

EXHIBITOR GUIDELINES MAHTS 2022

Mid-Atlantic Hardscaping Trade Show 2022 FACTS

Show Name:

Mid-Atlantic Hardscaping Trade Show™ (MAHTS®)

Show Location:

Atlantic City Convention Center
Exhibit Hall D / Flex Hall
Atlantic City, NJ

Show Colors:

Pipe and Drape: Blue and Silver
Aisle Carpet: Tuxedo

Exhibitor Move-In:

Monday, December 5, 2022	Targeted Large Equipment/Vehicles
Tuesday, December 6, 2022	8:00 am – 4:00 pm
Wednesday, December 7, 2022	8:00 am – 4:00 pm

Trade Show Dates:

Thursday, December 8, 2022	7:00 am – 6:00 pm
Friday, December 9, 2022	7:00 am – 2:00 pm

Exhibitor Move-Out:

Friday, December 9, 2022	2:30 pm – 10:00 pm
Saturday, December 10, 2022	8:00 am – 12:00 pm

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.

Attendee Registration:

Attendee registration will open September 2022.

EXHIBITOR GUIDELINES MAHTS 2022

CHECKLIST OF DEADLINES

Deadlines listed do not guarantee that the product or service is still available.
After the deadlines listed below, pre-show discounts are no longer in effect.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>	
November 4	Certificate of Insurance To EP Henry	
November 16	Hotel Reservations Cutoff Date	
November 29	Exhibitor Advance Personnel Registration Deadline	
	<u>Discount Price Deadlines for Show Services</u>	
November 18	Electrical Service Orders	ACCC Utility Services Department
November 18	Plumbing Orders	ACCC Utility Services Department
November 18	Telecom & Internet	Smart City Networks
November 18	Audio Visual Orders	Encore Global
November 22	Lead Retrieval	Conexsys Registration
November 29	Furniture Orders	AEX Convention Services
November 29	Material Handling Orders	AEX Convention Services
November 29	Labor Service	AEX Convention Services
November 29	Floral Rental Orders	AEX Convention Services
November 29	Banner, Sign Orders	AEX Convention Services

MAHTS 2022

Schedule of Operations

Monday, December 5, 2022

Exhibitors with large equipment and/or vehicles will arrange to move in on Monday. It is important to contact show management to arrange a time. An exhibitor cannot just show up without advance arrangements.

Tuesday, December 6, 2022

7:00 am – 5:00 pm	Registration Open
8:00 am – 5:00 pm	Certification Classes (Resorts Casino Hotel)
8:00 am – 4:00 pm	Exhibitor Move-In

Wednesday, December 7, 2022

7:00 am – 5:00 pm	Registration Open
8:00 am – 5:00 pm	Certification Classes (Resorts Casino Hotel)
8:00 am – 4:00 pm	Exhibitor Move-In

Thursday, December 8, 2022

6:00 am – 6:00 pm	Registration Open
7:00 am – 6:00 pm	Exhibit Hall Open
4:00 pm – 6:00 pm	Networking Reception in Exhibit Hall

Friday, December 9, 2022

6:00 am – 2:00 pm	Registration Open
7:00 am – 2:00 pm	Exhibit Hall Open
2:30 pm – 10:00 pm	Exhibitor Move-Out

Saturday, December 10, 2022

8:00 am – 12:00 pm	Exhibitor Move-Out
--------------------	--------------------

EXHIBITOR GUIDELINES MAHTS 2022

SHOW HOURS AND DATES:

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

7:00 am – 6:00 pm	Thursday, December 8, 2022
7:00 am – 2:00 pm	Friday, December 9, 2022

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

8:00 am to 6:00 pm	Tuesday, December 6, 2022
8:00 am to 6:00 pm	Wednesday, December 7, 2022
6:00 am – 6:00 pm	Thursday, December 8, 2022
6:00 am – 10:00 pm	Friday, December 9, 2022
8:00 am – 12:00 pm	Saturday, December 10, 2022

Should you require access to your booth during hours not listed above, please contact Show Management.

Exhibit booths must be staffed during show hours.

