



**BREAKING DOWN OR DISMANTLING YOUR  
BOOTH PRIOR TO 5PM ON SUNDAY IS  
PROHIBITED**

**CONSUMERS THAT ARRIVE LATE ON SUNDAY  
MAY BE YOUR NEXT BIG JOB!!**

**BREAKING DOWN EARLY MAY RESULT IN  
LOSS OF BUSINESS, INJURY OR  
BOOTH DISPLAY DAMAGE**

**YOUR COOPERATION IS GREATLY  
APPRECIATED**

**CAUTION**



# SAVE TIME!



**BRING YOUR OWN CARTS, HAND TRUCKS,  
DOLLIES, ETC.**

It is strongly suggested that you bring your own hand truck, push cart or dolly to facilitate move-in/out. This will speed up the process.

**YOUR COOPERATION IS GREATLY  
APPRECIATED**

**SARASOTA BRADENTON HOME SHOW**  
**September 9-11, 2022**  
**EXHIBITOR KIT**

**1. Venue Location:**

Robarts Arena at the Sarasota Fairgrounds: 3000 Ringling Blvd., Sarasota, FL 34237

**2. Event Time Table:**

A. Move-In:

Thursday, September 8, 2022

10:00 AM - 4:00 PM

Friday, September 9, 2022

8:00 AM - 9:00 AM \*

\* *Note: Light display material only. Forklift service will not be available.*

\* *Note: Please ensure that your display is completely set up one hour prior to the show opening for inspection.*

B. Show Hours

Friday, September 9, 2022

10:00 AM - 7:00 PM

Saturday, September 10, 2022

10:00 AM - 7:00 PM

Sunday, September 11, 2022

10:00 AM - 5:00 PM

C. Move-Out

Sunday, September 11, 2022

5:00 PM - 8:00 PM \*

\* *Note: Move-Out will not begin until 5:00 PM*

\* *Note: All exhibits must be completely removed by 8:00 PM on Sunday, NO EXCEPTIONS*

Reminder: Exhibitors will be allowed in the exhibition hall one hour prior to the show opening each morning for preparation. For security purposes, at least one member of your company should be present at these times. American Consumer Shows personnel will be available during all show hours at the Information Booth.

**3. Facility Details:**

- **During show hours NO OUTSIDE food delivery is allowed - the concession makes a variety of fresh food daily. This applies to DELIVERIES ONLY - you may bring food in with you when you arrive at show site.**
- Load-In door dimensions are 13'10" wide x 17'5" high.
- The ceiling height is 30' high.
- This facility is not equipped with a loading dock.
- The facility flooring is concrete.
- Exhibitors that are cooking within or landscaping their booth(s) must protect the venue floor with a tarp or plastic covering. This is inclusive of exhibit space and staging of materials during set-up and breakdown. Please remember to bring additional tarp to protect the aisles from loose display material during set-up and breakdown.
- Exhibitors that are carpeting their own booth or covering the floor must use tape provided by Show Management - **\*\*\*DO NOT USE DUCT TAPE ON THE FLOOR\*\*\***
- Trash removal of large construction items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.
- Cutting inside the facility is not permitted. Please cut all display materials, such as wood, brick and stone, outside of the facility.
- A 5 lb fire extinguisher and a smoke detector are required in all covered booths.

#### **4. Service Providers:**

□ Decorator Form(s)

PME Expo Services: 450 Maguire Road, Suite B, Ocoee, Florida 34761

P: 407.730.3886

F: 407.730.3887

Email: [customerservice@my-pme.com](mailto:customerservice@my-pme.com)

□ Electrical Form(s)

American Consumer Shows: 6901 Jericho Turnpike, Syosset, NY 11791

P: 516.422.8100

F: 516.422.8155

All services should be ordered prior to the deadline dates listed on the order form to avoid a surcharge by the service contractors. Show Management suggests that you retain copies of all order forms for your show site team.

[Click here](#) to view and print additional copies of this exhibitor kit and Service Provider Forms.

#### **5. Utilities:**

##### A. Plumbing Services

The facility permits exhibitors to have water as part of their display. Kindly bring your own hose and pump (approximately 200 feet in length) to fill and pump out the water after the event. Please note, this is a self service venue, however, there is a charge for water. For additional details, please see the Electrical order form which also includes the water service fee.

##### B. Telephone and Internet Service

Telephone lines are not available within the facility, however cellular reception is good. Free wireless internet service is available if you have a laptop and a wireless card, however the number of available ports is limited. This can sometimes lead to inaccessibility.

#### **6. Shipping and Handling:**

Exhibitors may ship their contents to the decorator's warehouse prior to the Home Show. Any contents that are shipped will be stored and delivered directly to your booth during move-in. Please contact the decorator directly for instructions and costs associated with this service. Please note, advance shipping is time sensitive.

