



Dear Exhibitors,

We are looking forward to a great EXPO in **Estes Park, CO- May 30-June 1, 2025**, and want to make your experience a pleasant one. Enclosed are the forms and information necessary to plan your schedule. Should you have any questions please feel free to call us at (866) 607.4108.

Please pay careful attention to the announcements on this sheet as well as the contents of your manual. Once again thank you for exhibiting at The Log & Timber Home Design-Build EXPO, and we look forward to seeing you all in Estes Park.

Regards, Eric

- Should you be selling products off the floor, please be aware of CO Sales and Use Tax.
Special Event Sales Tax Information for Colorado

Special Event License Requirements

Anyone making retail sales at one or more special sales events must [obtain a special event license](#), unless the event organizer has obtained a license to collect tax on behalf of sellers participating in the event. A special sales event is an event where retail sales are made by more than three sellers at a location other than their normal business location(s) and that occurs no more than three times in any calendar year.

Retailers need to have a special event license when selling their products at a special event at another location. Special event licenses apply only to retail sales made at the special sales event by the seller to whom the license is issued. The license does not apply to sales made at the seller's regular business location or at any other location.

- All Exhibitors are required to submit an insurance policy naming Solid WOOD Promotions, LLC as an additional insured for no less than 1M. Please see the Terms & Conditions on the reverse side of the contract. Also, we have forms to purchase single/multiple event insurance should you require it-please call us for details.
- Please pay **CAREFUL** attention to move-in/out times. Your cooperation and patience are always appreciated.
- Please bring your own Carts: due to theft/liability carts are at a premium if at all available
- Please read and understand the move-in/out times and guidelines listed in the Essential Information and Rules and Regulations that are attached.

Electrical Order Form Please FAX to (518) 618.1413



Company Name: _____

Contact: _____ Booth

Number: _____

Show dates: May 30-June 1, 2025

Show location: The Estes Park Event Center

The Log & Timber Home Design-Build EXPO -Show Needs Checklist-

SEND PAYMENT TO
ejohnson@loghomeshows.com
OR
FAX TO 518.618.1413

1. Please let us know your power needs below

- ☐ NO Power Needed
☐ 110V- 15A (Circle one) \$75

Quantity of each: _____ 110V Total (\$) _____

☐ Please find my check payable to **Solid WOOD Promotions** Amount \$ _____

Charge to my: ☐ VISA ☐ MASTERCARD ☐ AMEX Amount \$ _____

CARD ACCOUNT NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

--	--	--	--	--	--

CCV # _____

Cardholder's Name: _____ Signature: _____

Special Event Sales Tax Information

About Special Event Sales Tax

A special event is a retail sales event located outside of a business' physical location. Examples include, but are not limited to craft fairs, art walks, festivals, holiday markets, and antique shows.

All sellers participating in the event must collect the applicable state and state-administered local sales taxes due and remit the sales tax collected to the Department.

Sellers at special events will need to obtain a [special event license](#) from the Department prior to the event. Additionally, there may be local sales tax requirements for the event. Be sure to contact the event organizer and/or the local government prior to the event for more information.

After the event, sellers should file a special event sales tax return by the 20th of the month following the first day of the special event, if they have not remitted sales tax to the event organizer. For example, if an event was held from February 13-15, the special event sales tax return will be due on or before March 20th. More information about filing a return can be found on the "How to File a Special Event Return" section below.

Special Event License Requirements

Anyone making retail sales at one or more special sales events must [obtain a special event license](#), unless the event organizer has obtained a license to collect tax on behalf of sellers participating in the event. A special sales event is an event where retail sales are made by more than three sellers at a location other than their normal business location(s) and that occurs no more than three times in any calendar year.

Retailers need to have a special event license when selling their products at a special event at another location. Special event licenses apply only to retail sales made at the special sales event by the seller to whom the license is issued. The license does not apply to sales made at the seller's regular business location or at any other location.

The only exception to the special event license requirement is if the event is held more than three times per calendar year in a single location. In that case, your business would need a Retail Sales Tax License.

[How to Apply for a Special Event License](#)



Estes Park Badge Request and Company Listing Form

This form is for exhibitor badges and PROPER company listing for the show program for **The Log & Timber Home Design-Build EXPO**. Please fill in the spaces below and return by **Friday, May 16**. Thank you and we look forward to seeing you in Estes Park!

