

# 2026 EXHIBITOR MANUAL

46th Builders St. Louis



Presented by



Produced by



Tammy Ridgley



**Show Manager**  
RidgleyT@hbastl.com  
314-817-5624

Ellen Viehmann



**Show Marketing**  
ViehmannE@hbastl.com  
314-817-5620

**Home Builders Association of St. Louis & Eastern Missouri**  
10104 Old Olive St. Rd., St. Louis, MO 63141 • 314-994-7700

Dear Home Show Exhibitor,

Thank you for exhibiting at the 2026 Builders St. Louis Home & Garden Show. Planning ahead is the key to your success. This manual was designed to answer your questions and provide important Show information.

The Home Show team is looking forward to working with you. If you have questions, please don't hesitate to contact us!

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(Includes order forms for Accessories,  
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## 5

**Exhibitor manual is subject to updates  
or changes without notification.**

**MARCH 6-8 • America's Center • STLHomeShow.com**

**701 Convention Plaza, St. Louis, MO • Show Hours: Fri 10am-7pm • Sat & Sun 10am-5pm**

# GENERAL INFORMATION

## EXHIBITOR DEADLINES

<b>January 16</b>	Advanced Rate for Electrical, Plumbing, Gas, etc. Orders
<b>January 16</b>	Final Booth Payment - HBA
<b>January 23</b>	Directory Listing and Advertising - HBA
<b>January 23</b>	News Release Information - HBA
<b>January 30</b>	Hotel Discount Reservation
<b>February 3</b>	Food Sampling Form - America's Ctr. Catering
<b>February 9</b>	Decorator Order - Heritage Trade Show Svcs.
<b>February 10</b>	Advanced Rate for Wi-Fi, Internet Orders

**NOTE: Missing these deadlines can cost you money!**

## DECORATOR & BUILDING SERVICES

The Show Decorator, Heritage Trade Show Services, can be contacted prior to the show at 314-534-8500. For questions about electrical, plumbing or gas please contact Tammy at 314-817-5624.

## EXHIBITOR PASS / VIP PASS INFORMATION

Exhibitor passes are for employees only and will give access to the show one hour prior to opening. Exhibitor pass admits ONE employee for ALL show days. Exhibitors are provided 10 passes for a 10'x10' booth and two passes for each additional 10'x10' booth reserved. For example, 10'x20' = 12 passes.

VIP passes are to hand out to customers, family and friends to attend. Exhibitors receive 20 VIP passes for a 10'x10' and five for each additional 10'x10' booth reserved. For example, 10'x20' = 25 VIP passes.

**Passes will be available to pick up at the HBA Home Show Office, Room 115, at America's Center during move-in, starting on Tuesday, March 3.** Passes can be held in Will Call at the Home Show Office for pick-up on show days.

## SHOW VISITOR ADMISSION PRICES

### REGULAR TICKET PRICES:

Adults \$10  
Children 16 and under Free

### DISCOUNTS:

Show discount offers TBD.

## HBA HOME SHOW OFFICE

Located in Room 115 off Washington Avenue lobby.

## EXHIBITOR FOOD SERVICE

Various concessions and catering options are available. Catering options are also available - see forms pages 13-21.

## SHOW COLORS

Booth drape will be black and white.

## SALES TAX

9.68%

## FIRST AID

The First Aid Station, with an EMT (located in the lobby) will be open during Show hours.

# HOTEL & PARKING OPTIONS

## HOTEL ACCOMMODATIONS

The Pear Tree Inn St. Louis Convention Center, located at 711 N. Broadway, has a discounted rate of \$119 per night, plus tax, with \$19 a day parking, on a limited number of rooms from March 3-9. Deadline to reserve rooms is January 30, 2026. <https://www.druryhotels.com/bookandstay/newreservation/?groupno=10154386>. Reservations may also be made by calling 1-800-325-0720 and referring to your group number 10154386. Map below shows other area hotels.

## EXHIBITOR PARKING / RV PARKING

The HBA is working to secure discounted exhibitor parking. Check back for updates. **Valet Parking will be available, located at the Main Entrance to America's Center on Washington Ave. - CASH ONLY!** RV parking is available at DraftKings at Casino Queen RV Park across the river in Illinois. See next page for parking garage addresses and information.



# PARKING OPTIONS

## PARKING GARAGE INFORMATION

For more information log on to [getaroundstl.com](http://getaroundstl.com).



### 7TH STREET GARAGE



601 Locust, St. Louis, MO  
314.588.8690 | [stlouisparking.com](http://stlouisparking.com)  
Hours: 24 hours a day, 7 days a week  
Capacity: 743 | RVs: No  
Height: 8'4" (Levels 2 & 3), 7'2" (Level 4)  
Enter on 7th Street



### 10TH & PINE



913 Pine Street, St. Louis, MO  
314.241.7777 | [stlouisparking.com](http://stlouisparking.com)  
Hours: 24 hours a day, 7 days a week  
Capacity: 65 | RVs: No  
Enter on Pine or 10th Street



### CENTRAL DOWNTOWN GARAGE

707 Pine Street, St. Louis, MO  
314.589.6024 | [stlouis-mo.gov](http://stlouis-mo.gov)  
Hours: 6a-8p, Monday-Friday; Busch Stadium & The Dome at America's Center events  
Capacity: 755 | RVs: No | Height: 6'8"  
Enter on Pine Street