#### **7. Hotels:**

□ Hyatt Regency Sarasota: 1000 Boulevard of the Arts, Sarasota, FL 34236

P: 941.953.1234

*Recommended Hotel*

#### **8. Optional Exhibitor Badges:**

Exhibitor badges are optional. If you would like to print badges, please [click here](#) or visit [acsshows.com](http://acsshows.com) > I Am An Exhibitor > Exhibitor Badges to download the badge template. Please fill out the form, print, and bring it with you to show site. ACS will have badge holders available at the info booth.

#### **9. Pay Your Bill:**

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit [acsshows.com](http://acsshows.com) > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

#### **10. Oversized Display:**

If your exhibit is an actual trailer, vehicle, sunroom, shed, multiple spas, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email [ops@acsshows.com](mailto:ops@acsshows.com) to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

**11. Tax Information:**

Exhibitors and dealers who make taxable sales during a trade show or convention must collect sales tax, as well as any applicable discretionary sales surtax, from the purchaser at the time of sale. Sales tax must be separately stated on the sales slip or other evidence of sale. You can register to collect and remit sales and use tax by visiting the Department's website, [www.myflorida.com/dor](http://www.myflorida.com/dor) and clicking on e-Services. If you do not have internet access, you can complete a paper Application to Collect and/or Report Tax in Florida (Form DR-1). To speak with a Department of Revenue representative, call Taxpayer Services, Monday through Friday, 8 AM to 7 PM, ET at 800.352.3671.

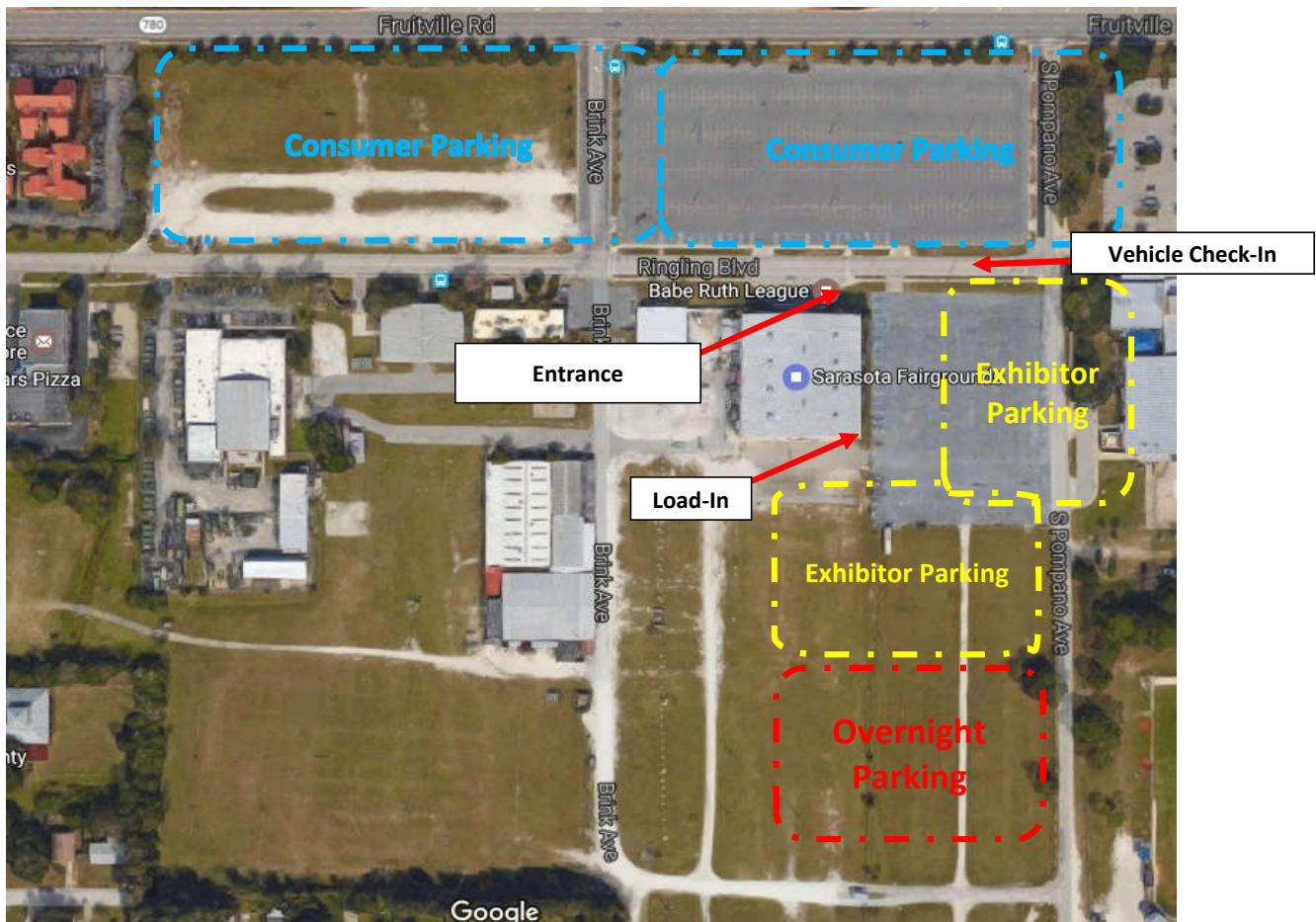
**12. Local Agencies and/or Departments:**

Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliance with the foregoing requirements is an integral part of its contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

**Robarts Arena at the Sarasota Fairgrounds  
3000 Ringling Blvd.  
Sarasota, FL 34237**

**Move-In Instructions**

- Proceed to Vehicle Check-In (see map below). You will be issued a move-in pass and a member of our staff will direct you where to go to unload.
- Note: Passes issued at move-in must be displayed in your vehicle's front window.
- Parking in the loading area is PROHIBITED. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- Once your vehicle is fully unloaded, please remove it from the loading area and park it in the general parking lot (during set up hours only) prior to setting up your booth.
- Parking in any unauthorized location will result in fines and possible towing by local authorities.
- Overnight parking is permitted for exhibitor vehicles (including large trucks and trailers) in the south side of the lot (across from the loading area).
- Only the main entrance/exit will be used during show hours. All rear doors, side doors and emergency exits will not be accessible. Doors will be posted and alarms will sound if the emergency exit doors are opened.
- To all smokers: please smoke at least 20' away from the front entrance of the building.
- It is strongly suggested that you bring your own hand truck, push cart or dolly to facilitate move-in (and out). This will speed up the process.
- There is free and ample parking. During show hours exhibitors must park in the designated exhibitor parking areas, no exceptions. The lined spaces are reserved for attendee consumer parking only. Your cooperation will help in facilitating a smooth show.



# HOME SHOW

## Move-Out and Breakdown Instructions:

**Important Note: Please share this document with your breakdown crew!**

**All exhibitor material needs to be claimed by 7:00 PM and completely removed by 8:00 PM on Sunday. NO EXCEPTIONS!**

- Move-out starts at 5:00 PM.
- If you need a forklift, or if you need assistance in dismantling, packing, or loading your exhibit, please notify the Move-Out Coordinator at the loading area beginning at 5:00 PM.
- Oversized Display: Your booth is considered an oversized display if your exhibit is an actual trailer, vehicle, sunroom, shed, larger landscape display, or multiple spas. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please note: first in and LAST OUT. It is imperative that you make arrangements to have your dismantle team arrive based on the above schedule to pick up your display. It is not possible to move-out oversized displays until smaller exhibits, displays and pipe/drape have been dismantled and removed.

## FYI:

- Trash removal of construction material and landscaping material, such as pavers, stone, dirt, plants, etc., is your responsibility. Do not leave these items on the show floor; you must take them with you.
- You may ship your exhibit contents to the warehouse, where they can be shipped by a carrier of your choice. Please stop by the decorator's desk after 4:00 PM on Sunday to discuss the details with the service representative. Remember to label all outgoing shipments.
- Never leave your exhibit contents unattended during move-out. This is a difficult time to provide security.
- All exhibitor material needs to be claimed by 7:00 PM and completely removed by 8:00 PM on Sunday. NO EXCEPTIONS!

**Please note: Your cooperation in following the process outlined above will help in facilitating a smooth move-out.**

# HOME SHOW

## EXHIBITOR MANUAL



A Member of the American Consumer Shows group of companies  
6901 Jericho Turnpike, Suite 250, Syosset, NY 11791-4626  
Telephone: (888) 433-433-EXPO (3976) • (516) 422-8100 • Fax: (888) 580-3977  
[www.acsshows.com](http://www.acsshows.com)





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### **Adhesive Stickers & Bumper Stickers:**

No stickers of any kind are to be given out at any time, at any location, by exhibitors. Exhibitors distributing stickers of any kind will receive a bill from the facility for custodial personnel.

### **Balloons & Helium Tanks:**

The facility does not allow helium balloons in the building for any purpose. For decorating purposes, you may have balloons without helium.

### **Booth Information:**

- A. **Booths:** Maximum booth height is 8' all around, full cubic content. Island booths have no height restriction. Be sure to check the Exhibitor Kit under "*Facility Details*" for the ceiling height.
- B. **Pipe & Drape:** An 8' back curtain and two 3' side curtains are provided with each booth. Placement of curtains will vary for larger booths. Display material may go up to 8' high on either side of the inline booths. Sight line rules do not apply for the Home Show.

### **Decorator Services:**

Draped tables, chairs, carpeting, wastepaper baskets, and other items can be rented for the duration of the show. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

### **Directions and Parking:**

Directions and parking are venue specific. For information on directions and parking, refer to the "*Directions*" page in the Exhibitor Kit.