Company Listing: Please choose one of the following- Log Home Company, Timber Frame Company, Builder, Handcrafted Furniture, Décor & Accessories, Financing, Real Estate, Fireplaces & Stoves, Flooring, Lighting, Heating & Air Conditioning, Log Home Handcrafter, Care & Maintenance, Restoration, Windows & Doors, Cabinets, Hot Tubs & Saunas, Tools & Equipment, Structural Insulated Panels, Stairways & Railings, Associations, Publications **(category not listed- add your own)**

Company name: _____

Company listing: _____

Exhibitor badges:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Please fax back form @ (518) 618.1413 or email: ejohnson@loghomeshows.com



Estes Park Call for Seminars and Demonstrations

Now offering both ½ hour and 1-hour presentations.

We're getting ready for a great expo in **Estes Park** and need to fill our seminar **AND** demonstration slots.

SEMINARS: As you know this is an opportunity to get in front of these people and leave an impression that says 'these people know their stuff', **what it is not is a sales pitch**...we are looking for informational, diverse, and well put together "neutral" presentations. We will provide an LCD projector; you provide the presentation and handouts if applicable.

We are looking for presentations that encourage thought and feedback, you need not be a professional speaker, but one who is knowledgeable in their chosen field. Ideas of some topics we are looking for include: designing your log/timber frame, financing, selecting a company, understanding the log/timber frame package, finish and maintenance, heating systems, foundations, construction, interior design, the process, etc. and any other ideas you may have.

DEMONSTRATIONS: We're looking for demos on all products like: log stacking, building an insulated log wall, timber frame joinery, making furniture, maintenance (application techniques) etc. Like the seminars, this is an opportunity to get in front of these people and leave an impression that says 'these people know their stuff', what it is not is a sales pitch...we are looking for informational, diverse, and well put together "neutral" demonstrations.

There is also the chance that you may be asked to do multiple presentations per day- there will be a box below to check if you are ok with that. Please fill out the information below and provide an outline of your presentation if possible. Thank you for participating in this very important part of the Expo:

Title of Presentation: _____

Name of Presenter and Title: _____

Description:

NEW-Choose 1: ½ hour _____ 1 hour _____

AV needs: LCD _____ None _____

Yes _____ I would love to present more than once a day: No _____ Once is enough!

Preferred Times (please circle): **Friday**-early, mid, late afternoon, evening. **Saturday**-morning, early, mid, late afternoon, evening. **Sunday**- morning, early, mid, late afternoon.

Please respond no later than **Friday, May 16, via fax at 518.618.1413 or email**

ejohnson@loghomedesigns.com

866.607.4108 ■ 518.618.1195 ■ fax 518.618.1413 ■ loghomedesigns.com



ESTES PARK GUEST LIST REQUESTS

We encourage you to invite your customers to the show! Your first ten (20) guests are free. You may invite an unlimited number of additional guests for \$5 each (70% off ticket price). You will be invoiced based on the number of guests who actually attend the event.

Please provide us with the names of your guests. Guests will need to check in at the Will Call desk when they arrive. There are **NO** physical guest passes mailed in advance. Your Guests will need to provide your company name in order to receive entry into the event and will be given a guest receipt to present at the entrance.

Please fax, email or mail this form to us **AT LEAST ONE WEEK PRIOR TO THE SHOW DATE**, if you miss this deadline, bring the list with you to the show and leave it at the Will Call desk. Changes or additions can be made at the Will Call desk at any time during the show.

We request that you print first and last names carefully. Feel free to attach additional sheets as necessary. Please **DO NOT** forget to include your company name.

