

**CAPITAL REMODEL+GARDEN SHOW**  
**DULLES EXPO CENTER**  
**FEBRUARY 26-28, 2016**  
**EXHIBITOR KIT**



**MOVE—IN**

All exhibits must be ready by 5:00 PM on Thursday, February 25, 2016.

**Move-In Hours:**

Tuesday, Feb. 23:	NOON—5:00 PM	Booths 400 sq. ft. or larger MUST move-in on Tuesday
Wednesday, Feb. 24:	8:00 AM—5:00 PM	General Move-In All Exhibits
Thursday, Feb. 25:	8:00 AM—5:00 PM	General Move-In All Exhibits

**Please note:** If your exhibit booth is located in front of or near a loading dock door, you cannot move-in until Thursday, February 25 after 1:00 PM. You will be contacted by Show Management if this pertains to your company.

- No vehicles will be allowed on the show floor after 1:00 PM on Wednesday, February 24, 2016.
- All exhibit material must be removed from the aisles by 5:00 PM on Wednesday, February 24 in order to lay the aisle carpeting.
- No hand carts, dollies, or anything on wheels can be used to come in and out of the front glass doors—HAND CARRY ITEMS ONLY! - Steel overhead doors to the left and right of the front glass doors, as well as the loading docks along the side of the hall may be used if carts and dollies are needed.

**SHOW HOURS**

Friday	February 26, 2016	10:00 AM—9:00 PM
Saturday	February 27, 2016	10:00 AM—9:00 PM
Sunday	February 28, 2016	10:00 AM—6:00 PM

**MOVE—OUT**

**Move-Out Hours:**

Sunday, Feb. 28:	6:05 PM—10:00 PM
Monday, Feb. 29:	8:00 AM—NOON

**All exhibits must be removed from the Dulles Expo Center by NOON—Monday, February 29**

No removal or dismantling of exhibits will be permitted before the show closing.

Show Management will provide assistance to expedite the removal of exhibitors' goods from the hall. Exhibitors are urged to have responsible representatives to handle shipping arrangements and documentation.

**WARNING:** All exhibit material must be out of the Dulles Expo Center by NOON on Monday, February 29, 2016. If any materials are left behind, your company will be billed for charges incurred.

## LOCATION

Dulles Expo Center

4320 Chantilly Shopping Center, P.O. Box 221075

Chantilly, VA 20153-1075

Phone: 703-378-0910 | Fax: 703-378-2080

**Directions:** [capitalremodelandgarden.com](http://capitalremodelandgarden.com)

## SHOW MANAGEMENT

**Show Manager:** Jean Sukys

[JeanS@mpeshows.com](mailto:JeanS@mpeshows.com)

**Show | Office Administrator:** Kelsey Collins

[KelseyC@mpeshows.com](mailto:KelseyC@mpeshows.com)

**Exhibit Sales:** Christie Elig

[ChristieE@mpeshows.com](mailto:ChristieE@mpeshows.com)

**Operations:** Kelly Baugh

[KellyB@mpeshows.com](mailto:KellyB@mpeshows.com)

Rachel Whitman-Rush

[RachelW@mpeshows.com](mailto:RachelW@mpeshows.com)

Lauren O'Neill

[LaurenO@mpeshows.com](mailto:LaurenO@mpeshows.com)

*The Home + Remodeling Show is produced and managed by:*

**Marketplace Events**

31105 Bainbridge Rd., Suite 3

Solon, OH 44139

440-248-5729

[CapitalRemodelandGarden.com](http://CapitalRemodelandGarden.com)

## SHOW OFFICE

During move-in, show hours, and move-out, Show Management will maintain a show office. It is located on the show floor in the front of the building, behind the security desk. Look for the show office signs as you enter the front door.

## BADGES

- Each exhibit is entitled to **six (6) badges per 100 square feet of exhibit space**. The maximum number of badges to be distributed to any one company is 20.
- **NEW!** - Badges can be picked up at the exhibitor desk, located at the loading dock.
- Once your company badge allotment has been distributed, there will be a fee of \$6.00 per additional badge. If a badge is lost, forgotten, misplaced, or left in your booth, your staff will be required to purchase a badge for \$6.00 to enter the show.
- You are encouraged to drop off your badge each night so that your company does not run out of your allotment.

## ADMISSION PASSES

As an exhibitor in the show, your company is entitled to **20 free admission passes per 10x10 booth**—maximum number of passes allowed is 50).