### **Distribution of Literature:**

Exhibitors are permitted to hand out flyers, catalogs, circulars, and folders within their booth only. Distribution of such material from booth to booth, in the aisles, or in the lobby is strictly prohibited. Canvassing of any kind or distributing literature in the exhibit facility or parking lot by or for non-exhibitors is forbidden. Exhibitors may display, demonstrate, give away samples, and sell within their booth only. Exhibitors should refrain from confronting those that are not complying with the above. Bring your concerns to show management at the Information Booth.

### **Electrical Services:**

Electrical service is available in most venues. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

### **Exhibitor Badges:**

Exhibitor badges are optional. If you would like to print badges, please [click here](#) or visit [acsshows.com](http://acsshows.com) > I Am An Exhibitor > Exhibitor Badges to download the badge template. Please fill out the form, print, and bring it with you to show site.

### **Food & Beverage:**

Exhibitors are not permitted to sell food or drinks for consumption at the show without the prior written consent of American Consumer Shows. Sampling is permitted in most venues; please contact our customer service department at [customerservice@acsshows.com](mailto:customerservice@acsshows.com) for maximum sample size and additional details. It is the vendor's responsibility to obtain any and all permits, including permits required from local Health Departments or agencies. Any exhibitor providing food or drinks must protect the venue floor, no exceptions.

### **Fire Marshal Rules & Regulations:**

- A. Flammable liquids are not permitted.
- B. Liquefied petroleum gases (Butane, Propane, etc.) are not permitted on or in any type of vehicle, boat, trailer, or in any exhibit.
  - 1. Vehicles that have removable propane tanks are not permitted to enter the building unless the propane tank(s) have been removed.
  - 2. Vehicles with built-in propane tanks that cannot be removed are not permitted to enter the building unless a notarized affidavit accompanying the vehicle indicates:
    - a. Propane tanks are new and have never contained propane or,
    - b. Propane tanks have been emptied and purged.
- C. If a vehicle is part of a display, where permitted, the exhibitor must ensure that there is ¼ tank of gas or less, the gas cap has been locked, and the battery has been disconnected.
- D. All drapes, curtains, tenting, decorations, tablecloths, etc., must be inherently fire resistant or flame proofed, unless made of non-combustible material. An original notarized certificate attesting to a material's fire resistance or flame proofing must be provided at the exhibit and available for inspection by the Fire Marshal.
- E. All exits, passageways, vestibules, lobbies, and fire passageways must be clear for their full width. They shall not be used for exhibits, tables, or storage.
- F. Open flame devices are not permitted.
- G. Cooking for demonstration purposes, where permitted, shall be by electrical appliances only and in locations approved by the Fire Marshal. If cooking is permitted, it must be kept clear of combustible materials. Deep fat frying is not permitted. Exhibitors are required to keep a working fire extinguisher within their booth. Please note, most Fire Marshals will request to see the extinguisher.
- H. The use of noxious, toxic, flammable substances, such as paint, stain, polyurethane or anything of the like, is not permitted during the show set-up.

### **Flyers:**

Placement of flyers on cars in the parking lot is strictly prohibited. Exhibitors found placing flyers on cars in the parking lot will receive a bill from the facility for clean up and custodial personnel.

### **Information and Service Desk:**

For any questions regarding the show onsite, please visit the American Consumer Shows' Information Booth, located in the lobby or on the show floor. The electrician will be on-site to help with your electrical requirements. For inquiries related to advance shipping, carpeting, and furnishing, please see the decorator representatives at their service desk, located in the lobby or on the show floor. All representatives will be available on-site during set-up and breakdown to facilitate exhibitor needs.

### **Janitorial Services:**

The general public areas will be cleaned frequently during and after the show each day. Please place all garbage (boxes, papers, etc.) in the facility receptacles. Please note, it is the responsibility of the exhibitor to remove all trash. This includes but is not limited to construction and landscaping materials such as paving stones, dirt, etc. Do not leave large trash items on the show floor; you must take them with you.

### **Labor:**

American Consumer Shows will have personnel available to assist exhibitors for the move-in day. There is no charge for this service. Complimentary forklift service will be available during allocated move-in and move-out hours.

### **Move-In and Set-Up Instructions:**

- A. If your exhibit contents were shipped in advance to the warehouse, they will be delivered directly to your booth.
- B. If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- C. As soon as your vehicle arrives at the facility, check in at the HOME SHOW VEHICLE CHECK-IN (please follow the signs). Once checked in and on line, ACS or security personnel will instruct you further. Labor will be available to assist exhibitors with unloading, if necessary.

