

# GREATER CINCINNATI HOME EXPO

## MARCH 17-19, 2023



### Show Hours

Friday 12pm - 7pm  
Saturday 10am - 7pm  
Sunday 10:30am - 5pm

### Move-In Hours

Thursday 8am - 6pm  
Friday 8am - 11am

### Move-Out Hours

Sunday 5pm - 8pm  
Monday 8am - 1pm

### Exhibit Space Rates

Local / Cinci Area Companies: \$1,295\* / 10'x10'  
Direct Sale Companies: \$1600\* / 10'x10'  
\*add \$200 per corner booth.

### Exhibit Space Includes

3' high x 10' wide drapery side walls  
8' high x 10' wide drapery back wall

Carpeting throughout, except for 100 room & booths 704-718  
All non-carpeted booths must provide suitable floor covering.

For more information, call  
**1-800-374-6463**  
[www.HomeShowCenter.com](http://www.HomeShowCenter.com)



L&L EXHIBITION MANAGEMENT, INC.  
7809 Southtown Center #200  
Bloomington, MN 55431



# L&L CONTRACT AND SPACE APPLICATION

Submit application to address, email or fax listed below.  
To ensure placement in the show call: 800-374-6463.  
Fax: 952-881-4272 | [www.homeshowcenter.com](http://www.homeshowcenter.com)

## SHOW

## DATE

### Greater Cincinnati Home Expo

Sharonville Convention Center - Sharonville, OH

March 17-19, 2023

Show Code: CINC223

Requested Location: \_\_\_\_\_

Booth Size: \_\_\_\_\_

Corner Booth: Yes\*: \_\_\_\_\_ No: \_\_\_\_\_

\*Based on availability, add \$200 per corner.

### Yes - I Would Like To Receive Information Regarding:

Program Advertising: \_\_\_\_\_

Sponsorship: \_\_\_\_\_

Seminars: \_\_\_\_\_

## EXHIBITOR

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Products or services to be exhibited (please describe):  
\_\_\_\_\_  
\_\_\_\_\_

## PAYMENT

### Check or Certified Funds\*

\*MUST INCLUDE SHOW CODE(S) IN MEMO.  
Remit Payment to L&L Exhibition Management, Inc.

### Request ACH Bank Payment Link

## SUBMIT APPLICATION TO:

L&L Exhibition Management  
7809 Southtown Center #200  
Bloomington, MN 55431

Email: [info@homeshowcenter.com](mailto:info@homeshowcenter.com)

Fax: 952-881-4272

LOCATION ASSIGNMENT: Floor plan is subject to any modification if L&L Exhibition Management deems it necessary for the overall good of the Show or if the floor plan has minor variations.

DEPOSIT AND PAYMENT TERMS: Minimum non-refundable deposit of FIFTY PERCENT of the exhibit space rental fee to be submitted with this application within 7 business days of reservation. The remaining balance is due thirty days prior to the show.

THE INDIVIDUAL SIGNING THIS CONTRACT WARRANTS THAT THEY HAVE BEEN DULY AUTHORIZED TO EXECUTE THIS BINDING CONTRACT ON BEHALF OF THE ABOVE NAMED VENDOR.  
THIS CONTRACT AND SHOW RULES AND REGULATIONS WILL CONSTITUTE ENTIRE AGREEMENT BETWEEN L&L EXHIBITION MANAGEMENT AND VENDOR.

\_\_\_\_\_  
INITIALS

\_\_\_\_\_  
DATE



# RULES AND REGULATIONS

Phone: 800-374-6463

Fax: 952-881-4272

[www.homeshowcenter.com](http://www.homeshowcenter.com)

## EXHIBIT SERVICE INFORMATION

Exhibitor agrees to be bound by the rules and regulations as may be established by the show decorator and to abide by all applicable rules as set forth in the contracts of labor unions whose jurisdictions apply to this exhibition in this facility.

## REMOVAL TIME

Dismantling may not begin until show closing on Sunday of the show and all exhibits must be removed by the specified time on your floor plan. Exhibit materials not removed by his time will be removed by the decorator and put in storage at Exhibitor's expense. Hours of installation and dismantling are subject to change by L&L Exhibition Management.

## EXHIBIT HOURS

L&L Exhibition Management reserves the right to change exhibit hours and/or change the number of days or dates of the Exhibition as it may deem desirable. L&L Exhibition must hold any rescheduled event within 13 months of originally contracted event or refund all monies unless rescheduling or cancellations is caused by events beyond its control.

## USE OF EXHIBIT

All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each Exhibitor is responsible for keeping the aisles near its space free of congestion, caused by demonstrations or other promotions. Exhibitor shall not assign, sublet, or share the space allotted without the knowledge and written consent of L&L Exhibition Management. No firm or organization not contracted directly with L&L Exhibition Management will be permitted to solicit business within the exhibit area.

L&L Exhibition Management reserves the right to restrict exhibits which, because of noise, method of operation, materials or any other reason become objectionable, and also to prohibit or remove any exhibit which, in the opinion of L&L Exhibition Management, may detract from the general character of the Show. This reservation includes persons, things, conduct, printed matter, or anything of a character which L&L Exhibition Management determines is objectionable. In the event of such restriction or removal, L&L Exhibition Management shall not be liable for any refunds or other exhibit expenses.