COMPANY NAME: _____

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Please fax back form @ (518) 618.1413 or email: ejohnson@loghomeshows.com



ESTES PARK 2025 SHOW INFORMATION

Show Dates/Hours	Friday, May 30 Saturday, May 31 Sunday, June 1	1pm to 7pm 10am to 6pm 10am to 4pm				
Show Management	Eric Johnson, Operations Manager	(518) 618-1195 Cell: (518) 321-7438				
Show Venue	Estes Park Events Complex 1125 Rooftop Way Estes Park, CO 80517 Phone: 970-577-3900	Cutoff for orders: May 16, 2025				
Decorator	<table><tr><td>Primary Event Rentals www.primaryeventrentals.com</td></tr><tr><td>4221 B W Eisenhower Blvd. Loveland, CO 80537</td></tr><tr><td>Phone: 970-646-3432</td></tr><tr><td>E-MAIL COMPLETED FORM TO: lori@primaryeventrentals.com or scott@primaryeventrentals.com</td></tr></table>		Primary Event Rentals www.primaryeventrentals.com	4221 B W Eisenhower Blvd. Loveland, CO 80537	Phone: 970-646-3432	E-MAIL COMPLETED FORM TO: lori@primaryeventrentals.com or scott@primaryeventrentals.com
Primary Event Rentals www.primaryeventrentals.com						
4221 B W Eisenhower Blvd. Loveland, CO 80537						
Phone: 970-646-3432						
E-MAIL COMPLETED FORM TO: lori@primaryeventrentals.com or scott@primaryeventrentals.com						
Host Hotels/RVs	Holiday Inn Estes Park 101 S Saint Vrain Ave Estes Park, Colorado 80517 (970) 5271500 Rate: 15% Off Published Rates Cutoff: April 28, 2025 Rate Keyword: Log Home Show 2025 Online Reservation LINK					
Other Hotel Options	Click HERE					
RV Hookup	Click HERE .					

Exhibitor Move-in*(Drive-on Access for Move-in)**

- 10x10 and larger requiring vehicle access: **Thursday, May 29- (11am-6pm)**
- All Others: **Friday, May 30- (8AM-12PM)** limited to NO drive on.
- Trailer Parking: FREE

Exhibitor Move-out**Sunday: 4pm-9pm- (There IS Drive-on ACCESS for teardown)
Monday: 8am-Noon**

Teardown of exhibits may **NOT** begin until after the show closes at 4pm on Sunday. Drive-in doors will be opened when Show Management and the decorator deem it appropriate. Any material remaining after 12pm on Monday may be removed and shipped at the exhibitor's expense, per decorator guidelines. Move-out is targeted by Show Management

Show Colors

Black drape

Marketing Partners*Log and Timber Home Living* magazine**Show Producers**

Solid Wood Promotions LLC

Directions- Parking Free**The Estes Park Event Center**

1125 Rooftop Way | Estes Park, Colorado, 80517
(970) 577-3900

[Google Map](#) directions

Directions are from Denver International Airport to Center of Town:

Toll Road Bypass:

- **Quickest Route:** Exit the airport on Pena Blvd to toll road E-470 northwest to I-25. Travel north until exiting on CO 66 west towards Estes Park. E-470 Toll charges apply for a two-axle vehicle. Possible increased tolls for rental vehicles, please contact your car rental company for additional details. Bypasses most of Denver in-city traffic. From Lyons, CO take Hwy 36 to Estes Park. Estimated 1 hr. & 26 min., 76 miles. [Google Map](#)
- **Scenic Route:** Follow above directions to Lyons. From downtown Lyons, CO take Hwy 7 south to Estes Park. Estimated 1 hr. & 49 min., 89 miles. [Google Map](#)
- **Through Boulder:** Exit the airport on Pena Blvd to toll road E-470 northwest past I-25 to US Hwy 36. Take US 36 northwest through Boulder to Lyons. In Lyons, turn left, continuing on US 36 west to downtown where you will turn right to remain on US 36 to Estes Park. Estimated 1 hr. & 36 min., 79 miles. [Google Map](#)

Pena Blvd Route (no tolls):

- **Through Longmont:** Exit the airport onto Pena Blvd., follow until exiting onto I-70 West then quickly exiting onto I-270. Follow I-270 until exiting north on I-25. Travel north until exiting on CO 66 west towards Estes Park. From Lyons, CO take Hwy 36 to Estes Park. Estimated 1 hr. 48 minutes, 86 miles. [Google Map](#)
- **Scenic Route:** Follow above directions to Lyons. In downtown Lyons, take CO Hwy 7 to Estes Park. Estimated 2 hrs. & 11 min., 100 miles. [Google Map](#)
- **Through Boulder:** Exit the airport onto Pena Blvd., follow until exiting onto I-70 West then quickly exiting onto I-270 to US 36 W. Take US 36 northwest through Boulder to Lyons. In Lyons, turn left, continuing on US 36 west to downtown where you will turn right to remain on US 36 to Estes Park. Estimated 1 hr. & 48 min, 81 miles

Shipping to The Estes Park Log & Timber Home Design-Build EXPO

Palletized/Crated Freight or any freight requiring unloading assistance will be accepted starting Saturday, May 24, Sunday, May 25/10-5. Monday, May 26/10-4 and then starting again Thursday, May 29 under normal business hours.