- D. Move-in can be very long and tedious; please be patient. We will move the line as quickly as possible. Some vehicles may be taken out of line based upon clear access to a particular booth.
- E. In many venues, vehicles are not permitted to drive into the exhibition hall to unload.
- F. Once your vehicle has been unloaded, immediately park it in the designated exhibitor parking area. Never leave your vehicle locked or unattended in the loading area. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- G. If your exhibit is arriving by an outside carrier (i.e. UPS, Fed-Ex, or non company/private owned vehicle), a representative from your company must be available to sign for your exhibit contents. Show Management strongly discourages exhibitors from sending packages via UPS/Fed-Ex (or the like) to the facility. Small items tend to get "misplaced." Instead, we suggest sending smaller items to your hotel. Be sure to bring your tracking number.
- H. Please bring your own wagon, cart or dolly for both move-in and move-out.
- I. Independent companies hired to work for an exhibitor must provide a Certificate of Insurance to American Consumer Shows thirty (30) days prior to the show.
- J. All exhibits must be completely assembled one hour prior to the show opening.
- K. Any exhibits extending to the front of the exhibit space above the 3' side curtain must be finished or draped, at the exhibitor's expense. Signage may not intrude upon neighboring exhibits.
- L. Move-in is the most difficult time to provide security because there are so many vehicles and boxes coming in and out. If you have small or valuable items in your exhibit, be certain to have one person remain with your exhibit at all times.
- M. You may store your empties in your own vehicle; ensure that they are available for move-out.
- N. Trash removal of large construction items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster

#### **Move-Out and Breakdown Instructions:**

- A. Detailed move-out instructions will be distributed on show-site.
- B. Please ensure that your entire exhibit is dismantled and packed prior to requesting a move-out pass or bringing your vehicle to the loading area. **DO NOT GET YOUR VEHICLE UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.** Do not lock your vehicle or leave it unattended in the loading area at any time.
- C. If your display requires a forklift, please notify the Move-Out Coordinator immediately following the conclusion of the show. Names will be taken for forklift assistance. Be patient, as everyone would like to be the first out. You may not bring your vehicle to the loading area until your exhibit has been completely packed. At that time the Move-Out Coordinator will instruct you when to get your vehicle.
- D. Never leave your exhibit contents unattended during move-out. This is a very difficult time to provide security.
- E. At some venues you have the option to ship your exhibit contents back to the decorator's warehouse for later pick-up via common carrier. Make sure you provide the contractor with the proper paperwork. There is a charge for this service. Please speak with the decorator representative to make arrangements.
- F. All exhibits must be removed by 8:00 PM on the last day of the show. Any exhibit contents that have not been removed by 8:00 PM will be subject to packing, shipping and storage charges.

#### **Noisemaking Equipment:**

Devices that produce sound must be operated at levels that will not disturb other exhibitors. The facility and American Consumer Shows reserve the right to determine the acceptable sound level in such instances. Failure to comply may result in ejection from the venue.

#### **Outstanding Balances:**

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit [acsshows.com](http://acsshows.com) > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

### **Oversized Display:**

If your exhibit is an actual trailer, vehicle, sunroom, shed, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or e-mail [ops@acshomeshow.com](mailto:ops@acshomeshow.com) to make move-in arrangements at venues that can accommodate oversized displays. Please double check measurements to ensure that your display will fit through the door of the facility and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult with the move-out coordinator on-site regarding move-out procedures. Note: this section applies only to venues where oversized displays are permitted. Please contact the Operations Department if you are unsure.

### **Products & Services to be Exhibited:**

Only those products and services listed on the exhibitor contract may be exhibited at the show. Should different and/or additional items be displayed, Show Management has the right to ask that they be removed. Failure to comply may result in ejection from the show and forfeiture of booth cost.

### **Refunds for Exhibit Space:**

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied within two hours of the show start on the opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

### **Sales Tax & Permits:**

All exhibitors are required to collect sales tax where applicable. The State Department of Taxation prohibits the selling of taxable merchandise or services at a show or event by all persons that have not registered for a valid Sales and Use Tax License. For your convenience, applications can be completed online; refer to the Exhibitor Kit under "*Tax Information*" for additional information. Please remember to print a copy of each page during the online registration process to keep for your records. It is the obligation of the exhibitor to obtain and clearly display a copy of the Certificate or License within their booth.

It is the responsibility of any exhibitor playing music at the show to obtain any necessary permits from ASCAP. Failure to obtain the required permits will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

### **Security:**

At the close of each show day, American Consumer Shows management will walk the show floor to ensure that everyone is out of the exhibition hall, at which time the facility is deemed secure and will be locked down.

Doors will open to exhibitors each morning one hour before the show opens to the public. For preparation and security purposes, at least one member of your company must be present at these times. American Consumer Shows does not guarantee exhibitors against loss, nor does it imply any assumption of liability for exhibitor's property.

### **Shipping Information:**

- A. **Advance Shipping to Warehouse:** Exhibitors may ship their exhibit contents to the decorator's warehouse prior to the home show for a fee. Such contents will be stored and delivered directly to your booth before the show. Please contact the service provider directly for detailed instructions and costs associated with this service.
- B. **Direct Shipments to the Facility:** Exhibitors may ship by common carrier of their choice directly to the facility, only on the move-in day, during the move-in hours. Freight will not be accepted prior to this date. Under this shipping method, there are no additional warehouse charges. All exhibit materials that are shipped directly to the facility must be delivered to the loading area of the exhibition hall. Employees of American Consumer Shows and the facility are not authorized to sign and accept any shipments whatsoever. If personnel from your company are not available to sign and accept your exhibit contents, your carrier will not be permitted to leave your exhibit contents at the facility.

