

**EXHIBITOR MANUAL
FOR THE
CONNECTICUT FLOWER & GARDEN SHOW
FEBRUARY 18-21, 2010
CONNECTICUT CONVENTION CENTER, HARTFORD, CT**

SHOW OFFICE

North East Expos, Inc.
66 Heather Lane
North Granby, CT 06060
Telephone: 860-844-8461
Fax: 860-844-8457
E-mail: kristie@northeastexpos.com
www.ctflowershow.com

SHOW LOCATION

Connecticut Convention Center
100 Columbus Blvd.
Hartford, CT 06103
Telephone: 860-249-6000
www.ctconventions.com

Move In Time: Contact North East Expos, Inc. 860-844-8461

*If you can not make this move-in time, please contact me at 860-844-8461 for a scheduled time.

Parking on the loading dock once the vehicle is unloaded is not permitted.

Move-Out Times:

Sunday, February 21, 2010	6 PM - 10 PM
Monday, February 22, 2010	8 AM - 3 PM

The Show will be open to the public:

Thursday,	February 18, 2010	10 AM - 8 PM
Friday,	February 19, 2010	10 AM - 8 PM
Saturday,	February 20, 2010	10 AM - 8 PM
Sunday,	February 21, 2010	10 AM - 6 PM

Set up completion and Fire Marshal inspection will take place at 8:30 AM Thursday, February 18.

CONNECTICUT FLOWER & GARDEN SHOW
FEBRUARY 18-22, 2010
CONNECTICUT CONVENTION CENTER

Dear Exhibitor:

We welcome you as an exhibitor to the 29th Annual Connecticut Flower and Garden Show to be held at the **Connecticut Convention Center**, February 18-21, 2010. Enclosed is your exhibitor manual detailing your scheduled move-in and move-out dates and times plus any other important information needed for exhibiting.

Below is a checklist for your convenience. It is designed to insure you have covered all details to make exhibiting easier for you:

- Please return name badge form today to North East Expos, Inc. **WE CAN NOT ISSUE NAME BADGES UNLESS WE HAVE THE FORMS IN ADVANCE.**
- Please return electrical service form to Connecticut Convention Center to avoid late charges.
- Please order tables, chairs, stools, etc. from show decorator. Return enclosed order forms to Demers Expo Services today. **Late orders are double the price.**
- Please contact insurance agency for certificate of insurance. Please see enclosed certificate sample and contact your agency immediately. Certificate must read exactly as sample and returned to North East Expos a minimum of ten (10) days prior to move-in day.

If you need further assistance or information please feel free to call me anytime. I look forward to working with you at the show.

Sincerely,

Kristie Gonsalves
President of North East Expos, Inc.

ALCOHOLIC BEVERAGES:

Exhibitors or the public can not bring alcoholic beverages into the building at any time.

BALLOONS:

Helium balloons are not permitted to be given away. Balloons filled with compressed air may be used for display only.

CLEANING:

The janitors are responsible for cleaning the aisles only. You should clean your booth and put the debris in the aisle nightly after closing. Cleaning for your booth can be arranged through the building. It is helpful to breakdown any boxes.

EXHIBITOR PARKING:

The exhibitor parking for the duration of the show will be in the Convention Center garage. The maximum per day is \$13.00 with the coupon that is provided during move-in. Exhibitors may also request to pay by the hour at the garages – the 1st hour is \$3.00 each additional hour is \$2.00. The garage normally offers a flat “event rate” for the show on Saturday and Sunday when you enter the garage at 10 AM.

There are also several lots and garages that may offer special rates the day of the event. Parking on the street is free Saturday and Sunday in designated areas. If you have a trailer or box truck with stock, please see show staff for placement upon arrival.

FIRE REGULATIONS:

Gasoline, fuel oil, propane tanks or any other flammable material or gasses **MAY NOT BE** stored in the exhibit hall. Any use of the above for demonstration and/or operation of an exhibitor’s booth must be approved in writing by show management and the City Fire Marshal prior to the show. Rugs, curtains, crepe paper, etc. must be fire retardant. Two hours prior to the opening of the show it will be inspected by the Fire Marshal.

SALES TAX:

All vendors selling products on a cash and carry basis must have a valid Connecticut sales tax number and certificate on display at the show. For further information, please contact the Connecticut State Tax Department at (860) 297-5962 or www.ct.gov/drs.

SHOW OFFICE:

The show office will be located at the main entrance. For your convenience, this office will be staffed beginning at 8:00 AM the first day of move-in through the last day of move-out. Please check in first upon your arrival to receive your exhibitor credentials and parking passes. Electrical service and the decorator will have a representative near the show office to answer any questions.

SIGNS & MATERIAL HANGING:

Taping of signs on walls and columns or hanging any materials, signs, etc. from ceiling is not allowed at the Connecticut Convention Center.

SNOW:

You must clean off snow and ice to eliminate drippings before entering the exhibition hall. Snow creates footing problems and our personnel will not allow any vehicles or equipment into the building unless they are reasonably free of snow.

STAFFING OF EXHIBITS DURING SHOW HOURS:

Exhibit staff with show identification will be allowed to enter facility one hour earlier than published show hours and allowed to remain one half hour after closing in order to tidy up booth area. The exhibitor entrance and exhibitor badges will be located at the exhibitor door at the main entrance. Friday-Sunday, access to the show floor will be via the main entrance only. For safety and security reasons, you will not be able to access the show floor through the loading dock unless arrangements have been made with management. If you need to re-stock throughout the weekend, please let us know during move-in.

HARTFORD HOTELS AND LODGING

Hilton Hotel

Trumbull Street
Hartford, CT
(860) 728-5151
\$92.00 per night

Marriott – Connected to CTCC

Columbus Blvd.
Hartford, CT
860-249-8000
\$139.00

Holiday Inn East Hartford

363 Roberts Street
East Hartford, CT
860 528-9611
\$75.00 single or double

Crown Plaza

50 Morgan Street
Hartford, CT
860-549-2400
\$95.00 single or double

Sheraton

100 East River Drive
East Hartford, CT
860-528-2065
\$79.00 single or double

Remember to tell the sales representative that you are an exhibitor in the Connecticut Flower and Garden Show at the Connecticut Convention Center. Prices are subject to change without notice.

Most hotels offer FREE shuttle service to the Convention Center with reservations.

Many exhibitors have found lower rates via the internet.

EXHIBITOR ADULT DISCOUNT TICKETS

Exhibitors may purchase exhibitor discount tickets in advance or at the show office until 12 Noon Sunday, February 21st, 2010. These tickets can be used by family, friends or customers that wish to visit the show. Tickets must be surrendered at the door and are good for admitting one adult.

Orders received by February 6th, 2010 will be returned to you by certified mail. Orders received after the 6th, can be left at will call or picked up at the show office on the first day of move-in.

Ticket purchases at show must be paid for in cash or company check. No personal checks will be accepted at the show. We do not accept credit cards for ticket purchases at the show. Please use the order form below.

No refunds or exchanges for tickets purchased...no exceptions.

(Please cut here and return bottom portion with payment)

ORDER FORM FOR DISCOUNT TICKETS

Number of discount tickets _____ X \$ 8.00 each = Total \$ _____

*Tickets ordered via credit card will be charged a 20% service charge per ticket.

No refunds or exchanges for tickets purchased.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of person ordering tickets: _____ Phone: _____

Please return form and payment to:

North East Expos, Inc.
66 Heather Lane
North Granby, CT 06060