NOTICE-NO palletized Freight Tuesday or Wednesday of that week unless driver unloads and has pallet jack.

Small package deliveries can be delivered starting Tuesday.
There is a loading dock and skid steer with max #2000.

Outbound freight should be scheduled for pickup Sunday, June 1 after shows ends at 4pm, or Monday, June 2, 2025 between 8-4

All shipments must be prepaid and addressed in the following manner:

The Log & Timber Home Design-Build EXPO

Exhibiting Company

Name _____

Booth # _____

ESTES PARK EVENTS COMPLEX

1125 Rooftop Way

Estes Park, Colorado, 80517

Phone: 970-577-3900



Primary Event Rentals

4221 W Eisenhower Blvd, Unit B
Loveland CO, 80538

The Log & Timber Home Design - Build Expo

Estes Park Colorado

May 30-June 1, 2025

Contact Information
Name:
Email:
Phone:
Company Name:
Booth #:

Credit Card Information

Company Name:	
Name on Card:	
Credit Card #	
Expiry Date:	CVV#:
Billing Information:	
Address:	
City:	
State:	
Zip:	

Additional Requests or Questions:

Tables	Quantity	Amount \$
4 ft conference table		\$ 11.95
6 ft conference table		\$ 12.95
8 ft conference table		\$ 13.95
Table Cloth		\$ 23.95
6 ft Forest Farm Table		\$ 89.00
8 ft Forest Farm Table		\$ 119.00
36 inch forest Farm Round Table		\$ 39.95
<i>*Forest Farm is great for Conference table no covering needed</i>		
<i>*see web page for details- nice wooden table</i>		

Cocktail Tables	Quantity	Amount \$
30 inch round plywood		\$ 14.95
Cocktail table cover		\$ 7.95
36 inch Forest Farm		\$ 36.95
<i>*no cover needed*</i>		

Chairs	Quantity	Amount \$
Fan Back Folding Chair (W) or (B)		\$ 2.50
Walnut Wood Folding Chair		\$ 4.95
<i>*with padded seat*</i>		
Blue & Gold Conference Chair		\$ 37.05
Bar Chair *wood cross-back*		\$ 53.10

Flooring Options	Quantity	Amount \$
Black Turf 10x10		\$ 150.00
Black Turf 10x20		\$ 250.00
Foam Fatigue Interlock Floor 10x10		\$ 500.00
Foam Fatigue Interlock Floor 10 x 20		\$ 1,000.00
SnapLock Wood Vinal Floor. 10x10		\$ 300.00
SnapLock Wood Vinal Floor. 10x20		\$ 600.00

Furniture

Full Set Furniture Set-up. \$ 795.00

Includes 1 couch, 2 arm chairs, 1 coffee table, 2 end tables, 1 rug

See webpage for options elevate your space with comfort seating. Variety of colors and types*

Extras	Quantity	Amount
Garbage Cans - 32gal		\$ 24.95
Garbage Can Spandex Cover		\$ 7.95
Garbage Can - 8gal		\$ 5.95
Garbage Bags		\$ 2.00
Foam Fatigue Mat - 2x3		\$ 25.00

AV Options

TV - 55 inch		\$ 98.00
TV Mount with Rollers		\$ 89.00
Fender Speaker System		\$ 150.00
50ft Extension Cord		\$ 25.00
25ft Extension Cord		\$ 15.00

www.primaryeventrentals.com (to view items)

Please email your form to

lori@primaryeventrentals.com

To contact Lori Dodds please call

970-646-3432



SHOW RULES & REGULATIONS

The following show rules and regulations are supplemental to and are incorporated by reference in the **Exhibit Space Reservation and Contract** between Solid Wood Promotions LLC (SWP), and your company as exhibitor, and govern the use of the exhibit space contracted for as if they had been fully set forth in the Exhibit Space Reservation and Contract.