INSTALLATION DATE AND HOURS:

Monday, December 5, 2022	Targeted schedule (large equipment and vehicles)
Tuesday, December 6, 2022	8:00 am – 4:00 pm
Wednesday, December 7, 2022	8:00 am – 4:00 pm

Any exhibitor who has not checked in by 4:00 pm on Wednesday, December 7th, 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 pm on Wednesday, December 7th, EP Henry may rent or use it without obligation or refund.

DISMANTLING AND REMOVAL:

Friday, December 9, 2022	2:30 pm – 10:00 pm
Saturday, December 10, 2022	8:00 am – 12:00 pm

Please notify Show Management if you will be moving out on Saturday, December 10th.

EXHIBITOR GUIDELINES MAHTS 2022

ADDITIONAL INFORMATION LISTED BELOW IS PROVIDED IN ALPHABETICAL ORDER

AGREEMENT AND CONTRACT

The Exhibitor Application and Contract together with the Terms and Conditions shall constitute the Contract and the entire agreement between EP Henry 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.

AMERICANS WITH DISABILITIES ACT (ADA)

All exhibiting companies are required to comply 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).

The Atlantic City Convention Center is fully accessible to physically challenged visitors. Wheelchairs and scooters can be rented thru the UPS Store/Business Center located in the Atrium level of the Center. For rental details contact the UPS Store at (609) 449-2480.

ANIMALS

Animals and pets are not permitted in the Center. Service animals (as defined in the latest version of the ADA) with proper identification are permitted.

ATM's

There are three ATMs located within the convention center. Two are on the first level in the main atrium across from door #6. The third is on the second level just to the left of the Hall B entry.

AUDIO VISUAL

Encore Global LP is the designated provider of audio-visual equipment at MAHTS. An order form is provided in the Exhibitor Service Kit. Note the advance rate deadline date of November 18, 2022. Orders submitted after November 18 will be charged the Regular Rate. If you require equipment not listed on the order form, please contact show management for assistance.

BALLOONS

Helium balloons are not permitted in the Center.

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 can arrange for the display of a banner to a maximum height of sixteen feet (16'). Please contact Show Management to discuss the options available to your company as well as the costs associated with your request.

EXHIBITOR GUIDELINES MAHTS 2022

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. Drape colors will be blue and silver
- ID Sign listing the company name and booth number
- Daily cleaning of aisles and common areas
- Company listing on MAHTS.com

BUSINESS CENTER/UPS STORE

Business hours vary based on event schedules. Stamps, mailing supplies, metering, and more can be found at this convenient service center that helps meet everyday business challenges. The UPS Store is a fully equipped copy center, with the ability to produce anything from black and white copies to full color presentations. Other services available are faxing, Internet access, copier and fax machine rentals, office products and supplies, stamps, parcel receiving, binding, laminating, and notary services.

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

CARPET

EP Henry will provide carpeting in the aisles of the show.

Exhibitors can order carpeting for your booth from AEX Convention Services. Please refer to the carpet order form included in the Exhibitor Service Kit.

Note: Exhibitors causing damage to the booth carpet or aisle carpet because of the operation of the equipment, tools or the placement of booth materials will be charged by AEX Convention Services for the replacement cost of the carpet.

CARS (POV'S PRIVATELY OWNED VEHICLES)

To provide the exhibitor with a "user friendly" atmosphere, the Center has set up a program for POV's. The vehicles owned by the exhibitor may be as large as a panel van. The exhibitor may park on the loading dock in a designated area, provided by the show contractor. Then may carry their freight to and from their booth within a time allotment of 20 minutes. Unauthorized vehicles parked on loading dock for longer than the 20-minute period or in a fire lane will be towed at the owner/s expense. The purpose of a time limit is to allow for all exhibitors to have the same opportunity to unload/reload in conjunction with your show contractor performing their normal business practices. The exhibitors also can park and carry their material from the parking garage provided they use equipment no larger than a two-wheel luggage carrier.

CATERING SERVICES

Full-service catering is available exclusively through Spectra Food Service & Hospitality. A *Catering Service Order Form* is included in the Exhibitor Service Kit.