### CITI PARK



705 N. Second Street, St. Louis, MO  
314.241.1918 | [citiparkstl.com](http://citiparkstl.com)  
Hours: 7a-10p, Sunday-Thursday; 7a-1a, Friday-Saturday  
Capacity: 220 | RVs: No | Height: 7'  
Enter on 2nd Street



### DRAFTKINGS AT CASINO QUEEN RV PARK



200 Front Street, East St. Louis, IL  
800.777.0777 | [camplife.com](http://camplife.com)  
Hours: 24 hours a day, 7 days a week  
Capacity: 133 | RVs: Yes



### KIENER EAST GARAGE



500 Pine Street, St. Louis, MO  
314.421.0461 | [iparkit.com](http://iparkit.com)  
Hours: 24 hours a day, 7 days a week  
Capacity: 1,132 | RVs: No | Height: 6'11"  
Enter on Pine Street



### KIENER WEST GARAGE



604 Pine Street, St. Louis, MO  
314.421.0461 | [iparkit.com](http://iparkit.com)  
Hours: 24 hours a day, 7 days a week  
Capacity: 1,233 | RVs: No | Height: 6'9"  
Enter on Pine or 7th Street



### LACLEDE'S LANDING LOT



801 N. First Street, St. Louis, MO  
314.241.4027 | [stlouisparking.com](http://stlouisparking.com)  
Hours: 8a-4a, Sunday-Saturday  
Capacity: 137 | RVs: No  
Enter on First Street



### MANSION HOUSE GARAGE



200 N. Fourth Street, St. Louis, MO  
314.621.8723 | [stlouisparking.com](http://stlouisparking.com)  
Hours: 24 Hours per Day  
Capacity: 563 | RVs: No | Height: 6'2"  
Enter on Fourth Street



### NINTH STREET GARAGE



911 Olive Street, St. Louis, MO  
314.621.3858 | [stlouisparking.com](http://stlouisparking.com)  
Hours: 6a-10p, Sunday-Saturday  
Capacity: 413 | RVs: No | Height: 6'9"  
Enter on Olive Street



### QUIK PARK GARAGE

309 N. Fourth Street, St. Louis, MO  
314.241.1918 | [citiparkstl.com](http://citiparkstl.com)  
Hours: 6a-10p, Monday-Friday; 6a-11p, Thursday; 6a-1a, Friday; 8a-1a, Saturday; 8a-10p, Sunday  
Capacity: 219 | RVs: No | Height: 7'  
Enter on 4th Street



### ST. LOUIS CENTRE EAST



420 N. Sixth Street, St. Louis, MO  
314.231.9108 | [stlouisparking.com](http://stlouisparking.com)  
Hours: 24 hours a day, 7 days a week  
Capacity: 1,505 | RVs: No | Height: 6'  
Enter on Broadway



### ST. LOUIS CONVENTION CENTER HOTEL GARAGE



419 N. 9th Street, St. Louis, MO  
314.621.4407 | [stlouisparking.com](http://stlouisparking.com)  
Hours: 24 hours a day, 7 days a week  
Capacity: 870 | RVs: No | Height: 6'6"  
Enter on 9th or 10th Street



Reservations Accepted



Overnight Parking



RV Parking

# PROMOTIONAL OPPORTUNITIES

## HOME SHOW DIRECTORY OPPORTUNITIES

The printed Directory is distributed at Show entrances. The majority of attendees leave with a directory to use as a buying guide for future home purchases. Each exhibitor receives one **FREE** listing in the directory Product/Service section **if form is completed in the Exhibitor Portal by January 23. Bold** your listing or add your website for \$30 each. Additional category listings can be purchased for \$35 each. **Exhibitors will receive a free website listing with link on STLHomeShow.com if website is listed on form. (NOT printed in Show Directory.)** Contact Tammy at 314-817-5624 or RidgleyT@hbastl.com with questions. **Advertise in the directory.** Stand out from other exhibitors and keep your name in front of consumers. A limited amount of ad space is available on a first-come, first-served basis. Pricing: \$1,100 for a cover, \$950 for a full page ad and \$550 for a ½ page ad. Deadline for advertising is January 23. All ads are color.

## BECOME A FEATURED EXHIBITOR

Exhibitors can purchase an upgraded digital listing for \$50. This listing lets you share brochures, photos, videos and additional company information which will appear on the Featured Exhibitors page and the Show Map on our website. This option is available through the Exhibitor Portal.

## INFORMATION FOR MEDIA INQUIRIES

Media outlets want newsworthy information to feature. Your information may be supplied to media, upon inquiry. Contact the manufacturer for a press release or write an article about how your product/service fulfills a need consumers have, with benefits and how it stands out from others. Submit with high resolution photos in the Exhibitor Portal. Deadline is January 23. For more information about advertising and promotion, contact Ellen at 314-817-5620 or ViehmannE@hbastl.com.

# LOGOS / INVITATION / SOCIAL MEDIA

## SHOW LOGOS & INVITATION

Include the Show logo in your advertising/social media. To receive logos, email Ellen at ViehmannE@hbastl.com. Invite your customers to come see you at the Show. The HBA creates an invitation jpg that you can email your database or include in social media and will email it 30 days before the Show. **RECEIVE 10 VIP TICKETS when you use the Show logo in your advertising!** Insert the Home Show logo w/dates in your print, direct mail or TV commercials or create a social media campaign (minimum 5 posts) and get 10 VIP Tickets.



Show us what you've done when you pick up your passes to receive your 10 VIP tickets.

## SOCIAL MEDIA

Comment about the Show, your booth # and your Show specials on all your social platforms. Tag, mention, follow and share the St. Louis & St. Charles Home Shows pages/posts and use #STLHomeShow.