In reading these rules and regulations, “we” and “us” refers to Solid Wood Promotions LLC (SWP) and authorities of the show facility (Convention Center), and Federal governments as appropriate. “You” means your company and its authorized representatives and personnel. Where a specific entity or governmental body is required, we will identify them by name.

Responsibility

It is your responsibility to be fully familiar with these show rules and regulations and to see that each member of your company attending the show is also familiar with these regulations. We recommend that you distribute copies to all those who will be present for the show.

Contract for Space

Our acceptance of your order for a booth, assignment of exhibit space to you, and the full payment of rental charges, requires that you complete a contract for rental of space assigned, or our *Exhibit Space Reservation and Contract*. If you fail to occupy your exhibit space you still have the obligation of paying the full rental price. Space may be denied at any point for supplying false information.

Payment for Space

Full payment for the contracted booth space must be received prior to the setup of your exhibit booth. Pre-Payment of all shows is REQUIRED per your contract. We reserve the right to cancel your booth space reservation if the full amount of the booth space has not been received 30 days prior to the show.

Please send ALL booth payments to:
Solid Wood Promotions LLC
6 Loren Drive
Queensbury, NY 12804.

Please include the show name and location, as well as company name, booth number and order number with all payments. Checks should be made out to SWP.

Exhibitor Cancellation

In the event an exhibitor cancels all or part of the exhibit space contracted for, the exhibitor must do so in writing and will be obligated to pay SWP fees based on the following schedule:

If Canceled:	Exhibit Space Rental Due:
Prior to 60 days	10%
60-30 days out	50%
30 days out	100%

Assignment of Exhibit Space

We reserve the right to make final space reassignments after your application is accepted should it be necessary in the best interest of the show, as determined solely by us. No space will be assigned without payment (non-refundable 10% deposit). You have the right to a full refund if our reassignment is not acceptable to you.

Occupancy of Space Deadline

All exhibits must be completed and ready for inspection by show management and the fire marshal 2 hours prior to start of show. At this time, any display violations will be noted and reported to the exhibitor. Failure to correct any violations by the time the show opens to the public will result in a fine.

Show Management reserves the right to rent or fill any exhibit space that has not been occupied by the start of the show on the first day, or at any time thereafter.

Exhibit Installation

Please refer to the Expo Information guidelines included in this Exhibitor kit, or our website for specific move-in times. All vehicles, exhibit materials, crates, and dollies must be removed from the facility by date and time specified.

Exhibit materials may only be hand-carried to booth during move-in, on show opening day.

Driving Onto the Floor-

Vehicles should off-load at loading docks when possible. Vehicles permitted to drive on floor must be attended at all times and removed immediately after unloading. No vehicles are permitted on any hall carpet; there is a \$500 fine for driving on any part of the carpet.

Unless otherwise specified, vehicles must be removed from the facility by the close of move-in time on Friday. **NO drive-on the floor access allowed on Saturday.**

Final closing time is on Sunday. No dismantling or packing may begin prior to closing time. There is a \$100 fine for tearing down early. Please refer to the Show Information guidelines included in this exhibitor kit, or our website for specific move-out times.

Exhibitor Badges

Exhibitor badges for the expo will be available on-site for you and your employees. Forms for badges are included in this service kit. All persons working in your booth will, in effect, be your employees during the length of the show and you are fully responsible for any liability that may occur.

Liability and Insurance

All exhibitors must fax or mail in advance, a current Certificate of Liability Insurance of no less than \$1M. This proof must also be in your booth during all phases (including move-in and move-out) of the show.

You must obtain insurance coverage for all your exhibit merchandise at site and in transit inclusive of business interruption insurance, if applicable. We will not be held responsible for any loss or damage, however incurred. You must carry your own fire insurance and public liability insurance of not less than one million dollars.