EXHIBITOR GUIDELINES MAHTS 2022

CEILING HEIGHT

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

CONCESSION SERVICES

Concessions are available exclusively through Spectra Food Service and Hospitality and will be open during show hours. Concessions may also have limited hours available during move-in. There may be move-in specials that can be pre-ordered and delivered to exhibitor booths. Additional details to follow.

CONCIERGE SERVICES

Planning to entertain your customers while in AC! The Meet AC Concierge Team is available to assist you with your plans for the evenings during your stay at MAHTS. They can help you with alternative entertainment and restaurants to entertain your customers.

Meet AC	Margie Hurley	609-226-5790	mhurley@meetac.com
Resorts Casino Hotel	Pam Chamberlain	609-340-7636	
Sheraton Atlantic City	Sharon Garrison	609-441-2938	

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 AEX Convention Services for the use of furniture, carpet, and equipment. As an exhibitor, you contract use of a booth space from EP Henry. If a representative from your company damages items, you will be invoiced for the replacement cost of whatever item is damaged.

DECORATIONS

Signs, decorations, and related materials may not be taped, tacked, stapled, nailed, etc., or affixed in any manner, to painted surfaces, columns, fabrics, or decorative walls in the Center.

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.

DIRECTIONS TO THE ATLANTIC CITY CONVENTION CENTER

[Click here](#) for current information about ways to travel to Atlantic City whether it be by car, train or air.

EXHIBITOR GUIDELINES MAHTS 2022

DIRECTIONS TO LOADING DOCKS

All trucks bound for the Atlantic City Convention Center (ACCC), MUST access the city via the Atlantic City Expressway. At the end of the Atlantic City Convention Center follow the expressway to the right and take the Atlantic City Connector. Take the first exit market Convention Center/Bacharach Boulevard and Loading Dock access will be to the right. Trucks may not park the last 100 feet on Bacharach Boulevard before the Expressway on/off ramp.

DISABLED / ADA FACILITIES

The Atlantic City Convention Center follows 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

Exhibitors move-out will begin at 2:30 pm on Friday, December 9, 2022. The loading dock doors will be closed at 10:00 pm on Friday and will reopen on Saturday, December 10 at 8:00 am until 12:00 pm. All equipment and materials remaining in the Exhibit Hall after 12:00 pm on Saturday will be shipped to the Atlantic Expo warehouse and will be charged a freight-handling fee.

DRONES

The Atlantic City Convention Center has a no drone policy.

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 the Exhibitor Service Kit. 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 November 18, 2022. Orders submitted after November 18 will be charged the Regular Rate. Telephone to the Electrical Service Department at the Atlantic City Convention Center: 609.449.2291.

Online ordering link for Electric –

[Online Exhibitor Ordering | Meet AC Atlantic City Convention & Group Sales](#)

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.

EXHIBITOR GUIDELINES MAHTS 2022

ELEVATORS / ESCALATORS

There are escalators, passenger elevators and freight elevators throughout the Center. Freight must be moved via a freight elevator as moving freight on a passenger elevator or escalator can cause serious damage and or harm to the individual.

EMERGENCY MEDICAL COVERAGE

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

EXCLUSIVE SERVICES

The following services are “exclusive” to the Atlantic City Convention Center which means no other provider can be brought into the venue to provide those same services:

- Catering and Concessions
- Utilities
- Aisle Carpet Cleaning
- Booth Cleaning or Porter Service
- Internet/WIFI/Data/Phone
- Staging/Set-up/Housekeeping
- Security/EMT/Parking
- Audio/Visual Labor

EXHIBITOR RIGHTS

The Atlantic City Convention Center has set up a variety of exhibitor rights to create a very user-friendly atmosphere. Full-time exhibitor personnel have the right to perform the following work:

1. Unload and reload your own vehicle at the loading dock in an area specified by the Service Contractor/Show Management for the unloading of privately owned vehicles (POV's) provided:
 - a. You utilize the space designated by the Service Contractor/Show Management for self-unloading.
 - b. You provide your own dollies or hand trucks.
 - c. You utilize no motorized lift equipment, flatbeds, or “convertible carts” such as the two-wheel carts that convert into “flatbed carts”.
 - d. The vehicle is no larger than a panel van.
2. Hand carry exhibit material through the garage entrance into the facility, provided:
 - a. You do not utilize material handling equipment other than personal luggage carriers.
3. Set up and dismantle your own display, provided:
 - a. You use only full-time exhibitor employees with proper credentials in 10'x10', 10'x20' booths and 20'x20' island booths.
4. Custom fit skirting for tables may be installed by exhibitor.
5. Set up and handle your own product; including but limited to the installation, interconnection, calibration, and operation of equipment within an in-line 10'x10' or 10'x20' booth.
6. However, on specialty products, an exhibitor may be permitted to assist the union labor.

EXHIBITOR GUIDELINES MAHTS 2022

7. Union labor will operate all power tools.
8. Bring in, set-up and dismantle personal computer equipment within an in-line 10'x10' or 10'x20' booth. Can set max of (1) computer per 10'x10' or (2) per 10'x20' booth.
9. Registration areas and Meeting rooms: Installation of all computers whether personally owned or rented, laptops or desktops fall under the Jurisdiction of Electrical Union for these larger spaces.

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 D of the Atlantic City Convention Center is 350 pounds per square foot.

FLOOR PLAN

The online interactive floor 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.

FOOD AND BEVERAGE SAMPLING

The practice of exhibitors bringing in their own food or beverage is in direct conflict with the Spectra Food Service & Hospitality exclusive contract at the Atlantic City Convention Center.

Any exhibitor who is providing ANY food or non-alcoholic beverage item is required to notify Spectra Food Service & Hospitality in writing as to the nature of the proposed product giveaway (fees are applicable unless waived by Spectra Food Service & Hospitality or purchased through Spectra Food Service & Hospitality).

Additional guidelines apply and can be reviewed at the time of submitting your request for food and beverage sampling.

FREIGHT/SHIPPING

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

Shipment of freight in advance of the trade show should be directed to:
Atlantic City MAHTS 2022 Exhibitor Guidelines

EXHIBITOR GUIDELINES MAHTS 2022

Mid-Atlantic Hardscaping Trade Show (MAHTS)
C/O AEX Services
3093 English Creek Avenue
Egg Harbor Township, NJ 08234

Exhibitor/Company Name
Booth #

Sample shipping labels are available in the Exhibitor Service Kit.

The warehouse will receive shipments Monday through Friday during the hours of 9:00 a.m. and 2:00 p.m. Materials should be shipped to ARRIVE at the warehouse NO LATER THAN Tuesday, November 29, 2022 Freight arriving outside these times will incur surcharges. Freight shipped to AEX Convention Services 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 December 6 – 9, 2022 is:

Atlantic City Convention Center
Mid-Atlantic Hardscaping Trade Show (MAHTS)
C/O AEX Services
Hall D, booth # _____
1 Miss America Way
Atlantic City, NJ 08401

Exhibitor/Company Name
Booth #

AEX Convention Services at the Atlantic City Convention Center will receive freight on Tuesday, December 6 and Wednesday, December 7, 2022 between 8:00 am – 4:00 pm. Companies shipping freight through a common carrier, a third-party freight line or a freight company will be charged a material handling fee by AEX Convention Services.

If your company delivers freight to the Atlantic City Convention Center during Move-In utilizing your company vehicle or personal vehicle, you can unload your own vehicle and transport product from your vehicle to your booth, as outlined in the Exhibitor Rights on page 9. Plan to bring your own cart to make your unloading easier. Again, this service is available to those companies utilizing a company or personal vehicle, only. If you need assistance, contact AEX Convention Services to contract their services (additional fee will apply).

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.

EXHIBITOR GUIDELINES MAHTS 2022

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 on Saturday, December 10th at 12:00 p.m. will be considered “forced freight” and will be handled through AEX Convention Services. Exhibitors will need to contact AEX Convention Services to arrange for access to their freight, phone # 609-272-1600 (Monday through Friday).