Facebook ... [www.facebook.com/stlhomeshow](https://www.facebook.com/stlhomeshow)  
Instagram ... [www.instagram.com/stlhomeshow](https://www.instagram.com/stlhomeshow)

### Sample posts:

- Don't miss the Builders St. Louis Home & Garden Show, the area's largest home product market place, March 6-8 at America's Center. #STLHomeShow
- Looking to do some home improvements? Visit us at the Builders St. Louis Home & Garden Show, March 6-8 at America's Center in booth xxx to take advantage of our show specials. #STLHomeShow



# MOVE-IN & MOVE-OUT INFORMATION

## MOVE-IN TIMES & PROCEDURES

**MOVE-IN GENERAL TIMES** (please note there will be scheduled times for large exhibits and details will be provided closer to the event via email):

**Hall 4 (Booths #1900-2700) - 2 1/2 move-in days**

Tuesday, March 3, noon-6 pm – drive in, with scheduled times ONLY

Wednesday, March 4, 8 am - 6 pm

Thursday, March 5, 8 am - 6 pm

**Hall 4X (Booths #1000-1830) - 1 1/2 move-in days**

Wednesday, March 4, noon-6 pm – drive in, with scheduled times ONLY

Thursday, March 5, 8 am - 6 pm

**Self-Unloading Area P.O.V. (Privately Owned Vehicles)**

Hall 3 Overhead Door off of 9th Street – AVAILABLE STARTING ON WEDNESDAY at above times. See information on Page 7.

If you have a crated display or your freight is coming on a common carrier, you must contact Heritage at 314-534-8500 to arrange for drayage and rates listed in complete Decorator Packet will apply.

**FRIDAY, MARCH 6 (NO MOVE-IN OR DRIVE-IN)**

**SHOW OPENS TO THE PUBLIC AT 10 AM.** Exhibitors may enter the Show starting at 9 am through public entrances ONLY WITH EXHIBITOR PASS.

**TEAMSTER LABOR & ASSISTANCE:** The Show will provide complimentary teamster labor and fork lift service for non-crated/palleted materials that do not come on over-the-road trucks. Neither the Show nor the Show Decorator assume liability for any property that is damaged through using this service. If you want the Show Decorator to assume this liability to move your materials you must order drayage and pay the 100lb weight. For details, see Show Decorator Packet.

## MOVE-OUT TIMES & PROCEDURES

**Sunday, March 8**

**5:30-9 pm**

**Monday, March 9**

**7 am - 3 pm**

All exhibits must be removed before 3 pm on Monday, March 9. Move-out is handled on a first-come, first-served and location basis. Note: Exhibitors are allowed to drive on the Show floor to load up for move-out where possible.

- Teamsters and carts will be available free of charge.\* If you have a crated display or your freight is coming on a common carrier you must contact Heritage at 314-534-8500 to arrange for drayage and rates listed in Decorator Packet will apply.
- **Tear-down prior to the Show closing is prohibited. This is a huge liability and makes the Show and everyone in it look bad! Those companies found in violation by Show Management will be notified via letter and will receive a \$400 invoice as a fine that must be paid before being allowed to exhibit in another one of our Shows.**
- The following are prohibited during Show hours: dismantling of displays (including but not limited to walls, pop-ups, tables, removal of banners, etc.), carts/dollies on the Show floor and the use of tools (powered and powerless) for the purposes of dismantling displays.
- **For security reasons, have exhibit personnel at your booth Sunday evening and Monday.** The loss of display materials occurs mainly during move-out. Guards will handle security throughout the show, but it is impossible to completely control such a large number of exhibitors without your cooperation.

**TRASH/WASTE:** America's Center staff will ONLY pick up cardboard, paper and shrink-wrap from your booth. Exhibitors are responsible for removing and disposing of all other materials off site and will be charged if building materials are left at the Show.

**NEW! Enclosed Cole Street Docks – 700 Cole St.** Docks on Cole Street must be accessed from the east. Drive west on Cole St. from Broadway Ave. At the stoplight at 7th and Cole, veer left to enter the Docks. When exiting, turn right (east) on Cole Street.

# MOVE-IN & MOVE-OUT INFORMATION SELF-UNLOADING DOOR GUIDELINES

## GUIDELINES FOR SELF-UNLOADING OF PRIVATELY OWNED VEHICLES (P.O.V.)

**Hall 4 (Booths #1900-2700): Wednesday, March 4, 8 am - 6 pm & Thursday, March 5, 8 am - 6 pm**

**Hall 4X (Booths #1000-1830): Thursday, March 5 ONLY, 8 am - 6 pm**

**Hall 3 Overhead Door off of 9th Street**

Union Rules and Regulations allow for qualifying exhibitors to unload their privately owned vehicles curbside and deliver products and display goods to their designated booth area.

**Exhibitors who wish to unload their own P.O.V.s must adhere to the following guidelines:**

- Ground level unloading only
- Freight docks may not be used
- Four-wheel dollies or carts, pallet jacks or motorized equipment may not be used
- No self-unloading of vehicles, trailer, etc. inside of the exhibit hall will be allowed
- Two-wheel handcarts are allowed
- Hired or contracted labor is not allowed except for the Official Exposition Contractor

Exhibitors meeting these criteria may unload in the west side of the enclosed Cole Street Docks ONLY. Exhibitors that do not qualify for "Self-Unloading" will need to use their assigned door to use the Show-provided labor/assistance.