C. **POV:** Personal Occupancy Vehicles are the most common form of to-show shipping. If you are bringing your own exhibitor contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.

*\* Important: Do not ship your exhibit contents directly to the facility prior to the move-in day. The facility will not receive any advance shipments (unless otherwise specified).*

**Signs & Banners:**

Signs and banners may be suspended from the back wall curtain of your booth. The decorator will have sign hooks available that fit around the 10' pipe holding up the back curtain. Please ensure that your banner or sign has grommets along the top. Written approval from Show Management is required for any signage extending above 8' high. Please note, sign copy is limited to one side only and should be displayed above your booth. Signage must not encroach on neighboring displays, no exceptions.



2022 Sarasota Bradenton Fall Home Show  
 Presented by American Consumer Shows  
 September 9-11, 2022  
 Roberts Arena at the Sarasota Fairgrounds

**DÉCOR PACKAGE OPTION 1**

DRAPE COLOR IS ALL WHITE: SKIRT COLOR: (CHOOSE BELOW)

Special applies to 10' x 10' exhibits only  
 Décor Package will be available at show site

*Substitutions not permitted*



<b>Option 1:</b> 6' Draped Table, 10' x 10' carpet, 2 folding chairs, 1 wastebasket	
ADVANCED PRICE: \$124.00 + TAX      AT SHOW SITE: \$163.00 + TAX	
<b>Skirt Color (circle choice):</b>	
Red      Black      White      Blue      Silver      Hunter Green	
<b>Carpet Color (circle choice):</b>	
Red      Black      Blue      Gray      Hunter Green	
<b>ENTER DÉCOR PACKAGE TOTAL HERE</b> \$	
7.0% SALES TAX	
TOTAL	
COMPANY NAME	BOOTH #



2022 Sarasota Bradenton Fall Home Show  
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**DÉCOR PACKAGE OPTION 2**

DRAPE COLOR IS ALL WHITE: SKIRT COLOR: (CHOOSE BELOW)

Special applies to 10' x 10' exhibits only  
 Décor Package will be available at show site

*Substitutions not permitted*



<b>Option 2:</b> 6' Draped Table, 2 folding chairs, 1 wastebasket	
<b>ADVANCED PRICE:</b> \$69.00 + TAX	<b>AT SHOW SITE:</b> \$90.00 + TAX
<b>Skirt Color (circle choice):</b>	
Red	Black
White	Blue
Silver	Hunter Green
<b>ENTER DÉCOR PACKAGE TOTAL HERE</b>	\$
	7.0% SALES TAX
	TOTAL
COMPANY NAME	BOOTH #





2022 Sarasota Bradenton Fall Home Show  
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**STANDARD FURNISHINGS & ACCESSORIES**

**CHAIRS AND ACCESSORIES**

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$ 39.00	\$ 58.00	\$
	Folding Chair	\$ 18.00	\$ 25.00	\$
	Literature Stand	\$ 80.00	\$105.00	\$
	Waste Basket	\$ 10.00	\$ 13.00	\$
	Easel, Chrome	\$ 33.00	\$ 41.00	\$
	Café Table 30" round x 42" high	\$ 65.00	\$ 85.00	\$
	Bar Stool Black with Back Support	\$ 59.00	\$ 77.00	\$
	Bag Rack	\$ 25.00	\$ 80.00	\$

**SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments**

Check Color: Red Blue Black Teal Grey White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$ 9.25	\$13.75	\$
	8' Drapery Installed, per linear foot	\$12.00	\$18.25	\$

**DRAPED DISPLAY TABLES—30" High x 24" Wide**

Check Color: Red Blue Black Teal Grey White Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$ 60.00	\$ 78.00	\$
	6' Draped	\$ 70.00	\$ 91.00	\$
	8' Draped	\$ 80.00	\$ 104.00	\$
	4th Side Draped	\$ 22.00	\$ 33.00	\$

**DRAPED DISPLAY COUNTERS—42" High x 24" Wide**

Check Color: Red Blue Black Teal Grey White Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$ 65.00	\$ 85.00	\$
	6' Draped	\$ 75.00	\$ 98.00	\$
	8' Draped	\$ 85.00	\$ 111.00	\$
	4th Side Draped	\$ 22.00	\$ 33.00	\$

**TABLE RISERS AND DRAPING**

Check Color: Red Blue Black Teal Grey White Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$35.25	\$47.50	\$
	6' x 10" x 12" Draped	\$45.00	\$60.75	\$
	8' x 10" x 12" Draped	\$57.75	\$78.00	\$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT THE EVENT COORDINATOR AT PME Expo Services FOR ORDERING AND PRICING DETAILS.

