

CONNECTICUT FLOWER & GARDEN SHOW
FEBRUARY 23-26, 2012
CONNECTICUT CONVENTION CENTER

Dear Exhibitor:

Welcome as an exhibitor in the 31st Annual Connecticut Flower and Garden Show to be held at the **Connecticut Convention Center**, February 23-26, 2012. Enclosed is your exhibitor manual detailing your scheduled move-out dates, show times, order forms plus any other important information needed for exhibiting. **Your specific move-in time and parking information will be sent to you right after the first of the year via email.**

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

- Please return name badge form today to North East Expos, Inc. **YOUR STAFF REQUIRES A NAME BADGE TO ENTER THE SHOW. WE CAN NOT CREATE NAME BADGES UNLESS WE HAVE THE FORMS WITH NAMES IN ADVANCE.** If you fill the form out during move-in, the name badges take time to produce resulting in a wait time for you.
- 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.

Regards,

Kristie Gonsalves
President of North East Expos, Inc.

ALCOHOLIC BEVERAGES/FOOD:

Exhibitors cannot bring alcoholic beverages into the building at any time. The Connecticut Convention Center is the exclusive provider of all food and beverage services within the Center. Food and beverage from the outside will not be permitted inside the facility.

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 at the **Convention Center Garage** has a maximum of \$13.00 per day with the coupon that is provided during move-in. Exhibitors may also request to pay by the hour at the garage – 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.

If you are staying at an area hotel, please check with them for a free shuttle to and from the Convention Center.

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 or call the office in advance.

PARKING INFORMATION, COUPONS AND MAPS WILL BE EMAILED TO YOU DIRECTLY AND WILL BE AVAILABLE AT THE SHOW OFFICE DURING MOVE-IN.

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 and/or loading dock 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 the 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 prior arrangements have been made with management. If you need to re-stock throughout the weekend, please let us know during move-in or contact the office prior to the show.

HARTFORD HOTELS AND LODGING

Comfort Inn

333 Roberts Street
East Hartford, CT
(860) 289-4950
\$75.00 per night

Marriott – Connected to CTCC

Columbus Blvd.
Hartford, CT
860-249-8000
\$145.00 per night

RAMADA INN East Hartford

363 Roberts Street
East Hartford, CT
860 528-9611
\$72.00 single or double

Sheraton

100 East River Drive
East Hartford, CT
860-528-2065
\$75.00 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.**

Several hotels offer free parking and shuttle service to the Convention Center with reservations.

Many exhibitors have found lower rates via the internet with many of the other area hotels.

EXHIBITOR ADULT DISCOUNT TICKETS

Exhibitors may purchase exhibitor discount tickets in advance or at the show office. 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 10th, 2012 will be returned to you by certified mail. Orders received after the 10th, 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. Personal checks nor credit cards will be accepted 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 \$11.00 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
860-844-8461
kristie@northeastexpos.com