**\*If you have a crated display or your freight is coming on a common carrier, you must contact Heritage at 314-534-8500 to arrange for drayage and rates listed in the Decorator Packet will apply.**

### Cole Street Docks – 700 Cole Street

Docks on Cole Street must be accessed from the east. Drive west on Cole Street from Broadway Ave. At the stoplight at 7th and Cole, veer left to enter the Docks. When exiting, turn right (east) on Cole Street.

## ALLOWED



## NOT ALLOWED



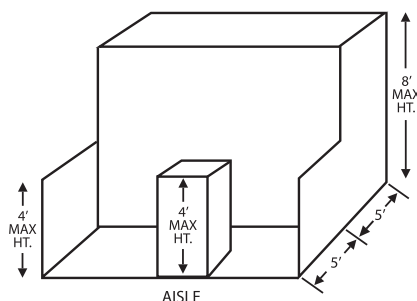
# EXHIBITOR DO'S & DON'TS

## EXHIBIT CONSTRUCTION

Standard exhibit configuration is 10' square and multiples thereof. Exhibits may not exceed 8'3" in height including signage. When you purchase a 10'x10' exhibit there is no additional space – exhibits should be constructed at 9'6"x9'6" to accommodate pipe and drape and ensure that you fit within your area and between your neighbors comfortably.

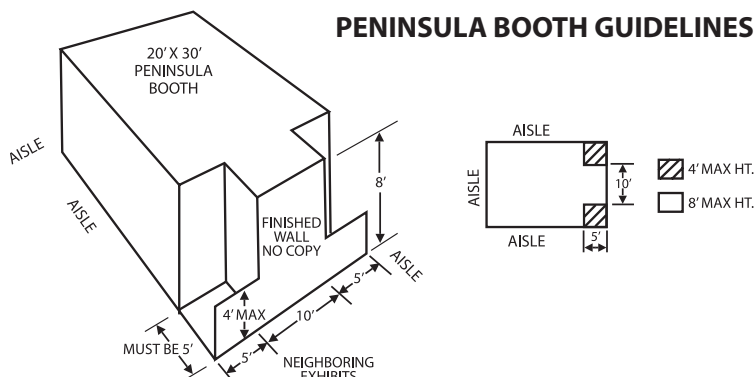
**10' square pop-up tents will only be allowed in 10'x20' or larger exhibits, must be centered and cannot have names or logos on the back or sides. No signage may appear as if it is representing a neighboring company.** Display fixtures over 4' high must be confined to that area of the booth that is at least 5' from the aisle. **NOTE: Displays 20'x20' or larger do not have an 8'3" height limitation.** (Read further in Signage for island signage limitations.)

### STANDARD 10'X10' EXHIBIT GUIDELINES



A peninsula booth is an exhibit that is 20'x20' or larger with an aisle on three sides. All display fixtures over 4' in height and placed within 5 linear feet of a neighboring exhibit must be confined to the area within 5' of the center line to avoid blocking the sightline from the aisle. See picture below. INTENT - Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to another 10'x10' booth. If you have any questions regarding exhibit design or configurations, please call Tammy at 314-817-5624.

### PENINSULA BOOTH GUIDELINES



## EXHIBIT FLOOR COVERINGS & TABLES

All exhibits **MUST** have floor covering of some kind - carpet, patio block, wood, vinyl, tile, etc. You may supply your own or order it from the Show Decorator (order form in packet). The HBA does **NOT** provide tables for this show. Exhibitors may bring their own or rent them from the Show Decorator.

## CARPET TAPE

The use of double-sided tape on the convention floor is banned. Please use tape that can be removed completely without sticky residue. Tape which is not removed by you will be removed at your expense. Carpet tape is available from the show decorator at their service desk.

## CUTTING OF STONE MATERIAL

Dry cutting of any stone material is prohibited inside the Convention Center. Only wet cuts may be made inside. All other cutting **MUST** be done outside the building. It is the exhibitor's responsibility to remove all by-products, sludge, particles and scrap from the building.

## EXHIBIT ELECTRICITY

All Convention Center electrical work must be installed by Edlen Electric. Wiring installed prior to display delivery must be installed by a licensed electrician of your choice. **Order electric service in the Exhibitor Portal.**

**NOTE: If you're using water in an electrical device (i.e., spa, pond) you MUST have a G.F.I. in your electric circuit. Bring your own G.F.I. cord to save money.**

**NOTE: Electrical, gas and water are purchased through the HBA and should be ordered through the Exhibitor Portal on STLHomeShow.com.**

## Wi-Fi SERVICE

See <https://www.stlhomeshow.com/HomeGarden/exhibitor/downloads/3> for ordering information.

## BAN ON HELIUM FILLED BALLOONS

A Convention Center policy prohibits the use of helium filled balloons as giveaways.



# EXHIBITOR DO'S & DON'TS

## SIGNAGE

Signage must have the appearance of being professionally produced. **Signage height is limited to 8'3" for inline booths smaller than 20'x20'. Any signage above the 8' drape must be single-sided and finished on the back. No signage may appear as if it is representing a neighboring company. Booths 20'x20' or larger or perimeter booths do not have a height limit but may not block neighboring exhibits' sightlines. Island displays do not have a height limit.** Any signage/displays found in violation will be removed and stored by the Decorator. Exhibitor must pick up items no later than show move-out or items will be forfeited.

**NOTE: Feather flags and balloons are considered signage and above rules apply.**

Signage may be hung over 20'x20' or larger booths ONLY. They are limited in length to half the length of the booth and no more than 3' in height. The banner top can be no more than 15' from the floor. Banners must be hung by the Show Decorator (order form in Decorator Packet). Any variations from the above guidelines must be approved by Show Management prior to the Show.

