

L&L Exhibition Management
7809 Southtown Center, #200, Bloomington, MN 55431
(952) 881-5030 • (800) 374-6463

EXHIBITOR INFORMATION

Greater Cincinnati Remodeling Expo January 26, 27, 28, 2018 Sharonville Convention Center

LOCATION

Sharonville Convention Center
11355 Chester Rd.
Sharonville, OH 45246

SHOW HOURS

Friday	12 PM – 8 PM
Saturday	10AM – 8 PM
Sunday	10:30AM – 5 PM

MOVE-IN

Thursday, January 25	8 AM – 6 PM
Friday, January 26	8 AM – 11 AM

Dock numbers will be identified on the outside of the Convention Center as 1, 2, 3, 4, 5 & 6. Please use the dock assigned for your move-in. Dock Marshals will be onsite to manage dock usage.

MOVE-OUT

Sunday, January 28	5 PM – 10 PM
Monday, January 29	8AM – 1 PM

Exhibitor identification badges will be available for pick-up during move-in.

Please note that valuable electronic equipment should be moved out Sunday night or stored in the show office overnight.

Please complete move-out by **1:00 PM on Monday**. Otherwise, your exhibit will be moved out by the decorator and stored at your expense.

QUESTIONS

For carpeting, tables, chairs, other booth accessories, freight & shipping, etc:

Please use the "Academy Expo Exhibitor Kit" on our website. From the Exhibitor page, select the Greater Cincinnati Remodeling Expo, and then the section labeled MOVE-IN INFO/FORMS, or call Academy Expo at 513-772-1898

For electric connections:

Please use the "Sharonville Electrical & Telephone Service Order form" on our website. From the Exhibitor Page, select the Greater Cincinnati Remodeling Expo, and then the section labeled MOVE IN INFO/FORMS.

If you need to contact the Show Manager at any time, **call L&L Exhibition Management at 800-374-6463.**



Exhibitor & Show Manager Notice

Important Notice to All Trade Show, Exhibition and Public Event Managers Please Distribute a Copy to Each Exhibitor

1. No displays, carts or dollies of any kind may enter or exit through the public entrances of the Convention Center. Exhibitors must use the loading docks in the rear of the building only. The show management must provide a dock manager at all times during the move-in and move-out of shows. The dock manager is responsible for ensuring access to the loading docks by directing all unloaded trucks during move-in and loaded trucks during move-out to be immediately removed from the dock area. This person is also to enforce the policy that all materials enter and exit only through the loading docks and other designated entry and exit points.
2. The Convention Center does not provide storage space for exhibits prior to or after events. If your exhibit cannot be shipped in on the designated set up day, please contact your show decorator for storage and drayage services. Exhibits and other materials not removed from the Convention Center by the end of the move out period will be sent to the show decorator or a local storage facility. Labor, shipping and storage fees will be charged at the prevailing rates.
3. Exhibitors may obtain utilities and labor services only through the use of our "Service Order Form". These forms can be obtained from the Convention Center office or accessed via the website at www.sharonvilleconventioncenter.com as either a downloadable or fillable option. They should be distributed to the exhibitors in advance to allow adequate time for their return at least two weeks prior to the move in date.
4. The Convention Center does not provide complimentary extension cords for exhibits. Extension cords may be rented from the Convention Center based on availability. Please refer to the Service Order Form.
5. Cooking is only allowed in the Exhibit Hall. Exhibitors using heating devices must have a fire extinguisher in their booth.
6. Exhibitors may not affix signs or banners to the walls with tape, push pins, etc ... Banners & signage may be hung from the ceilings or on pipe & drape by Convention Center staff only and at the prevailing labor rates. (See Service Order Form.)
7. Exhibitors using heating devices must have a fire extinguisher in their booth.
8. Unloaded vehicles must be immediately removed from the loading dock. The dock must remain clear for other exhibitors to have access, as well as for normal daily deliveries to the Convention Center.
9. Parking on the drive up ramp to the dock is prohibited. This ramp is for cart access only. Violators will be towed at the owner's expense.
10. The Sharonville Convention Center is a non-smoking facility. Smoking in any part of the building, including on the dock, is strictly prohibited.
11. There will be a \$500 labor charge for excessive cleanup of exhibit hall.
12. Booth Construction: For public safety and to protect our facility, prior approval for cutting, welding or painting must be provided by the Convention Center management. When equipment is approved, the floor is to be protected with plywood. Plastic is required to protect floors when an exhibitor is painting or applying spackle, tile or similar products. Any painting indoors is prohibited. Any damage to the Convention Center will be billed to the exhibitor.
13. Booth Flooring: Should an exhibitor choose to bring their own carpeting rather than renting carpet from the show decorator, gaffer's tape is only approved tape to be used to adhere the carpet to the flooring. Duct tape is prohibited. Any damage to the flooring will be billed to the exhibitor.
14. Booth Vacuuming is available at prevailing rates. Please refer to the Service Order Form.
15. Hazardous Waste: The disposal of toxic waste or non-biodegradable waste in drains is prohibited. The exhibitor is responsible for the proper removing of such waste from the facility.
16. Gas Fired Equipment: The Sharonville Fire Department must approve the use of gas fired equipment.
17. Landscaping Materials on Display: A protective floor covering must be laid prior to bricks or stone work being placed on the floor of this facility. Please provide a list of the materials you will be using to the Convention Center Event Manager. Only non-acidic dirt and mulch may be used and must be laid on top of plastic or plywood. Any damage that occurs to the facility will be billed to the exhibitor and/or the show promoter.
18. Auto Displays: For all auto displays, please disconnect the battery, purge the gas tank leaving less than 1/4 filled, and close with a gas cap or air-tight cover. The Convention Center flooring must be protected with Visqueen.
19. Animals: For the safety of all guests, animals are not permitted in the Sharonville Convention Center except with management approval for exhibits, displays or performances that specifically require the use of an animal. Guide or service dogs (as defined by law) are welcomed in the Convention Center.