Admission passes entitle the bearer to free admission to the show any one time and can be purchased by exhibitors for special clients, prospects, family, and friends. The passes are available at \$5.00 each and can be obtained by sending payment with the admission passes order form included in this manual.

**NOTE: Any exhibitor handing out admission passes at the entrance will be billed and will be responsible for the value of the tickets distributed.**

## EXHIBITOR PARKING

**No exhibitor or employee working the show is to park in the lot (Lots A or B) in front of the Dulles Expo Center.** This lot is for attendee parking only. This will be strictly enforced by show management. There is a newly paved lot (Lot C) that will be reserved for exhibitor use. There is also additional parking at the Long & Foster lot on Saturday of the show.

## EXHIBIT GUIDELINES

Tables, chairs, electricity, etc. are **not included** with the cost of your exhibit space. Tables and chairs can be ordered through Hale Northeastern. Electricity can be ordered through the Dulles Expo Center.

Booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at the height of 32", with the exception of first impression booths—first impression booths do not have pipe and drape.

Drape and aisle carpeting is black.

Four (4) loading docks and one drive-in ramp service the hall. The floor is concrete and the building has 25' high ceilings.

Please note that the columns shown on the floor plan are 8"x8" ceiling to floor steel beams.

Exhibitors are allowed to build their booth to the maximum height of 8 feet. This includes back walls and sidewalls. If the height of your display exceeds 8 feet, please notify Jean Sukys at 703-444-8711 for approval.

All exposed areas of the exhibit must have finished surfaces including back and sides. Graphics, logos, wiring or printing facing into another booth will not be allowed. Any part of any booth needing a finished surface will be draped at the expense of the exhibitor. Show management will determine whether such drape is needed.

## FLOORING

Flooring is **NOT** included in the cost of your booth space. It is mandatory that all exhibit booths are carpeted or have some type of professional looking floor covering. All edges must be secured. 100% of your booth space floor must be covered.

- All flooring must be neat and clean.
- No frayed edges allowed.
- All edges of carpet must be taped down—double sided tape is acceptable. The followed two brands are acceptable: **Echo Brand—Double Coated Carpet Tape (DCW188F) or Shur Brand—Residue Free (DF545).**
- Duck tape is not allowed to secure flooring.
- You must return the floor to its original condition—otherwise exhibitors will be charged for any damage.

## TABLES AND SKIRTING

It is mandatory that all tables are professionally skirted. **Use of plastic table cloths, sheets, or any type of "residential" table cloths are not permitted—this is strictly enforced.**



## BOOTH REGULATIONS

- All exhibitors are expected to be in their booths during all published show hours, as we do receive consumer complaints about unmanned displays. **\*\*If Show Management sees that you are in violations of this rule, your company will not be permitted to renew your preferred location for the next show\*\***
- All signs/banners must be professionally prepared. Homemade or handwritten signs/banners are not allowed.
- All exhibit space walls are to be completely finished on BOTH sides. No exposed wires, frames, wood, etc. should be exposed for the public or for your neighbor to see.
- No food (including popcorn) or beverages may be distributed by an exhibitors unless approval has been obtained from Marketplace Events and the Dulles Expo Center.
- Stickers, pressure adhesives and helium balloons are not permitted in the Dulles Expo Center.

**\*The above items are mandatory and for everyone's benefit—should Show Management have to provide carpeting, skirting, masking drape, signage, etc. this will be done at the exhibitor's expense\***

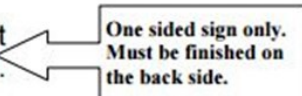
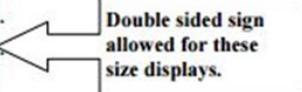
## SIGN REGULATIONS

**Handwritten signs will not be permitted—professionally made signs ONLY.**

If your display includes a sign attached to the top of your exhibit, you must get approval from Show Management. The following rules apply:

- Sign must be single sided
- Professionally finish
- Height no more than 1' from top of the drape line
- No pvc pipe allowed
- Sign sizes are limited