## USE OF NON-INFLAMMABLE MATERIALS

Materials used in the exhibit hall MUST be non-inflammable to conform with St. Louis Fire Department Fire Regulations. Cloth decorations must be able to pass a Fire Department flame test. Materials not conforming will be removed immediately at the exhibitor's expense.

## OPEN FLAME PERMIT APPLICATION

Call Tammy for more information at 314-817-5624.

## STAFFING EXHIBITS

Exhibits must be staffed during ALL show hours. Breaking down booths before 5 pm on Sunday is strictly prohibited. NOTE: Exhibitors must stay within their booths. Working aisles is strictly prohibited. If you are working the aisles and are asked to stop more than twice by Show Management, you will not be allowed to exhibit in future shows.

## NO SMOKING POLICY

The city of St. Louis has a non-smoking ordinance in the Convention Center. To smoke you must exit the building.

## MERCHANDISE DELIVERY ON SHOW DAYS

Merchandise deliveries can be made on Saturday and Sunday from 9-9:45 am at the enclosed Cole St. Docks. No vehicles are allowed in the hall. Have the necessary manpower ready to unload your vehicle. A teamster and cart will be available to assist in moving materials to your booth. The door will be locked at 9:45 am Saturday and Sunday.

## PRIZE DRAWINGS

Show related prize drawings must be company owned or purchased merchandise. VACATION PACKAGES GIVEN AWAY MAY NOT REQUIRE RECIPIENTS TO PAY A FEE. Non-company owned merchandise cannot be given away with a non-exhibiting firm being the recipient of registration forms or mailing lists derived from the Show.

## BOOTH MUSIC OR VIDEOS

By law, exhibitors that use copy-written music must have the composer's or publisher's permission or be covered by a blanket license which can be purchased for the Show from ASCAP and/or BMI.

## FLOWERS & PLANTS

Exhibitors are encouraged to have plants in their booths.

## FOOD SAMPLING

If you are distributing food samples to attendees, you must complete the food sampling form and return it to America's Center Catering. Failure to do so could result in your exhibit being shut down by the Health Department. See information and forms on pages 13-21. **NEW - St. Louis City Health Dept. Temporary Permit is required.**

## HANGING FLAT SCREEN TVs

**IMPORTANT COST-SAVING SUGGESTION:** This work has been claimed by the Electricians and now requires labor to install and remove. You will be charged a fee by Edlen to hang/mount TVs in your exhibit. To avoid these charges, we recommend setting TVs on shelves or flat surfaces so mounting is not required. If you have questions, contact Tammy at 314-817-5624.



**HERITAGE™**

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**HERITAGE, SHOW DECORATOR - Full Decorator Packet Available  
in your Exhibitor Portal or at [www.STLHomeShow.com](http://www.STLHomeShow.com)**

If you need carpet, tables, booth display backdrop or other decorator items or services,  
call Heritage at 800-360-4323 to request forms:

Carpet Order Form  
Furniture / Tables Order Form  
Accessories Order Form  
Displays Order Form  
Labor  
Sign & Banner Hanging  
Sign Service Order  
Credit Card Authorization  
Services Order Summary  
Terms & Conditions  
Exhibitor Appointed Contractors  
Certificate of Liability  
Third Party Authorization



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)

## "HASSLE FREE" EXHIBIT BOOTH 2026 BUILDERS HOME & GARDEN SHOW

**Discount Deadline: 2/12/2026**

### HERITAGE is offering Special "Hassle-Free" Booth Packages for Builders Home & Garden Show 2026

Prices only apply to orders received with full payment by the date listed above. Floor orders for Hassle-Free Booth Packages will not be accepted at show site.

All charges for equipment and/or services must be paid in advance. For your convenience, MasterCard, American Express, Discover and Visa will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal.

#### **NO CANCELLATIONS OR EXCHANGES OF EQUIPMENT WILL BE ACCEPTED!**

Two optional exhibit booth packages are being offered as a special service for Home & Garden Show exhibitors. Each 10'x10' "Hassle-Free" booth will receive one (1) 8' long x 30" high black skirted display table, two (2) black samsonite folding chairs and one (1) wastebasket. Packages may also be ordered with or without booth carpet as indicated below. **\*\*ONLY ONE (1) PACKAGE PER 10'X10' BOOTH SPACE\*\* - NO SUBSTITUTIONS ALLOWED**

☐ **Package "A" (with booth carpet)**

- One (1) 8' black skirted table
- Two (2) side chairs
- One (1) wastebasket with liner
- One (1) 9' x 10' silver gray booth carpet

Quantity	Discount Rate	Total
_____	x \$ 280.00	= _____

☐ **Package "B" (without booth carpet)**

- One (1) 8' black skirted table
- Two (2) side chairs
- One (1) wastebasket with liner

Quantity	Discount Rate	Total
_____	x \$ 180.00	= _____

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.

**Method of Payment & Credit Card Authorization  
Form *REQUIRED* to be submitted with this form.**

**SUBTOTAL** \$ \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Booth# \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.

exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

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The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the local Fire Prevention Code.

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal position depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes. However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers. All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.