FUEL OPERATED 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 1/8 and 1/4 full. Larger vehicles such as a semi or trash truck, etc. should be no more than 1/8 full.
- Fuel tanks must have locking caps.
- The battery 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.
- Exhibitor must provide show management a set of keys to each vehicle along with a cell phone # of a person to contact in case of a building emergency. Keys will be logged in by Show Management. Keys will be returned at approximately 2:30 pm on Friday, December 9th or once the carpet has been removed from the aisles and loading dock doors opened for removal of equipment.

FURNITURE AND ACCESSORIES

Furniture and accessories can be ordered from the Service Contractor, AEX Convention Services. Please refer to the forms included in the Exhibitor Service Kit.

GRATUITIES / TIPS

It is against policy for any employee of the Center, to accept gratuities or gifts of significant value from Exhibitors or Attendees. They ask and very much appreciate instead sending them your kind words highlighting any specific person that you recognize as providing outstanding customer service.

HEATING/AIR CONDITIONING

Heating and air conditioning are provided only during open show hours on the exhibit floor and during seminar hours in meeting rooms. They are not included during move-in and move-out hours on the exhibit floor due to freight doors being open at that time.

HELIUM BALLOONS

Helium balloons are not permitted in the Center.

EXHIBITOR GUIDELINES MAHTS 2022

HOTEL ACCOMMODATIONS

EP Henry has contracted for reduced hotel room rates during the Mid-Atlantic Hardscaping Trade Show at two hotels. Click here to link to the [Hotels & Travel](#) page on mahts.com.

Hotel reservations are available on a first-come, first-served basis and are subject to availability. Advance rate deadline to guarantee reduced rates is 5:00 p.m. on November 16, 2022.

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 (800) 444-3679 regarding show functions at MAHTS.

INSTALLATION OF EXHIBITS

Exhibitors move-in is scheduled to begin on Tuesday, December 6, 2022 beginning at 8:00 a.m. All materials shipped to the warehouse as advance freight will be in your booth upon your arrival to set-up on Tuesday. Please note that the loading dock doors will close on Wednesday at 4:00 p.m. and will not reopen until move-out begins after 2:30pm on Friday, December 9, 2022.

NOTE: Large equipment and vehicles will have a targeted move-in on Monday, December 5, 2022. Please contact show management to schedule your move-in.

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 the Exhibitor Service Kit.

INTERACTIVE FLOOR PLAN AND ONLINE LIST OF EXHIBITORS

MAHTS provides exhibitors with the opportunity to promote your company 24/7 from the time your booth space is confirmed through a period of time following the show.

Exhibitors receive a link and a password providing access to your online company profile. Individuals will be provided access to the List of Exhibitors along with a floor plan. Once your company name or booth # is clicked on, the individuals will access your online company profile. Any questions about this process should be directed to show management.

INTERNET

See section titled “TECHNOLOGY SERVICES”.

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 the Exhibitor Service Kit titled “Exhibitor Rights”.

EXHIBITOR GUIDELINES MAHTS 2022

LEAD GENERATION

EP Henry does not release or sell the database of registrants. 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 the Exhibitor Service Kit. Advance rate deadline is November 22, 2022

LIABILITY, PROPERTY DAMAGE INSURANCE

Exhibitors shall provide EP Henry an Oldcastle APG Company (EP Henry) 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 (\$2,000,000.00) 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, including its officers, employees, agents, and contractors as additional named insureds. 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 Atlantic City Convention Center.

The Exhibitor also agrees to indemnify, defend, and hold harmless EP Henry for any and all claims, suits, and damages arising out of the Exhibitors participation in the MAHTS® Event, including claims for bodily injury or property damage by any third party or employee of the Exhibitor.

Before being admitted to the exhibition, each exhibitor shall be required to furnish EP Henry a Certificate of Insurance evidencing the required liability insurance coverage herein described. The Certificate of Insurance should also include proof of Workers Compensation coverage. Failure to provide such certification will not absolve the exhibitor of any of its responsibilities or indemnity obligations under this agreement. EP Henry or Oldcastle APG Companies shall not be liable to the Exhibitor for the acts or omissions of any members, exhibitors or suppliers attending the 2022 Mid-Atlantic Hardscaping Trade Show™.

The EP Henry, 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 a labor strike, or epidemic, or any law or regulation of public authority or any other act beyond the control of the EP Henry 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 their 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.