**Suspended signs are allowed in the exhibit booths 200 sq. ft. or larger. See below:**

<u>Exhibit Space Size</u>		<u>Sign/Banner Maximum Size</u>	<u>Sign/Banner Hanging Distance From Ground</u>
10'x20' = 200 sq. ft. 10'x30' = 300 sq. ft.	 <p>One sided sign only. Must be finished on the back side.</p>	2' x 8' 3' x 8'	10' from ground 10' from ground
20'x20' = 400 sq. ft. 20'x30' = 600 sq. ft. 20'x40' = 800 sq. ft.	 <p>Double sided sign allowed for these size displays.</p>	4' x 12' 4' x 18' 4' x 22'	12' from ground 12' from ground 12' from ground

- The sign/banner has to be finished on the back side with no copy—unless your display is a 20x20 or larger. If it is not finished, the sign/banner will not be hung.
- Please fill out the sign/banner hanging order form and return to Hale Northeastern.
- Plan on dropping off your sign/banner at the Dulles Expo Center on Tuesday, February 23, 2016—between the hours of NOON—4:30 PM. See Kelly Baugh in the Show Office when dropping off the sign.

## SHIPMENTS

### ADVANCED/DIRECT SHIPMENTS

#### All Shipments must be pre-paid

Receiver is not authorized to accept any other type of shipment.

#### **A) Advanced Shipments:**

For Shipments arriving on or before Friday, February 19, 2016 please ship to the advance warehouse.

COMPANY NAME: \_\_\_\_\_ BOOTH: \_\_\_\_\_

FOR: CAPITAL HOME + REMODELING SHOW

C/o Hale Northeastern/ABF Freight

7850 Wellingford Drive

Manassas, VA 20109

#### **B) Direct Shipments:**

Direct shipments to the show will be accepted on/or after Tuesday, February 23, 2016 and should be marked as follows:

COMPANY NAME: \_\_\_\_\_ BOOTH: \_\_\_\_\_

FOR: CAPITAL HOME + REMODELING SHOW

c/o Dulles Expo Center

4320 Chantilly Shopping Center, P.O. Box 221075

Chantilly, VA 20153-1075

#### **C) UPS/FedEx/U.S. Postal Service Express Main, etc. deliveries:**

Exhibitors' packages should be scheduled to arrive at the Dulles Expo Center no earlier than Tuesday, February 23, 2016 and should be marked as follows:

COMPANY NAME: \_\_\_\_\_ BOOTH: \_\_\_\_\_

FOR: CAPITAL HOME + REMODELING SHOW

Show Office

c/o Dulles Expo Center

4320 Chantilly Shopping Center, P.O. Box 221075

Chantilly, VA 20153-1075

## **ELECTRICAL DEVICES**

Electrical cords used must be of the three-prong type and all the equipment used must be U.L. approved. Regular extension cords are allowed for one single portable appliance. They shall be in good condition without splices, deterioration or damage. Power strips shall be grounded or three-prong type, equipped with a circuit break and shall be UL or ETL listed. Power strips should be directly connected to a permanently installed receptacle.

The use of batteries or battery charger packs to generate electric in the facility is prohibited under all circumstances.  
**NO EXCEPTIONS.**

## **FIRE REGULATIONS**

**Ceilings:** No ceilings are allowed in any size booth without prior approval from the Dulles Expo Center. Contact Terri Harrison at 703-766-1306 for more information.

**Lumber:** All lumber used in displays must be fire resistant and treated accordingly unless the item can be carried out by two adult males. This includes lumber in window displays, door displays, kitchen displays, bathroom displays, etc.

**Fire Treated Greenery:** All trees, plants and greenery must be treated for fire resistance prior to the show opening.

Display or operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, etc. is prohibited unless device is inspected by the Fire Marshal.

Electrical boxes must remain visible at all times and may not be covered or obstructed in any manner. In-the-floor outlets, water sources, drains and/or air or telephone pockets may not be covered.

**Additional information regarding fire regulations please contact:**

**Terri Harrison / DULLES EXPO CENTER**

**703-766-1306**

**tharrison@dullesexpo.com**

Please remember smoking is NOT PERMITTED in the Dulles Expo Center.

## **FUEL TANKS**

**\*\*NO VEHICLES ARE PERMITTED TO BE USED WITHIN AN EXHIBITORS BOOTH WITHOUT PRIOR WRITTEN APPROVAL FROM SHOW MANAGEMENT\*\***

If a vehicle has been approved by Show Management, the following guidelines must be followed:

The use of flammable liquids is permitted only with the approval of Show Management and the Fire Marshal.