Neither SWP nor the Exhibit Facility, shall be liable to exhibitor, its agents, employees, contractors, patrons, guests, licensees or to any other person whomsoever for any injury or damage to person or property caused by or arising out of any act, omission or neglect of exhibitor, its agents, contractors, employees, patrons, guests, licensees, invitees or any person entering the Convention Center, under express or implied invitation by exhibitor, or for any damage to the person or property of third parties arising out or user of either the licensed booth space or the building area in which such booth is located; and exhibitor hereby agrees to indemnify and hold SWP and/or the Convention Center and their agents, servants and employees free and harmless from and against any loss, including reasonable counsel fees, arising out of any liability incurred in accordance with the foregoing. The exhibitor assumes the entire

responsibility and liability for losses, damages and claims deriving out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Convention Center and shall indemnify and hold harmless the Convention Center, SWP and their agents, servants and employees from any such losses, damages and claims inclusive of reasonable counsel fees. Exhibitor acknowledges that neither the Convention Center nor SWP maintains insurance covering such losses by the exhibitor.

Exhibitor will be liable for any damage caused to floors (including carpeting), walls or columns, or to standard booth equipment or to other exhibitors' property. No signs or other articles are to be fastened to walls or fixtures or electrical equipment. Use of thumbtacks, screws, bolts or any tool or material which may mark the floor or wall is prohibited. Exhibitors are also responsible to comply with all rules and regulations contained in the Exhibitor Service Manual.

Space Restrictions

Your exhibit must be confined to the exact space allocated. Circulars, brochures, publications, advertising matter and all kinds of promotional giveaways may be distributed only within your booth space. Nothing can be posted on, tacked, nailed, screwed in, taped or otherwise attached to columns, walls, ceilings, floors, electrical outlets or other parts of the building or furniture. Signs, rails, logs or roof over hangs, etc. will not be permitted to intrude into or over aisles or other booth space. You will be liable for any damage caused to floors (including carpeting), walls or columns, or standard booth equipment or to other exhibitor's property.

Character of Exhibits

Each exhibit shall be in keeping with the general nature of the show. SWP shall be entitled to limit or require change in any exhibit that interferes with other exhibitors or general movement, is either excessively noisy or carnival-like in presentation or does not conform to the regulations herein or to any agency having jurisdiction at the convention site. All exhibitor activities shall be conducted solely within licensed space, and use of all aisle space and other public areas of the show are reserved to SWP. Canvassing, solicitation of business or the use of advertising materials or signs by firms other than those who have contracted for space is prohibited. Distribution by the exhibitor of circulars, catalogs or other advertising materials for firms that are not exhibitors is prohibited. Failure to adhere to these rules will result in a fine.

If the reverse side of your exhibit's back wall, side wall, riser or display is exposed to view, that part of your display must be suitably draped so that no part of the display construction, electrical wiring, or the like, can be

seen from the aisles or adjoining booths belonging to other exhibitors.

Height limitations and other restrictions pertaining to the design of exhibits and use in the booth of pedestals, tables, racks, shelves, risers and similar display equipment are described in detail under "Types of Exhibits" and "Special Provisions."

If your display is built beyond the limitations and restriction as set forth in this contract, we reserve the right to correct such display violations by having you alter, remove or rearrange any or all of the display so that it will comply with regulations. If you are not available to make those corrections, then you agree as part of this contract to give us authority to make any and all necessary corrections at your expense.

Load Limitations

Any piece of exhibit material weighing in excess of 2,000 pounds shall be accompanied by a certified weight-master's ticket stating accurately the total weight of such individual piece and its container, if any. Failure to provide the weight-master's certificate when requested may result in the facility's refusal to permit the shipment on its premises, elevators or lifts.

Types of Exhibits & Exhibit Restrictions

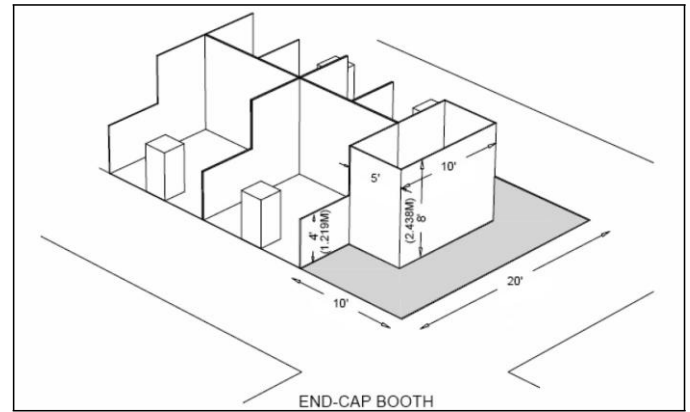
Booth Definition: The price per booth includes booth space that is 10' wide and 10' deep with an 8' high-draped background and 3' high-draped sidewalls. Pipe and drapery will be supplied automatically for in-line booths unless you request not to have it. Pipe and drapery will not be provided for island booths. 8' high sidewalls may not extend further than 5' from the back of the booth space. Note: If located on the show floor perimeter, an aisle booth may go to 10' height. Requests for exceptions to these requirements *must* be submitted to the Events Manager no less than 45 days prior to the expo.