# FOOD & BEVERAGE EXHIBITOR PACKET

46th Builders St. Louis

Home &  
Garden Show

March 6-8, 2026

Please return required materials to:

Jenn Morrison, Director of Catering Sales

[jmorrison@levyrestaurants.com](mailto:jmorrison@levyrestaurants.com)

314-342-5243

All documents due no later than February 6th, 2026



# BOOTH ORDERING POLICIES

Absolutely no outside food or beverage is permitted to be brought into the America's Center and Dome by exhibitors or their affiliates.

**Please visit the following portal between January 6th-February 6th to place a booth catering order:**  
<https://www.reservecloud.com/sspSignIn/ooP-OVw-pB695JZvngNN>

- All food and beverages must be ordered through Levy Catering, the exclusive caterer at the America's Center
- All standard food and beverage selections must be placed 30 Days prior to the event. Orders that are submitted less than 30 Days in advance will be subject to a 10% increase and are subject to availability.
- Payment in-full must occur prior to the event and the designated card will be charged for anything added by the exhibitor during the event. A detailed invoice will be provided, and a secure link will be emailed directly to process order payment.
- Please note that all food and beverage items are subject to a 22% taxable service charge plus applicable 11.179% sales tax. A \$50 delivery fee will apply.
- Please allow for a minimum of 45 minutes to one hour for all replenishment requests during the show.
- A bartender is required to service all alcohol orders at a rate of \$150 plus tax per four hours. Any additional request for service attendants are a rate of \$150 plus tax per four hours.
- Exhibitors are responsible for supplying any tables or counters needed for food service, trash removal from booth, as well as electrical requirements for catering equipment. Levy is not responsible for any of these items inside the booth, and will not place food and beverage without the required items at time of function start.
- Orders are only accepted via ordering portal or via email.
- In order to ensure PCI-DSS compliance, we cannot accept credit card details through email for payment or refund processing. Please do not email your credit card information.
- Please inquire with your Levy Catering Sales Manager for specialty items. Specialty ordered items may require additional lead time to source and confirm.

# F&B POLICIES

Levy Restaurants has the exclusive rights to sell food and beverage in and around the America's Center Complex and Dome. All food items must be provided by Levy Restaurants, unless prior written approval has been provided by Levy. Menu selections, room requirements and all other arrangements must be received by Levy Restaurants, in writing, 30 days prior to the function date. No food or beverage items may be brought onto the premises unless written permission is requested by the customer and written permission is granted as stipulated under contract terms and conditions. No food items may be removed from any function

## NON-ALCOHOLIC F&B SAMPLING

There is no charge for sampling of food or non-alcoholic beverage provided:

- (1) The exhibitor is the manufacturer or distributor of the product(s) and the sole purpose of the exhibit is to market the product to the show attendees and not for the purpose of retail sales of the product(s) for profit.
- (2) The product is offered in single bite portions no larger than 2 inch by 2 inch dimensions or no larger than 4 ounce liquid portions. No liquid product may be handed out in their original packaging at any time.
- (3) The product is properly dispensed in full compliancy with all applicable federal, state and local health and sanitation regulations.

### REQUIRED ITEMS:

- Certificate of Insurance with \$1,000,000.00 Liability Insurance, naming the America's Center and Levy Restaurants/Convention Hospitality Partners as additionally insured
- Completed Exhibitor Packet
- Completed Levy Indemnity and Release Agreement (contained within this packet)
- **St. Louis City Health Department Temporary Permit** (must be approved and paid for in advance)
  - For more information, please visit: <https://www.stlouis-mo.gov/government/departments/health/environmental-health/food-control/temporary-food-permits.cfm?option=online>
- Handwashing Station and Minimum 5 of Each Disposable Utensil Needed with Clean/Dirty Bins (Applicable for any items that are NOT pre-packaged and must be served or prepared/packaged on-site)

## SELLING F&B + FULL-SIZE HAND-OUTS

Requests for the right to sell food or hand-out full-size food or beverage must be submitted prior to an event by both the sponsoring event management and the requesting vendor. All approved vendors selling or handing out full-size products must submit specifications and/or pricing to Levy Restaurants 30 days in advance. All approved vendors are responsible for all booth rental fees, tables, electrical, plumbing, drayage, and all other America's Center Services.

Upon approval, there will be a charge per location per day which must be paid in advance to Levy Restaurants. This fee is non-negotiable and non-refundable. Outside food and beverage is not permitted in the America's Center/The Dome and **MUST** be approved before the show.

### REQUIRED ITEMS:

- Certificate of Insurance as outlined in the Levy Indemnity and Release Agreement
- Completed Levy Indemnity and Release Agreement (contained within this packet)
- Completed Exhibitor Packet
- **St. Louis City Health Department Temporary Permit** (must be approved and paid for in advance)
  - For more information, please visit: <https://www.stlouis-mo.gov/government/departments/health/environmental-health/food-control/temporary-food-permits.cfm?option=online>
- Handwashing Station and Minimum 5 of Each Disposable Utensil Needed with Clean/Dirty Bins (Applicable for any items that are NOT pre-packaged and must be served or prepared/packaged on-site)

*If sampling, selling, or handing out full-size F&B, please sign to acknowledge policies*

COMPANY: \_\_\_\_\_ NAME (PLEASE PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



# F&B POLICIES

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## ALCOHOLIC PRODUCTS

- (1) All alcoholic products must be approved prior to show, and must be delivered to the America's Center dock (off Cole Street) via a Levy-approved distributor. Absolutely no product may be brought into the facility by the client, exhibitor, or any affiliates of the client or exhibitor. Deliveries to be coordinated with Levy Catering Sales Manager and Purchasing team.
- (2) For specialty-ordered product, the exhibitor is to pay Levy no later than two weeks prior the event for product that Levy is ordering. These items are not billed on consumption, and the exhibitor will pay Levy for all product that is ordered.
- (3) With prior approval from Levy, sponsored or donated alcohol is permitted, and Levy should receive a S0 invoice with receipt of payment 2 weeks prior to the event. A corkage fee will be assessed and paid by the exhibitor for all donated or sponsored product. In some cases, A Certificate of Insurance will also need to be provided and an Alcohol Release and Indemnity Contract signed. Please inquire with your Catering Sales Manager for further details.
- (4) Alcohol pouring and sampling requires service from union bartenders through Levy Restaurants at \$150.00+ rate per 4 hours with a 4 hour minimum billable shift. If service times are not consecutive, fees cannot be split and will be considered different shift times.