- Propane gas tanks are permitted under two conditions: (1) brand new and empty or (2) totally purged with proper documentation.
- When stationary fuel tanks are part of a display the fuel tanks must have no more than 1/8 tank of gas.
- The gas cap must be a locking gas cap or have the ability to be secured with tape.
- A set of keys must be left with Show Management for the duration of the show.
- A vehicle permit is required if you are bringing a vehicle into the facility. The vehicle permit is \$200.00.

## **FOOD AND BEVERAGE SAMPLING**

- Prior written permission must be obtained from the Dulles Expo Center management for sampling of ANY food and beverages to attendees. Under no circumstances may exhibitors sell, sample, or giveaway food or beverages without prior written approval.
- A health department fee will be charged to exhibitor wanting to sell and/or sample items in their booth that require a County Health Temporary Event Permit. Exhibitors must pay this fee prior to the Health Department inspection (approximately 3PM on Thursday, February 25, 2016). If that is approved it is the Show Manager's responsibility to provide the vendor with the appropriate paperwork for the Fairfax County Health Department.
- No food or beverage may be carried into the facility. Outside food and beverage deliveries will be denied access to the facility by building security.
- It is a violation of the liquor license to bring alcoholic beverages into or out of the facility. The Dulles Expo Center reserves the right to inspect coolers, vehicles, etc. this inspection includes move-in and move-out of the show.
- Exhibitors are not allowed to consume alcoholic beverages within the confines of their exhibit booth during move-in/out and show hours.
- If cooking or heat food and/or beverage, a fire extinguisher is required.

**POPCORN IS ABSOLUTELY NOT ALLOWED TO BE DISTRIBUTED OR SOLD!**

## **STORAGE**

Crates and cartons will be stored in approved storage areas during the show at no charge. When crates are empty and ready to be stored, place an "empty" storage label on the box/crate. Labels are available at the Hale Service Desk or in the Show Office. Identify in large lettering the name of your company and your booth number. Crates and cartons will be returned to your company as soon as possible after show closing.

## **SHOW SECURITY**

Security guards will be on duty 24 hours from the start of move-in to the end of move-out. Please contact Show Management if loss or damage is experienced. A locked storage area is available for exhibitor use. Exhibitors will be allowed access to the room when accompanied by a Show Management staff member.

Additionally, be sure that you have a responsible representative remain with your display at the close of the show Sunday, February 28. They should stay with your booth until the goods are removed from the building. If this is not possible, bring all your valuables to the locked storage area, which will be available at no charge, to all exhibitors.

## **PARKING OF CAMPERS/RV'S**

Due to zoning restrictions, the Dulles Expo Center is unable to allow overnight parking of campers, RV's, etc. in the parking lots. No vehicles or other materials for the purpose of exhibiting may be parked or located in the parking lots at any time overnight. All event exhibits must be located inside the center. If you are traveling with a camper or RV, below are the local campgrounds in the area.

Hillwood Camping Park  
14222 Lee Highway  
Gainesville, VA 21055-1799  
Phone: 703-754-6501  
[www.hillwoodcamping.com](http://www.hillwoodcamping.com)

Pohick Bay Regional Park  
6501 Pohick Bay Drive  
Lorton, VA 22079  
Phone: 703-339-6104  
[www.nvrpa.org/parks/pohickbay/index.php](http://www.nvrpa.org/parks/pohickbay/index.php)

**Trucks & Trailers:** No overnight parking of exhibitors' trucks or trailers is allowed in the parking areas in front of the hotel or retail spaces. Contact Terri Harrison at the Dulles Expo Center for more information at 703-766-1306. Park your vehicle and work trucks in the Long & Foster parking garage during show hours. A parking map is on the website and there is a free shuttle to and from the lot.

## **SALES TAX**

**Sales Tax:** The Commonwealth of Virginia requires that out-of-state companies selling merchandise within the Commonwealth must collect sales tax and report such sales on Form ST-50. If you have any questions or need additional information, please call Jane Ollice at 804-371-3118

**Sales Receipts:** Any exhibitor selling merchandise must provide the buyer with a highly visible receipt that can be readily identified as such by show security.

## **INSURANCE**

Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not, however, cover exhibitor's properties, which are placed on display at the exhibitor's own risk. Every reasonable precaution will be taken to protect exhibitors' properties, but Management assumes no responsibility for any losses due to fire, theft, robbery, damage, accident, or other causes.



