating practices and follow all OSHA guidelines to ensure a safe workplace. All sub-contractors must adhere to all policy rules and regulations for the Atlantic City Convention Center and SMG.

TELECOMMUNICATIONS:

The Telecommunication Department at the ACCC is the exclusive provider of telecommunication services that can be tailored to meet exhibitor needs.

Fiber optics, booth interconnect ability, video conferencing, direct internet connections, and arrangements for voice, video and data communications services can be made by contacting the Telecommunications Department. The Center will rent, install and service all exhibitor telephone needs. Single, multiple and data information lines are available. ***A Telecom and Internet Service Order Form*** is included in this packet. Please note that the advance rate deadline date is January 30, 2012. After January 30, the Regular Rate will apply. Telephone to the Telephone Service Department at the Atlantic City Convention Center: 609-449-2291.

TRASH REMOVAL:

An exhibitor is required to return their exhibit area to the condition in which it was found upon your arrival to MAHTS. **Exhibitors leaving materials or parts of your booth behind at the close of the show will be assessed a trash disposal fee.** Trash receptacles will be strategically located throughout the Exhibit Hall for the disposal of trash. Trash dumpsters also are available at the loading docks. Your booth rental fee does not include a fee for disposal of your booth materials.

At the close of the show on Wednesday and Thursday, Atlantic City Convention Center personnel will clean the Exhibit Hall. These personnel are not permitted to enter your booth. Any items that are considered to be trash should be placed in the aisle in front of your booth on Wednesday and Thursday immediately following the show closing at 6:00 p.m.

If you are unsure about the disposal of items from your booth, please contact trade show management.

UNION JURISDICTIONS AND RULES:

Please refer to the ***Union Jurisdictions and Rules*** form included in this manual. By reviewing this form now, you will understand the guidelines that you must adhere to when exhibiting at the Atlantic City Convention Center. Please do not hesitate to contact Trade Show Management with any questions or comments. **If you are unsure, please ask!**

UNLOADING YOUR VEHICLE AT THE ATLANTIC CITY CONVENTION CENTER.

EP Henry has made arrangements with Atlantic Expo for the unloading of exhibitor materials from the loading docks to the exhibitor booths. Atlantic Expo will assist exhibitors in the movement of product.

An area will be designated where exhibitors can unload their own vehicles.

In the event that your product is delivered to the Center via a common carrier, you will be charged a freight handling fee.

If the product to be unloaded is in excess of 4,000 pounds or oversized and requires a special forklift, you will be charged a freight handling fee.

Otherwise, you are able to unload your company or personal vehicles on your own. Plan to bring material handling carts to assist in the transport of product from your vehicle to your booth.

USE OF SPACE:

All exhibitors are required to follow the rules and regulations established by the Atlantic City Convention Center.

All exhibits shall have some relationship to the hardscaping industry, be arranged so that aisles are clear and unobstructed for pedestrian traffic at all times and to protect the health and safety of persons in the exhibit area.

All demonstrations and other sales activities must be confined to the limits of the booth of each respective exhibitor.

The operation of internal combustion engines or any other motor, machinery or device that may cause excessive noise, fumes, odor(s) or disturbances in the Center is strictly prohibited. Internal combustion engines and other motors, machinery or devices may not be operated in the building. The determination of what constitutes “excessive noise, fumes, odor(s) or disturbance” shall be made by EP Henry Corporation.

No oils, burning fluids, camphene, liquid oxygen, ethylene, propane, kerosene, naphtha, gasoline, acetylene or other combustible or flammable solids, gases or liquids, nor any flammable materials (including bunting, tissue paper, crepe paper, etc) will be permitted in the Center without the prior written approval of EP Henry Corporation. All decorations of any kind and other combustible materials must be flame proofed or treated with a suitable flame retardant. By order of the Fire Marshall any vehicle brought into the exhibit area for display may contain no more than ¼ tank of flammable liquid or as may hereafter be required. This restriction will be strictly enforced.

All wiring of exhibit booths and display fixtures must comply with all applicable codes, rules and regulations, and be performed in a manner satisfactory to the Center.

The Center has reserved to itself the right to exclude or remove any exhibit, equipment, materials, substance, object or vehicle which, in the sole and exclusive judgment of the center, may be dangerous to persons or property unless prior, written consent of the Center is obtained and the exhibitor fully complies with any rules, regulations or instructions, issued by the Center. Any concerns about your display or exhibit should be directed to EP Henry Corporation for review.

Exhibitors shall keep all doors, sidewalks, vestibules, passageways, halls, corridors, aisles, openings, radiators lighting, fire exits, fire alarms, fire extinguishers and hose cabinets in the leased premises and the Center uncovered and unobstructed.

Distribution of food or beverages from an exhibitor's booth must be approved in writing, in advance by EP Henry Corporation.

No live animal, reptile, fish or birds are permitted to enter or remain in the Center unless prior, written approval of EP Henry Corporation has been obtained or the animal is trained and safely muzzled "seeing-eye" dog accompanying a blind person or a "hearing-ear" dog accompanying a hearing impaired person.

Distribution of brochures, circulars, or other printed matter, and displaying of signs, posters, banners, etc. must be limited to the confines of the booth of each respective exhibitor, and be distributed or displayed in such a manner that will not interfere with other exhibits.

Exhibitors shall not assign, sublet or share the whole or any part of their allotted space, nor display any goods other than those manufactured, grown or sold by them in the regular course of business.

Booth identification signs will be limited to the name of the firm who has contracted for the space. No other firm or company name may be listed in the booth in any manner, except for the trademarks or brand names normally affixed to a product.

VEHICLE/EQUIPMENT DISPLAY:

By order of the Fire Marshall, any vehicle brought into the exhibit area for display will comply with the following:

- Fuel tank must be between ¼ and ½ full
- The battery cables must be disconnected at both leads
- Vehicles may not impede, obstruct or hinder ingress to or egress from the Center and/or the premises.
- Drip pan placed under vehicle
- The vehicle may not be operational during show hours.
- Fuel tanks shall have locking caps.
- The Show Manager must have access to all vehicles. Check in with Trade Show Management during Move-In. You will leave the keys to any vehicles with Trade Show Management.
- Exhibitor will turn in keys to vehicles that will remain in the Convention Center. Keys will be logged in by Show Management. Keys will be returned at approximately 6:30 p.m. on Wednesday, February 9th or once the carpet has been removed from the aisles and loading dock doors opened for removal of equipment.

NOTE: Should you require additional services not listed above, please contact Event Management for additional information.