### REQUIRED ITEMS:

- Union Bartender Labor as determined by requested service time
- Payment of Product (For Specialty-Ordered Items)
- Corkage Fee (For Donated Product)
- S0 Invoice from Levy-approved Distributor prior to delivery of product (For Donated Product)

*If sampling, selling, or handing out full-size F&B, please sign to acknowledge policies*

COMPANY: \_\_\_\_\_ NAME (PLEASE PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# F&B POLICIES

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## PERMIT INFORMATION

- Go to site, <https://www.stlouis-mo.gov/government/departments/health/environmental-health/food-control/temporary-food-permits.cfm?option=online>
- Click Online Application, fill out required items and pass food handler certification
- Print Application (for records) and record DOH number
- Mail in Payment via Certified Mail with DOH Number listed (Business Check, Cashier's Check or Money order) along with copy of Government ID **OR** visit in-person location to pay (preferred)
  - Mail to Department of Health 1520 Market, Room 4051 St. Louis, MO 63103
  - Must be received a minimum of 2 business days prior to event in their office
- You will receive a confirmation email once the payment is received and confirmed
- Health department will bring the permit when they do onsite inspection

**Please note that once approval for the temporary health permit is received, you must pay in person with cashier's check at the downtown St. Louis Health Department or mail in payment using the above information.**

**The St. Louis Health Department will then visit the America's Center for booth checks and to distribute approved and paid permits, and is within their right to close down any vendor that is not in compliance with policies.**

**Levy also reserves the right to close down vendors that do not abide by policies.**

*If sampling, selling, or handing out full-size F&B, please sign to acknowledge policies*

COMPANY: \_\_\_\_\_ NAME (PLEASE PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



## RELEASE AND INDEMNITY AGREEMENT - PAGE 1/2

This Release and Indemnity Agreement (the "Release and Indemnity" or the "Agreement") is executed this \_\_\_\_ day of \_\_\_\_, 202\_\_ by and among \_\_\_\_\_ individually and as agent and host for all guests attending the Event ("Client"), and Convention Hospitality Partners, a Missouri partnership ("Levy") and the Released Parties (as that term is hereinafter defined).

Recitals:

WHEREAS, Client is having an event on \_\_\_\_\_ (the "Event" or the "Term") at America's Center Convention Complex, located in St. Louis, Missouri (the "Location");

WHEREAS, Client desires to transport, store and serve certain food products and non-alcoholic beverages (collectively, the "Products") for the Event;

WHEREAS, Levy does not allow the service of third-party food and non-alcoholic beverage products at an event at the Location for a variety of health, sanitation and liability concerns;

WHEREAS, Client has requested that Levy make an exception to its policy and allow Client to serve the Products at the Event; and

WHEREAS, Levy is willing to make an exception for Client's request, provided that Client agrees to indemnify, defend and forever hold harmless, on behalf of themselves and any other individual consuming any portion of the Products at the Event, and any and all claims against the Released Parties which may occur in connection with the Products and Client at the Event, except that which results from the sole gross negligence or willful misconduct of Levy.

NOW, THEREFORE, for good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

1. Indemnification. To the fullest extent permitted by law, Client hereby protects, indemnifies, defends and forever holds harmless the Released Parties (as defined below), from and against all claims, losses, liabilities, expenses or damages to persons or property (including, but not limited to, business interruption claims), government charges, fines and reasonable costs (including, but not limited to, reasonable attorneys' and para-professionals' fees), arising out of or in any way connected with the Products and Client, including, but not limited to, all food borne illness and personal injury claims, and any and all acts or omissions by Client or any agent, employee or any independent contractor hired, employed or utilized by Client, except for only those claims that arise out of the sole gross negligence or willful misconduct, if any, of Levy.

2. Equipment; Compliance with laws; Damages to Location. Client represents and warrants that no equipment, supplies, vehicles and improvements of Levy will be used by Client in connection with the Products at the Event. Client shall be responsible for compliance with all Federal, state and local laws and regulations with respect to the operations described herein. Client shall, at its expense, obtain all permits and licenses required for the conduct of the operations hereunder. Client agrees that Client will be solely responsible for all injuries to persons, damages at the Location and adjacent areas and the loss of, or damage to, Levy's equipment or property. Levy will notify Client of any such damage or loss, and the costs related thereto. Client shall pay all such amounts to Levy within ten (10) days after such notification. In no event shall Levy be liable for such damages recited herein.

3. No Sale or Service of Alcoholic Beverages. Client shall not have the right to serve, sell or provide alcoholic beverages at any time during the Event.

4. Release. Client hereby releases Levy and the Released Parties (as defined below) from any and all claims related to the Products and Client, and any damage occurring as a result of the Products and Client, except for such claims that arise out of the sole gross negligence and/or willful misconduct, if any, of Levy.