## **REMOVAL OF EQUIPMENT DURING SHOW HOURS**

In order to remove equipment during show hours, exhibitors must receive a release slip from the show office. Release slips must be signed by both the exhibitor and show management. Release slips are only required during show operating hours and not during the move-in and move-out periods. This is for your safety and protection.

## **FIREARMS AND AMMUNITION RULES**

No firearms or ammunition allowed at the show.

## **ALCOHOL/DRUG POLICY**

No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Service Manual and/or on posted signage by the show facility/convention center. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees, or anyone else working or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

## **AUDIO/ SOUND / MUSIC**

Use of audio equipment, microphones, and musical instruments are permitted, however, sound levels must be kept at a volume that Management deems reasonable.

Violators will receive one warning. If there is a problem with volume, Show Management reserves the right to prohibit the exhibitor from using sound equipment for the remainder of the show.

## **MUSIC LICENSES AND RESTRICTIONS**

Each exhibitor is responsible for obtaining all necessary licenses and permit to use music, photographs or other copyright materials in their booth or display. No exhibitor will be permitted to play, broadcast or have performed any or use any other copyright material, such as photographs or other artistic works without first presenting to Marketplace Events satisfactory proof that the exhibitor has, or does not need a license to use such music or copyrighted material. Marketplace Events reserves the right to remove from the exhibit hall all or any part of any booth or display which incorporates music, photographs, or other copyrighted material for which the exhibitor fails to produce proof that the exhibitor holds all licenses. The exhibitor shall remain liable for and shall indemnify and hold Marketplace Events and the facility, their agents and employees, harmless from all costs, claims, causes, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation or infringement (or claimed violation or infringement) by exhibitor, exhibitor's agents or employees of any patent, copyright or trade secret rights or privileges. For additional information, contact your local ASCAP, BMI or other appropriate office.

## **MATERIAL HANDLING AND LABOR**

The Dulles Expo Center is a union-free facility, making it easy for your company to set-up and build your exhibit display. Show Management will provide manned forklift equipment, small dollies, and some labor to assist in the handling of exhibitor's goods from loading docks or door to exhibitors' booths, as well as storing empty crates in the storage area. Exhibitors requiring extraordinary material handling equipment such as a crane can be accommodated but at their own expense, provided early notification of their requirements is given to Show Management.

## **LAWFUL OPERATION**

Exhibitors must comply with all federal, state, and municipal laws and administrative rules, including, but not limited to, those relating to licenses and permits, work hours, work conditions, safety standards, payment of wages, income taxes, unemployment, FICA withholdings, and workers' compensation coverage.

## **ANIMALS**

Absolutely no animals are allowed in the show at any time, unless it is a designated guide dog.

## **BALLOONS**

Balloons are not allowed in the Dulles Expo Center. This will be strictly enforced.

## **STAFFING**

All exhibit booths must be staffed during all show hours. Any company that does not staff their exhibit will not be allowed into the 2017 show.

## **DEMOS AND HANDOUTS**

Exhibitors who provide demonstrations using products and/or handing out advertising, material samples, or souvenirs are not permitted in the aisles or anywhere outside the confines of an exhibitors' booth. Please be courteous to your neighbor—do not block aisles.

## **AUDIO VISUAL**

Audio– visual equipment is available on a rental basis from:

**Audio Visual Experts, Inc.**

11325 Lee Highway, Suite 110

Fairfax, VA 22030-5657

Phone: 703-246-9500

PLEASE NOTE: Show Management is not responsible for the return of exhibitor’s audio-visual equipment. This is the responsibility of the exhibitor who contracted the rental equipment.

## **FLOORING**

Order flooring from Hale Northeastern—service order forms on our website: [www.capitalremodelandgarden.com](http://www.capitalremodelandgarden.com)

## **FURNITURE**

Order furniture from Hale Northeastern—service order forms on our website: [www.capitalremodelandgarden.com](http://www.capitalremodelandgarden.com)

## **HOTEL**

Courtyard Marriott

3935 Centerview Drive

Chantilly, VA 20151

703-815-6060

\*Ask for the Capital Home Show special rate

## **UTILITIES**

See Dulles Expo Center online order forms on their website: [www.dullesexpo.com](http://www.dullesexpo.com)

- Cleaning
- Computer Lines/Internet Connection
- Electric
- Phone Lines
- Water

**Contact Khrysta Sink with questions:**

Phone: 703-766-1312

Email: [ksink@dullesexpo.com](mailto:ksink@dullesexpo.com)