Subtotal \$

Tax @ 7.0% \$

EXHIBITING FIRM:

BOOTH #:

Total \$



**2022 Sarasota Bradenton Fall Home Show  
Presented by American Consumer Shows  
September 9-11, 2022  
Robarts Arena at the Sarasota Fairgrounds**

## STANDARD CARPET ORDER

### CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Check Color:    Black   Blue   Grey   Burgundy   Red

Quantity	Description	Discount Price	Standard Price	Total
	10' x 10'	\$ 80.00	\$105.00	\$
	10' x 20'	\$110.00	\$140.00	\$
	10" x 30'	\$140.00	\$175.00	\$
	10' x 40'	\$170.00	\$210.00	\$
	Carpet Padding per 10' x 10' space	\$55.00 x _____	\$75.00 x _____	\$

## DELUXE & SPECIAL CUT CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental or outright purchase for use at further shows at a very reasonable cost. Carpeting is 30 oz. stain-resistant Zeftron Nylon. Other colors may be available; please call the number below for additional colors and prices. Also consider foam padding for comfort and added luxury feeling.

- |                                   |                                      |                                     |                                     |
|-----------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Gunmetal | <input type="checkbox"/> Misty Grey  | <input type="checkbox"/> Bay Water  | <input type="checkbox"/> Cherry Red |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Silver Mist | <input type="checkbox"/> Baby Blue  | <input type="checkbox"/> Ebony      |
| <input type="checkbox"/> Navy     | <input type="checkbox"/> Sky Blue    | <input type="checkbox"/> Dusty Rose | <input type="checkbox"/> Light Teal |

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quotation will be forwarded to you before we proceed.

**RENTAL PRICE** order includes installation, carpet padding, poly covering and removal.

Carpet Color \_\_\_\_\_ Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$3.25/Sq. Ft.    \$\_\_\_\_\_

**PURCHASE PRICE** order includes installation, carpet padding, poly-covering and removal.  
Freight handling charges at the close of the show will be additional.

Carpet Color \_\_\_\_\_ Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$4.25/Sq. Ft.    \$\_\_\_\_\_

**CARPET PADDING** order includes installation and disposing of padding. Padding is only offered at the purchase price.

Carpet Color \_\_\_\_\_ Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$0.95/Sq. Ft.    \$\_\_\_\_\_

**EXHIBITING FIRM:  
BOOTH #**

Subtotal \$

Tax @ 7.0% \$

**Total \$**



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**HARDWARE RENTAL ORDER FORM**

Qty	Video Equipment	Discount Price	Standard Price	Total
	1/2" VHS With Auto Repeat	\$125	\$160	\$
	DVD Player (Standard)	\$190	\$240	\$
	20" TV / VCR Combo Unit	\$315	\$395	\$
	20" Video Monitor / Receiver	\$195	\$245	\$
	25" Video Monitor / Receiver	\$225	\$310	\$
	54" Roll cart Stand with Drape	\$50	\$95	\$

Qty	LCD & Plasma Monitors	Discount Price	Standard Price	Total
	17" Flat Screen LCD Monitor (1280 x 1024)	\$125	\$160	\$
	20" Flat Screen LCD Monitor (1280 x 1024) BLACK	\$150	\$195	\$
	20" Flat Screen LCD Monitor (1600x1200/Video Input/Audio Bar)	\$150	\$195	\$
	37" Plasma Display (1024 x 768, 4:3 Ratio)	\$250	\$325	\$
	42" Plasma Display (1024 x 768, 16:9 Ratio)	\$450	\$585	\$
	50" Plasma Display (1280 x 932, 16:9 Ratio)	\$650	\$845	\$
	Plasma Floor Stand (Cobra or Dual Post)	\$75	\$95	

Qty	Projection Equipment	Discount Price	Standard Price	Total
	XGA LCD Projector (1024 x 768, 1800 Lumens)	\$940	\$975	\$
	SXGA LCD Projector (1024 x 768, 3000 Lumens)	\$1,275	\$1,745	\$
	Overhead Projector (4000 Lumens)	\$115	\$145	\$
	6' Tripod Screen	\$75	\$95	\$
	8' Tripod Screen	\$95	\$120	\$

Qty	Audio Equipment	Discount Price	Standard Price	Total
	Powered Speak With Floor Stand (150 Watts)	\$75	\$95	\$

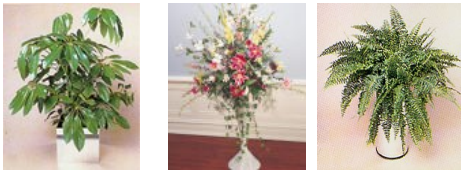
EXHIBITING FIRM:	BOOTH #	Delivery Charge	\$ 100.00
Please call for items not listed! A 40% surcharge applies to orders placed within 72 hours of delivery. No credits will be issued after delivery or attempted delivery. Exhibitor must be present in booth to accept delivery, or additional fees will apply. Appropriate cancellation fees will apply to orders cancelled within 15 days of delivery.			
		<b>Tax @ 7.0%</b>	\$
		<b>Total</b>	\$



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## FLORAL SERVICE ORDER FORM

QUANTITY	ITEM DESCRIPTION	UNIT PRICE	TOTAL
	Flower Arrangement	\$76.00	\$
	Seasonal Flowering Plants (ie: Mums, Azalea, etc.)	\$49.50	\$
	Large Fern	\$49.50	\$
	2' Green Plant	\$59.50	\$
	3' Green Plant	\$65.00	\$
	4' Green Plant	\$76.00	\$
	5' Green Plant	\$81.00	\$
	6' Green Plant	\$98.00	\$



Plants may vary from pictures in color and size.