## RELEASE AND INDEMNITY AGREEMENT - PAGE 2/2

5. Insurance. Client shall procure, and shall maintain in full force and effect at all times during the Term of this agreement, insurance for Client, against risks as customarily carried, paying as the same become due all premiums thereof, including, without limitation:

(i) Workers' Compensation (statutory limits), including Employers' Liability for limits not less than \$500,000 each accident, \$500,000 disease-policy limit, and \$500,000 disease-each employee;

(ii) Commercial General Liability insurance with limits not less than \$1,000,000 each occurrence and \$5,000,000 in the aggregate. The each occurrence limit and annual aggregate limit may be satisfied by using a combination of primary and umbrella (excess) insurance coverages. Such insurance shall include coverage for products-completed operations liability, personal injury, property damage and bodily injury liability;

(iii) Business Automobile Liability coverage with a combined single limit of not less than \$1 million;

(iv) The following entities are to be named as additional insured with respect to Employers' Liability coverage, Commercial General Liability coverage, and Business Automobile coverage:

Levy, Convention Hospitality Partners, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corporation, Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Tri-Tec, Inc., America's Center Food Service Partners, specifically including all of their respective partners; America's Center; St. Louis Convention and Visitors Commission; The City of St. Louis; The St. Louis Regional Convention and Sports Complex Authority; St. Louis County; State of Missouri; AMBAC Assurance Corporation; and The Bank of New York Mellon Trust Company, N.A. Trustee, including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents (collectively, the "Released Parties").

Upon execution of this agreement, Client shall deliver to Levy a Certificate of Insurance evidencing the above required insurance coverages for Client.

6. Client hereby declares that the terms of this Release and Indemnity have been completely read and are fully understood and voluntarily accepted as a release of any and all claims, disputed or otherwise, hereafter arising. Moreover, this Release and Indemnity is delivered for the express purpose of precluding forever any claims against the Released Parties arising out of the Products and Client, , except for which results from the sole gross negligence or willful misconduct of Levy. Client acknowledges the availability of consulting with a legal representative of its choosing prior to executing this Release and Indemnity.

8. The parties executing this Release and Indemnity on behalf of the parties have full right, power and authority to execute this Release and Indemnity and bind the parties to the terms hereof.

IN WITNESS WHEREOF, the undersigned has caused this Release and Indemnity Agreement to be executed as of the date first above written.

**CLIENT:**

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Its:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**LEVY:**

**Convention Hospitality Partners**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Its: Authorized Representative**

**Date:** \_\_\_\_\_

# HEALTH DEPARTMENT POLICIES

All products prepared and/or sampled must be approved by America's Center Catering and are subject to the Terms and Conditions and applicable service charges. Food sampling is permitted only by the manufacturing company or the distributor of the product.

St. Louis City Health Department Permit **must** be approved and paid for in advance. For more information and to obtain the temporary food handlers permit, please visit: <https://www.stlouis-mo.gov/government/departments/health/environmental-health/food-control/temporary-food-permits.cfm?option=online>

Any food that is fully or partially baked, grilled, fried, heated or otherwise prepared in the booth for attendee sampling must be listed on the Booth Form. Temperature sensitive foods such as milk or egg products (dips, ice cream, mayonnaise, etc.), cold cuts, fish, or any other product that requires a regulated temperature should also be listed on this Booth Form.

The exhibitor is the manufacturer or distributor of the product(s) and the sole purpose of the exhibit is to market the product to the show attendees and not for the purpose of retail sales of the product(s) for profit.

The product is offered in single bite portions no larger than 2 inch by 2 inch dimensions or no larger than 4 ounce liquid portions. No liquid product may be handed out in their original packaging at any time and product must be non-alcoholic unless permits have been provided and approved by Levy.

The product is properly dispensed in full compliancy with all applicable federal, state and local health and sanitation regulations.

All food must be prepared on-site or at an approved food establishment, which obtains its products from an approved source.

Food temperatures must be 140 degrees or above (hot), 40 degrees or below (cold).

Metal-stemmed thermometers must be provided at booth to monitor product temperature.

Each booth must have adequate refrigeration (mechanical or dry ice).

Ice must come from a licensed commercial source (not made at home).

Wet ice can be used for canned or bottled soda in cold storage.

Wet ice used for drinks must be kept in separate containers with an ice scoop provided.

Ice cream dipping- see Event manager for special instructions.

Food containers (transportation and storage) must be hard, food grade plastic or stainless steel and easy to clean (no Styrofoam).

Single service items such, as cups, plates, spoons, forks, etc., shall be used in dispensing of food and be provided by the exhibitor.

Tongs, plastic gloves or other appropriate disposable utensils are required in the handling of food products and provided by the exhibitor. **If using real utensils, a 3 compartment ware washing set up is required.**

Eating or smoking in the booth is prohibited.

**Proper hand washing facilities must be provided at booth.**

Persons with any type of infection are prohibited from handling food and from working in a food preparation area.

Sufficient clothing must be worn while working in booth (no tank tops or similar attire).

**At least five (5) utensils of each needed to serve/package items must be provided** by exhibitor with designated clean and dirty bins for each.

*If sampling, selling, or handing out full-size F&B, please sign to acknowledge policies*

COMPANY: \_\_\_\_\_ NAME (PLEASE PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# BOOTH F&B FORM

SHOW: HOME & GARDEN SHOW 2026 DATES: MARCH 6-8, 2026

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

Item	Prep Location	Storage Location

*If providing F&B, please sign before submitting form*

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_