Island Booth

An island booth is any size booth exposed to aisles on all four sides. The entire cubic content of the space may be used up to the maximum allowable height. Pipe and drapery will not be provided for island booths.

End-cap Booth

Booth dimensions are 10' deep by 20' wide. The maximum backwall height of 8' is allowed only in the rear half of the booth space and within 5' of the two side aisles (10' long backwall) with a 4' height restriction imposed on all materials in the space forward to the aisle. (See diagram)



Peninsula/Split Island Booth

Booth dimensions are generally 20' x 20' or larger. When a Peninsula Booth backs up to two Linear Booths, the backwall is restricted to 4' high within 5' of each aisle. The center (10' wide) of the backwall height is based on maximum allowable height.

When a Peninsula Booth shares a common backwall with another Peninsula Booth (**Split Island Booth**), the entire cubic content may be used, up to the maximum allowable height, without any backwall line of sight restrictions.

Special Provisions

Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 4 feet (48") in height when positioned more than 5' from the back wall of a single aisle booth.

Free standing units, including those intended to be the focal point in an exhibit, may not exceed 4 feet (48") in height when placed more than 5' from the back wall of the booth unless the same company occupies 8' of booth space on both sides of the unit or units. The maximum dimensions for such items under these conditions are 8'h x 32"w x 32"d.

Use of Exhibit Space

Where you plan to construct any part of your exhibit above the exhibit height limitation (25' island, 8' in-line), or any variance from these rules and regulations, you must obtain approval in writing from the Events Manager at least six weeks prior to the official opening of the exhibits. Submit a sketch of your proposed construction when requesting approval.

All signs including graphics, photographs and other advertising matter in connection with your booth space must be located within the boundaries of your assigned booth. No signs of any type are permitted outside of your assigned exhibit space (columns, walls, floors, ceilings) without approval in writing from show management. This restriction also applies to any device used to project a company name or logo on the ceilings

or walls of the Convention Center or otherwise beyond the permitted height or sides of the booth itself.

You must obtain written permission from Show Management if you plan continuous operation of any flashing light device, floodlight, laser light, LED or computerized digital sign which may impact on your neighboring exhibitors. Showing of projected pictures (motion pictures, slides, transparencies, opaque materials, etc.) will only be permitted within the confines of your booth.

You will be expected to keep the sound at reasonable volume, approximately that of a normal speaking voice, in order to avoid disturbing other exhibitors when operating sound reproduction equipment. We reserve the right to turn off the electric supply of any exhibitor who violates this rule.

You may distribute food or beverages from your booth, provided (a) you purchase the food or beverage only from the approved show caterer and (b) you provide trash receptacles and periodically clear trash in the vicinity of your booth generated as a result. No alcoholic beverages of any kind may be distributed from your booth. You are not permitted to cook food in your booth. We have the right to terminate distribution of food from your booth in the event your activity disturbs or infringes another exhibitor in any manner. Any surveys, questionnaires or promotion must take place within your assigned booth space.

No person shall carry or transport into the premises any beer or other alcoholic beverages except for delivery to the licensed retailer or same, located on the premises. All concessions, including but not limited to tobacco, food products, drinks, checkrooms, programs and novelties, are and shall remain the exclusive rights of the Convention Center. If any food or drinks are to be served by exhibitor, these items must be purchased from the official caterer.

Absolutely no alcoholic beverages may be consumed on the show floor or in your booth at any time, including move-in and move-out, unless it is purchased from the official caterer. If you are found to be in violation of this rule, you will be asked to leave the show and will not be permitted to tear-down your booth display until after the show has closed on Sunday at 4:00pm.

