

Exhibitor Quick List of Things You Need to Know for the Show!

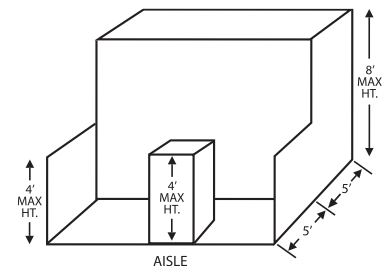
SHOW LOCATION: America's Center, 701 Convention Plaza, St. Louis, MO 63101

DATES: March 3-6, 2022 • **SHOW HOURS:** Thursday - Saturday 10 a.m. - 8 p.m., Sunday 10 a.m. - 5 p.m.

www.STLHomeShow.com

- The Exhibitor Manual with complete Show information can be found at www.STLHomeShow.com in the Exhibitor Portal 60 days prior to the show.
- **UTILITIES.** Exhibit space does not come with electricity and if needed it must be ordered separately through the HBA in Exhibitor Portal, if not submitted with application.
- **ALL EXHIBITS ARE REQUIRED TO HAVE FLOOR COVERING.** You may bring your own or order from the Show decorator (Heritage Trade Show Services).
- **HEIGHT RESTRICTIONS: SIGNAGE, DISPLAYS, POP-UP TENTS AND FEATHER FLAGS.** Exhibits may not exceed 8'6" 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. Signage must have the appearance of being professionally produced. Any signage above the 8' drape, must be single-sided and finished on the back. 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 limitation. NOTE: Feather flags and balloons are considered signage and above rules apply. Any signage or displays found in violation will be removed and stored by the Show Decorator. Items must be picked up by exhibitor no later than show move-out hours or items will be forfeited.
- **BE A GOOD NEIGHBOR.** Sound from mics, radios, machinery, etc. should be kept to a low volume level out of courtesy for neighboring exhibitors. Those found in violation will be asked to turn down their sound by Show Management. 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.
- **EXHIBIT MOVE-IN/MOVE-OUT.** Large exhibits must contact us for a move-in time. A detailed email will be sent to the contact on the application regarding this. All exhibits must be completely set up prior to Wednesday, March 2 at 5 p.m. Trailer displays are required to call for a move-in time. To reduce messes in the building during move-in and move-out, please be courteous and clean any ice or snow off of your vehicles before pulling into the hall. All items must be removed from the building no later than Monday, March 7 at 3 p.m.
- **DURING SHOW HOURS EXHIBITORS ARE NOT ALLOWED TO WORK THE AISLES – THEY MUST STAY WITHIN EXHIBIT SPACE.** This includes but is not limited to mascots, display materials, signage and exhibit workers. **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.** Exhibits must be manned ALL Show hours.
- **TEAR-DOWN PRIOR TO THE SHOW CLOSING IS PROHIBITED.** 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. **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.**
- **SHOW PASSES/TICKETS.** You will receive 4 move-out passes, 20 VIP tickets and 24 industry day passes. These are **not** your Exhibitor Passes. Exhibitor Passes will not be mailed. They are available during move-in on Monday, Tuesday and Wednesday at the Home Show Office, Room 116, at America's Center. Contact Tammy Ridgley at RidgleyT@hbastl.com if you need to pick them up prior to move-in. Exhibitor Passes are the only tickets that allow you into the Show prior to public Show hours.

Standard 10'x10' Display Guidelines



- **EXHIBITOR PARKING.** Shuttle service will not be provided to the Show. \$8 exhibitor parking is available on Saturday, March 5 and Sunday, March 6 at the 7th and Locust Garage. Exhibitors must purchase parking in advance to receive the discounted rate using Discount Code H&GSHOW2022. Email confirmation must be printed and given to parking attendant upon exiting the lot each day. Two separate purchases are required if purchasing parking for both Saturday and Sunday. Select date by clicking on "Choose Event Date" and toggling calendar to March 2022. Valet Parking - \$20 for the day - is located at the main entrance to America's Center on Washington Ave.

We, the Show team, thank you for exhibiting with us at the Builders St. Louis Home & Garden Show!

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Quick Tips to Help You Be Successful at the Show

- Make sure show signage is professional and includes the benefits of your product/service, not just company name and phone number. Signage should be visible from 20' away.
- Create an open, welcoming display. Do not place a table across the front of your booth and close it off.
- Your booth should be representative of your company; quality, clean with helpful and knowledgeable booth staffers.
- You have 5 seconds to grab a consumer's attention - be creative and use your time wisely.
- St. Louis consumers are heavy coupon users and come to the show to shop and compare products and get discounts. Use this to your advantage - Show Special, Free, % off if sign up at Show, etc.
- Make sure you have a measurable goal in place.
- Be prepared with lead cards and ready to set appointments - AND FOLLOW UP! The sale will not come to you, you have to go after it and there are hundreds of other companies wanting to make a sale too.
- Make sure to have a training session for booth staffers prior to the show so that they understand expectations and good boothmanship.
- Engage with consumers, they will not approach you. It is important that you "work" the booth. Stand with a smile on your face and make eye contact. Sitting at the back of the booth on a cell phone or reading will not get you sales at the show.
- Select the right staff to work your exhibit. Not all salespeople can "sell" on the show floor. Understanding that time is your enemy and that you have a limited amount of time is very critical. Rehearse the sales process for the show. Your entire presentation or demonstration should take less than 5 minutes.
- Order services by published deadline on order forms to receive advanced discounted rate.
- If you have questions about exhibiting or would like help in booth design, please do not hesitate to contact us. We are here to help!