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 show management for approval.

EXHIBITOR GUIDELINES MAHTS 2022

- 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, are not permitted in the exhibit hall.
- Lighting that spins, rotates, pulsates and other specialized lighting effects are not permitted in the exhibit hall.

LIGHTING, HEATING, VENTILATION AND AIR CONDITIONING

Generally, full house lighting and adequate levels of heat, ventilation, or air conditioning will be provided 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 AEX Convention Services as outlined in the Exhibitor Rights on page 9. 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 D) is via a 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 to begin on Tuesday, December 6th at 8:00 am. 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 Show Management to discuss a targeted move-in time on Monday, December 5, 2022.

MOVE-OUT / EXHIBITOR MOVE-OUT

Note: Show closes at 2 pm on Friday, December 9, 2022.

Show Decorator removes aisle carpet beginning at 2:00 pm

Loading dock doors open for removal of equipment/vehicles at approximately 2:30 pm

EP Henry has published the exhibit hall hours at MAHTS 2022 from 7:00 am to 2:00 pm on Friday, December 9, 2022. That means that the persons attending MAHTS are in attendance on Friday with the understanding that booths will remain in place until 2:00 pm. 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.

EXHIBITOR GUIDELINES MAHTS 2022

Beginning at 2:00 pm, the Service Contractor (AEX Convention Services) will remove aisle carpet. **Exhibitors are not permitted to remove equipment or vehicles from their booths prior to the removal of the aisle carpet.** Once the aisle 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.

NOISE

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

PARKING

The cost for parking at the EP Henry designated hotels is listed with the hotel information on MAHTS.com. 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.

There are 1,000 parking spaces on the first level of the Convention Center (Garage height 7') for attendees and exhibitors. Parking at the Convention Center is currently a flat rate of \$20 per day. The rate is subject to change.

For up-to-date information about parking, [click here](#).

PHOTOGRAPHY

Registration and attendance at, or participation in, MAHTS constitutes an agreement by the registrant for use of the registrant's image or voice in photographs, video and audio recordings, and electronic reproductions of MAHTS.

An Exhibitor's photographer must perform all their photography work during open show hours.

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 the Exhibitor Service Kit. Advance rate deadline is November 18, 2022. Remember to confirm the removal time of this service when you arrange the installation time.

Online ordering link for Plumbing –

[Online Exhibitor Ordering | Meet AC Atlantic City Convention & Group Sales](#)

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, 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.

EXHIBITOR GUIDELINES MAHTS 2022

PRIVATELY OWNED VEHICLES (POV)

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 AEX Convention Services. We recommend that you bring your own cart for use in transporting your product from the loading dock to your booth, as outlined in the “Exhibitor Rights” located on page 9.

PROTECTION OF PROPERTY

Nothing shall be attached in any manner whatsoever to the walls, floors, ceilings, or columns of the Atlantic City Convention Center unless authorized by EP Henry. Each exhibitor shall take precautions to protect the floor, wall, ceiling, and other surfaces from damage. EP Henry 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 and upon such conditions as are required by EP Henry.

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

REGISTRATION

Registration will be in the front section of Hall D. All exhibitors and attendees must register to gain access to the Exhibit Hall and Seminars.

Badges can be picked up onsite at registration during the following hours:

Tuesday, December 6	8:00 am – 5:00 pm
Wednesday, December 7	8:00 am – 5:00 pm
Thursday, December 8	6:00 am – 6:00 pm
Friday, December 9	6:00 am – 2:00 pm

EXHIBIT HALL SPECIFICATIONS IN HALLS D & FLEX

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’

UTILITY BOXES: 30 ft. centers

LIGHTING: 100ft candle

SERVICES: Electrical, Water, Voice/Data, Exhaust, Compressed Air, Drain, MATV

EP Henry 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. 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.

EXHIBITOR GUIDELINES MAHTS 2022

All wrapping paper, packaging material, boxes, crates, etc. must be removed from the exhibit area and stored away. Each exhibitor is responsible to arrange 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 exhibitor's 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 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 is not for any reason acting in the best interest of EP Henry. In the event of such circumstances, the exhibitor hereby expressly waives all claims for damage or recovery of any rental moneys.