Copyrights, Royalties and Trademarks

You warrant that no music, literary or artistic work or other property protected by copyright will be performed, reproduced or used, nor will the name of any entity protected by trademark be reproduced or used during your use of the contracted space unless you have obtained written permission of the copyright or trademark holder (including payment of any and all

licensing and/or performance fees, i.e. BMI, ADCAP, AFTRA/SAG fees). You agree to comply strictly with all laws respecting copyrights, royalties and trademarks and warrant that you will not infringe any related statutory, common law, or other right of any person during your use of the premises. You agree you will indemnify and hold the Center, SWP and their officers, agents, and employees harmless from all claims, losses and damages (including court costs and attorneys' fees) with respect to such copyright, royalty or trademark rights.

Lighting

The Log & Timber Design Build Expo will usually be lit at work-light (half-light) levels during set-up and tear-down, and at full lighting levels during show hours. We urge exhibitors who require low light conditions to build their exhibits accordingly.

Sharing of Space

Only one exhibitor may utilize a booth or booths. Sharing of space or transfer of right to use space in whole or in part is not permitted without our written permission.

Labor Regulations

The Convention Center is a Non-Union facility. However, all exhibitors must abide by all regulations in effect in the facility at the time of the expo. Please see any special notices and forms about drayage and freight handling enclosed in this Service Manual. These services are typically at additional cost and will be your responsibility.

Arbitration

Any controversy or claim arising out of or relating to this contract or the breach thereof shall be settled by arbitration in Glens Falls, Warren County, New York, in accordance with the Commercial Arbitration Rules of the American Arbitration Institute, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Show Cancellation

SWP reserves the right to change the show dates, times or expo site or to cancel if the show cannot be conducted for any reason beyond SWP's reasonable control; exercise of any such right will be by written notice to exhibitors.

Miscellaneous Regulations

We reserve the right to determine the eligibility of any company to exhibit. We reserve sole control over admission policies.

These regulations are established for the mutual protection of all. We reserve the right to make such changes in the time schedule or in general plan of the

exhibit as we may deem to be in the best interests of exhibitors and exhibit generally.

All exhibits and structures must be open or have sufficient opening at the top of their structure/display in order to meet fire regulations.

Animals and pets are not permitted in the facility except in conjunction with an approved exhibit, display or performance legitimately requiring use of animals. Seeing-eye dogs or other service animals are permitted, however you must have appropriate paperwork on hand.

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. No helium balloons or tanks are permitted in the hall at any time. All packing containers, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. Muslin, velvet, silken or any cloth decorations must stand a flameproof test as prescribed by the ordinance of the convention city.

Please abide by facility rules regarding smoking, using designated areas only. Do not exit through or prop fire doors at any time.

State Fire Marshal's Requirements

The following are the state fire marshal's minimum fire safety requirements and shall be applied at all expos--trade, commercial or otherwise--and shall apply whether the exhibit is open or closed to the public.

The display and operation of any cooking or heat-producing appliances, pyrotechnics, use or storage of flammable liquids, compressed gases or any other process deemed hazardous by the state fire marshal's representative must have advance approval by the state fire marshal's representative. Any motor vehicles, gasoline-powered equipment, tools, etc. on display shall have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps shall have the gas caps sealed with tape. All such fuel tanks shall be less than one-fourth full.

No parking of any vehicles, unless an approved part of your display, will be allowed in the building. Cars and trucks shall be removed immediately after loading or unloading. Decorations and displays shall not block or impede access to fire protection equipment (sprinklers, exit markings, exit doors or emergency lighting equipment).

During occupancy hours, aisles and exit doors shall be maintained free of all obstructions and unlocked for immediate use in the event of an emergency.

All electrical devices and installations shall be in accordance with the applicable provisions of the National Electrical Code. All devices must be listed by Underwriters Laboratories. Any electrical extension cords used shall be of the heavy-duty type. Lightweight cords of the lamp cord variety are prohibited and are subject to confiscation.

Amendments and Additional Regulations

Any issue not specifically covered by the foregoing terms and conditions shall be determined by SWP. SWP shall add to or amend the foregoing terms and conditions provided such changes are reasonable in nature and consistent with the purposes of the foregoing. Each exhibitor will be responsible for forwarding this information to the parties who will set up and/or staff the space.

SWP makes no representations or warranties, express or implied, regarding the number of persons who will attend or the success of the Event or regarding any other matter.

Americans with Disabilities Act

Exhibitors are responsible for making their space accessible in accordance with the Americans with Disabilities Act.