<b>Subtotal</b>	\$
<b>Tax @ 7.0%</b>	\$
<b>Total</b>	\$

## BOOTH CLEANING ORDER FORM

Cleaning orders placed on show floor will be charged an additional 25%.

### CARPET SERVICE (Check One)

<input type="checkbox"/> Vacuum Booth Carpet—One time (Before Show Opens)	\$0.50/sq. ft. X _____ sq. ft. = _____	\$
<input type="checkbox"/> Vacuum Booth Carpet—Daily (Before show opens, and each morning before show opens)	\$0.40/sq. ft. X _____ sq. ft. X _____ days = _____ Indicate dates required: _____	\$

### PORTER SERVICE

<input type="checkbox"/> Empty wastebaskets, police floor at 2 hour intervals.	\$67.00 per day Indicate dates required: _____	\$
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**Booth Cleaning Total** \$

NOTE: All rental carpets are clean upon delivery to your booth space. However, during set-up, the carpet can become soiled.  
We suggest that you order cleaning service at least once prior to the show opening.

Please include any specific instructions:

**EXHIBITING FIRM:**

**BOOTH#**



## CREDIT CARD AUTHORIZATION FOR EXHIBIT SERVICES

### Credit Card Charge Authorization

(All Information Must Be Provided)

MasterCard     VISA     American Express     Corporate     Personal

**Account Number**

**EXPIRATION DATE**  /     **CVS #**

<b>Card Holders Name</b> (Please Print)		
<b>Billing Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Phone Number</b>		<b>Fax Number</b>
<b>Email Address</b>		
<b>Card Holders Signature</b>		
<b>Company Name</b>		<b>Booth #</b>

Calculation of Orders	Total
Material & Handling	\$
Installation & Dismantle Labor	\$
Standard Furnishing & Accessories	\$
Carpet	\$
Rental Exhibits	\$
Floral Service	\$
Booth Cleaning	\$
Audio Visual Rental	\$
Custom Furniture	\$
<b>Subtotal</b>	\$
Bank Surcharge 3.0% of Subtotal (Credit Card Charges Only)	\$
<b>Total</b>	\$
To simplify payment, send a check payable to PME Expo Services for your entire order or note the amount to be charged to your credit card.	
<b>FULL PAYMENT</b> in U.S. funds drawn on a U.S. Bank	\$
<b>Check #</b>	
Please list all authorized persons for credit card use at show site below.	

### Payment Policy

**Payment for Services**  
PME Expo Services requires payment in full at the time services are ordered. PME Expo Services requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services which may include labor & material handling not covered by your first payment.  
For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.

**Method of Payment**  
PME Expo Services accepts MasterCard, VISA, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.

### Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. PME Expo Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

### Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. PME Expo Services must receive your certificate with your order; otherwise tax will appear on your invoice.

### Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.

*If you have any questions regarding our payment policy, please call exhibitor services at 407-730-3886 or visit our Service Desk at the show. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with PME Expo Services. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.*

# Electrical Order Form

Home Show

September 9, 10 & 11, 2022

Robarts Arena at the Sarasota Fairgrounds

3000 Ringling Blvd. Sarasota, 34237

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

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

Phone # \_\_\_\_\_

Representative (print your name) \_\_\_\_\_

Signature: \_\_\_\_\_

Qty	Booth Power Devices	* Advance Order Price	Show Order Price	Total Price
	20 AMP Electrical Drop	\$100.00	\$150.00	
			<b>Total (Includes Taxes)</b>	

## Please charge my:

VISA    MASTERCARD    AMERICAN EXPRESS    DISCOVER

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

I hereby authorize a charge in the amount of \$ \_\_\_\_\_ as payment for electrical services from Shriners Auditorium.

I agree to pay the stated amount in full when billed, or in extended payments in accordance with the standard policy of the issuing credit card company.

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

**Credits WILL NOT be issued after show ends on Sunday if you have a problem with electric please take care of it during show days.**

**ELECTRICAL ORDERS CAN NOT BE CALLED IN BY PHONE – WE WILL ONLY ACCEPT EMAIL, FAXES OR ORDERS BY MAIL.**

**Please complete the credit card information above and email your order form to [Tim.Ryder@acsshows.com](mailto:Tim.Ryder@acsshows.com).**

All items must be paid-in-full before electric service will be installed.  
No refunds on unused or undelivered service reported after the show opens.