SECURITY

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

SEMINARS

The EP Henry staff, have developed an extensive educational program. 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 onsite 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.

SIGNAGE

Your booth package includes a booth ID sign. Additional signs can be ordered from AEX Convention Services. A **sign order form** is included in the Exhibitor Service Kit.

SMOKING

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

EXHIBITOR GUIDELINES MAHTS 2022

SOCIAL MEDIA HANDLES

Please like and follow us on the following social media handles and send us your social media handles so we can do likewise to amplify our messages.

MAHTS Facebook - <https://www.facebook.com/mahtsusa>

EP Henry Facebook - <https://www.facebook.com/ephenryUSA>

EP Henry Instagram - [EP Henry \(@ephenryusa\)](#) • Instagram photos and videos

EP Henry YouTube - https://www.youtube.com/channel/UC4Y43hbZWY_kb9rFitdAf5g

SOUND/MUSIC

In general, exhibitors may use sound equipment in their booths if the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 75 decibels. 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, AEX Convention Services, 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 the Exhibitor Service Kit. If you shipped your freight in advance to AEX Convention Services, 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 forklifts. 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 AEX Convention Services 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.

EXHIBITOR GUIDELINES MAHTS 2022

If 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 general liability insurance. Such insurance shall be written with a limit of at least One Million Dollars (\$1,000,000) per occurrence combined single limit for bodily injury, property damage and personal injury. Licensee shall also maintain, at its own cost and expense, with insurance companies currently rated A VIII or better by Best's Key Rating Guide, commercial automobile liability insurance, including coverage for the operation of owned, leased, hired and non-owned vehicles, in the minimum amount of One Million Dollars (\$1,000,000) per accident (PI and PD combined single limit). Such commercial general liability insurance shall be primary to and not contributory with any insurance coverage or self-insured program of Licensor. Licensee shall also maintain, at its own cost and expense, workers' compensation insurance in respect of all employees and any borrowed, leased, or other person to whom such compensation may be payable by Licensee.

The certificate must name EP Henry an Oldcastle APG Company, including its officers, employees, agents, and contractors as additional named insureds. EP Henry 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 Global Spectrum LP.

TECHNOLOGY SERVICES

Smart City is the exclusive provider at the Atlantic City Convention Center.

The *Smart City Networks Exhibitor Ordering Guide Internet-Telephone AC* and the *Smart City Networks Wireless Services AC* forms are included in the Exhibitor Service Kit. Please note that the advance rate deadline date is November 18 for the Internet-Telephone services. The wireless services are available onsite. Both forms are available in the Exhibitor Service Kit.

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 Thursday (Day 1), Atlantic City Convention Center personnel will clean the Exhibit Hall. These personnel are not permitted to enter your booth. Any items that are trash should be placed in the aisle in front of your booth on Thursday immediately following the show closing at 6:00 pm

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

EXHIBITOR GUIDELINES MAHTS 2022

UNION JURISDICTIONS AND RULES

Please refer to the *Union Jurisdictions and Rules* form included in the Exhibitor Service Kit. 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 Show Management with any questions or comments. **If you are unsure, please ask!**

UNLOADING YOUR VEHICLE AT THE ATLANTIC CITY CONVENTION CENTER

An area will be designated where exhibitors can unload their own vehicles as outlined in the “Exhibitor Rights” located on page 9.

If 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 more than 4,000 pounds or oversized and requires a special forklift, you will be charged a freight handling fee. This service must be arranged in advance of the show.

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 always clear and unobstructed for pedestrian traffic 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.

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. 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.

EXHIBITOR GUIDELINES MAHTS 2022

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 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 and purchased from Spectra Food Services & Hospitality.

No live animal, reptile, fish or birds are permitted to enter or remain in the Center unless prior, written approval of EP Henry 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.

WHEELCHAIRS/MOTORIZED SCOOTERS

Wheelchairs and motorized scooters are available for rent at the USP Store located on the main entry atrium level of the Atlantic City Convention Center. For rental details contact the UPS Store at (609) 449-2480.