## TAXES AND LICENSES

Exhibitor shall be responsible for obtaining any licenses, permits or approvals, required under local or state law applicable to their activity at the Show. Exhibitor shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees or other charges that shall become due to any governmental authority in connection with their activity at the Show.

## EXHIBIT SAFETY

For all exhibits over 8 feet high, the Exhibitor hereby represents and warrants to L&L Exhibition Management that exhibitor has taken all steps reasonably necessary to ensure the sound engineering and structural integrity of its exhibit design and the proper construction and safety of the exhibit itself, as erected, including obtaining the certificate of a registered structural engineer if reasonably available. Exhibitor accepts responsibility for any personal or property damage that may result directly or indirectly from the collapse of its exhibit or any portion thereof or the existence of any other unsafe condition at the exhibit. Exhibitor hereby agrees to indemnify and hold harmless L&L Exhibition Management, the owner and management of the exhibition facility, and others lawfully on the exhibit floor, from and against any claim, loss liability or damage as a result of Exhibitor's construction or maintenance of an unsafe exhibit, and Exhibitor further represents and warrants that it has obtained adequate insurance to cover its potential liability hereunder. Exhibitor shall furnish L&L Exhibition Management with the engineering and/or insurance certificates referred to herein upon request prior to or during the Show.

## LIABILITY

Neither L&L Exhibition Management, nor its agents or representatives, will be responsible for any injury, loss or damage that may occur to the Exhibitor or to the Exhibitor's employees or property from any cause whatsoever. Under no circumstance will L&L Exhibition Management be responsible for lost profits or other incidental or consequential damages. Exhibitor shall obtain, at its own expense, adequate insurance against such injury, loss, or damage. L&L Exhibition Management shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots, acts of God, or any other cause beyond its control. Anyone visiting, viewing or otherwise participating in the Exhibitors exhibit is deemed to be the invitee or licensee of the Exhibitor, rather than the invitee or licensee of L&L Exhibition Management. L&L Exhibition Management shall not be liable for any injury whatsoever to property of the Exhibitor or to persons conducting or otherwise participating in the conduct of the exhibit or to invitees or guests of the Exhibitor. Exhibitor agrees to abide by existing agreements and regulations covering the use of services or labor in the conference and exhibit facility. The Exhibitor assumes full responsibility and liability for the actions of its agents, employees, or independent contractors, whether acting within or without the scope of their authority and agree to save harmless L&L Exhibition Management and the exhibit hall from responsibility or liability resulting directly or indirectly, or jointly, from other causes which arise because of the actions or omissions of its agents, employees, or independent contractors, whether acting within or without scope of authority. There is no other agreement or warranty between the Exhibitor and L&L Management except as set forth in this document. Any action shall be venue in Minnesota and subject to Minnesota law. The rights of L&L Exhibition Management under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of L&L Exhibition Management.

## SECURITY AND INSURANCE

The exhibitor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from any cause whatsoever. All Property of an exhibitor is understood to remain in its care, custody and control in transit to or from or within the confines of the Exhibit Hall.

## CARE OF BUILDING AND EQUIPMENT

Exhibitors or agents, must not injure or deface the walls or floors of the building, the exhibit spaces, or the equipment of the exhibit spaces. When such damage appears, the exhibitor is liable to the owner of such property so damaged. All materials used in decorations must be flameproofed. Electrical wiring must conform with the National Electric Code Safety rules and all other applicable rules, regulations, fire laws, electrical codes and other laws of the city in which the Show is located, and of any other government authority maintaining jurisdiction over the said exhibition facility, which affect the installation, conduct and disassembly of the exhibit. Combustible materials or explosives are not permitted in the Exhibit Hall. The Exhibitor shall also comply with all reasonable requests of officials of the Exhibit Hall and L&L Exhibition Management with respect to the installation, conduct and disassembly of its exhibit.

EXHIBITOR (COMPANY NAME)

AUTHORIZED SIGNATURE

DATE

PRINT NAME AND TITLE



## Sharonville Convention Center Exhibitor Guidelines

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 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. A fire watch is required should cooking take place during a show. Please contact our event staff to coordinate with the Sharonville Fire Department.
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 and is only allowed for booths in the Exhibit Hall. 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. Protective floor covering or Visqueen must be placed under the oil pan as well as the tires to protect the Convention Center flooring.

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.

20. Masking, Duct or other tape that leaves adhesive residue to floors is not allowed. Use gaff/gaffer/gaffer's tape only. Do not use self adhesive carpet tiles on any surfaces in the Convention Center.

Please sign this form acknowledging you have read and will abide by the rules and regulations. Return via fax to 952-881-4272 or scan and email to [DeanaE@homeshowcenter.com](mailto:DeanaE@homeshowcenter.com)

Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Thank you for your cooperation.

Show Management,  
L&L Exhibition Management, Inc.  
800-374-6463