



# West Virginia Home Show 2013

## "THINGS TO REMEMBER"



- Exhibitors from the 2012 Show will have first option to reserve the space you had last year OR to request a change in location (if available) by returning your contract & deposit no later than **December 31, 2012**.
- Vehicles on display are allowed no more than ¼ tank of gas. Gas tank must be secured with duct tape or locking cap. Battery cables must be disconnected. Tractors, riding mowers and items which have combustible engines are considered vehicles.**
- Loose handling and booth décor must be fire retardant.**
- NO PROPANE TANKS PERMITTED IN THE CHARLESTON CIVIC CENTER.** Non-refillable tanks are the only source permitted in the Civic Center. Be sure you get prior written approval from Charleston Fire Prevention Department if your exhibit is an open display with a burning device.
- Get prior written approval from the West Virginia Home Show office if your exhibit exceeds the 8 ft. height regulations.** Remember, any exhibit approved by show management which exceeds the 8 foot allowance **MUST have the back and sides (if they show from the aisle or another booth) completely covered with a finished material.**
- Complete the entire Home Show Agreement; **be specific with your product and service description.** Be sure you indicate all of the items you need in your booth or bulk space. **Items ordered or changed on move-in days should be paid for at that time.** The West Virginia Home Show has no control on the materials or prices once move-in has started.
- Remember audio equipment must be kept at a moderate level, so as not to interfere with your neighbor. Exterior microphones will be allowed only in Arena B.
- Remember your ladder, hammer, nails, extension cords, broom and vacuum cleaner, the Civic Center will not have these items available for you to use.
- Remember no exchange of merchandise and no direct sales are allowed on the show floor.**
- A satellite dish can be placed at **ground level only**. The Civic Center will not allow the roof to be used.
- No Friday set-up.** Set-up times are Wednesday & Thursday **ONLY.** **BULK SPACE EXHIBITORS WILL HAVE A SCHEDULED TIME TO MOVE-IN; THAT TIME WILL BE ON YOUR CONFIRMATION LETTER.**
- Exhibitors will be allowed in the Show Arena **ONE HOUR** before the Show openings. **YOU MUST HAVE YOUR EXHIBITORS BADGE ON TO BE ADMITTED PRIOR TO SHOW TIMES AND ADMITTED WITHOUT CHARGE AFTER THE SHOW OPENS.**
- All displays and materials **MUST be removed from Civic Center arena and parking lots by noon Monday, April 8, 2013.** If you are not out by the deadline, a charge may be incurred from the **Charleston Civic Center.**

