



Dear Exhibitors,

We are looking forward to the Southeast Design-Build EXPO in **Columbus, OH, January 30-February 1, 2026**, 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 Columbus.

Regards,

Eric

- 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.
- Should you be selling products off the floor, please be aware of OH Sales and Use Tax.
- 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.



## 7c) a VigBadge 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, **January 16**. Thank you and we look forward to seeing you in Columbus

**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. \_\_\_\_\_

**Please fax back form @ (518) 618.1413 or email: [ejohnson@loghomeshows.com](mailto:ejohnson@loghomeshows.com)**  
866 607 4108 ■ 518 618 1195 ■ fax 518 618 1413 ■ [loghomeshows.com](http://loghomeshows.com)



## COLUMBUS GUEST LIST REQUESTS

We encourage you to invite your contacts to the show! Your first twenty (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. Couples count as (1) guest.

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](mailto:ejohnson@loghomeshows.com)



## Columbus Call for Seminars and Demonstrations

**Now offering both 1/2 hour and 1-hour presentations.**

We're getting ready for a great show in Columbus, 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 show:

Title of Presentation: \_\_\_\_\_

Name of Presenter and Title: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEW-Choose 1: 1/2 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, January 16, via fax at 518.618.1413 or email  
ejohnson@loghomeshows.com**

866.607.4108 ■ 518.618.1195 ■ fax 518.618.1413 ■ loghomeshows.com



## COLUMBUS 2026 SHOW INFORMATION

**Show Dates/Hours:** Friday, January 30 /1pm to 7pm

Saturday, January 31/10am to 6pm

Sunday, February 1/10am to 4pm

**Show Management:** Solid Wood Promotions, LLC  
Eric Johnson, Operations Manager  
(518) 618-1195/Cell: (518) 321-7438

**Show Venue:** **Ohio Expo Center/**  
**Rhodes Building**  
717 East 17th Avenue  
Columbus, OH 43211

**Phone/Internet: Contact -**  
OKI at 614-294-2555  
[oecevents@okiproductio](mailto:oecevents@okiproductio)  
[ns.com.](http://ns.com)

<b>Decorator:</b>	EXPO Services	Ph: 740-454-1201
	Scott Perone	Fax: 614-299-1008
	PO Box 2969	Email: <a href="mailto:scottperone@me.com"><u>scottperone@me.com</u></a>
	Zanesville, Ohio 43702	<b>Cutoff for reduced rates:</b> 2 weeks prior to show

**Host Hotel:** [\*\*Hilton Garden Inn Columbus-University\*\*](#)

3232 Olentangy River Road  
Columbus OH 43202

**Reservations:** (614) 263-7200

**Online:** [\*\*Click Here\*\*](#)

**Rate:** \$129+

**Group Code:** Log Timber Expo/**Distance:** 4 miles/**Cut-off Date:** January 9

**Exhibitor Move-in:**

- Thursday: January 29 / 10AM-6PM/Drive-on Access
- All Others-Friday: January 30 /8AM-12PM
- Limited to no drive-on access Friday. All vehicles off floor by 11am-
- Trailer Parking: FREE

**Exhibitor Move-out:**

- Sunday: 4pm-9pm and Monday: 8am-12pm

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 1pm on Monday may be removed and shipped at the exhibitor's expense, per decorator guidelines. Move-out is targeted by Show Management

**Freight Handling:** Shipping info through decorator-Expo Services/Forms Attached.

**Exhibitor Badges:** Pickup at Will-Call

**Show Colors:** Black drape and Concrete-Tile Floor

**Marketing Partners:** *Log and Timber Home Living* magazine

**Show Producers:** Solid Wood Promotions LLC

(518) 618-1195

FAX: (518) 618-1413

[info@loghomeshows.com](mailto:info@loghomeshows.com)

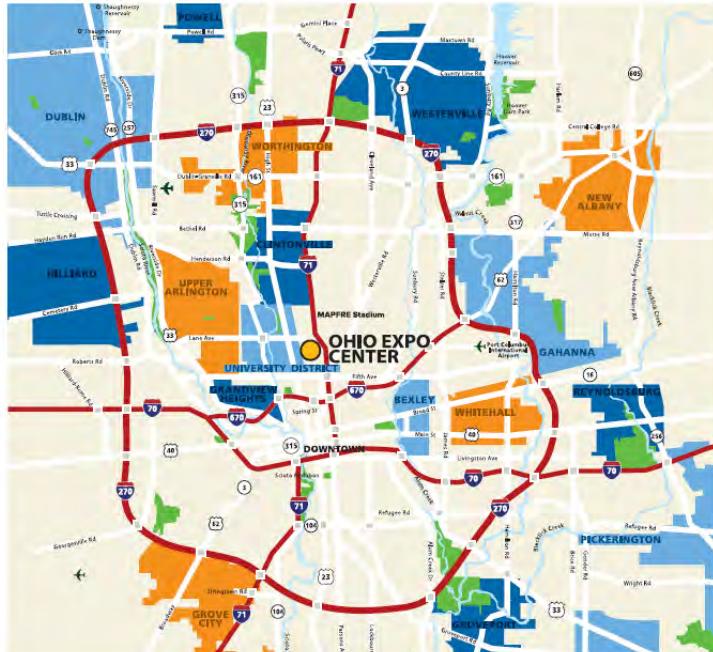
## Directions/Travel Information:

### Finding your way to the Ohio Expo Center

Ohio Expo Center/[\*\*Rhodes Building\*\*](#)

717 East 17th Ave.

Columbus, OH 43211



#### **From The North**

Take I-71 South to 17th Avenue/Exit 111. Signs and parking attendants will direct guests to the proper parking areas.

#### **From The South**

Take I-71 North to 17th Avenue/Exit 111. Signs and parking attendants will direct guests to the proper parking areas.

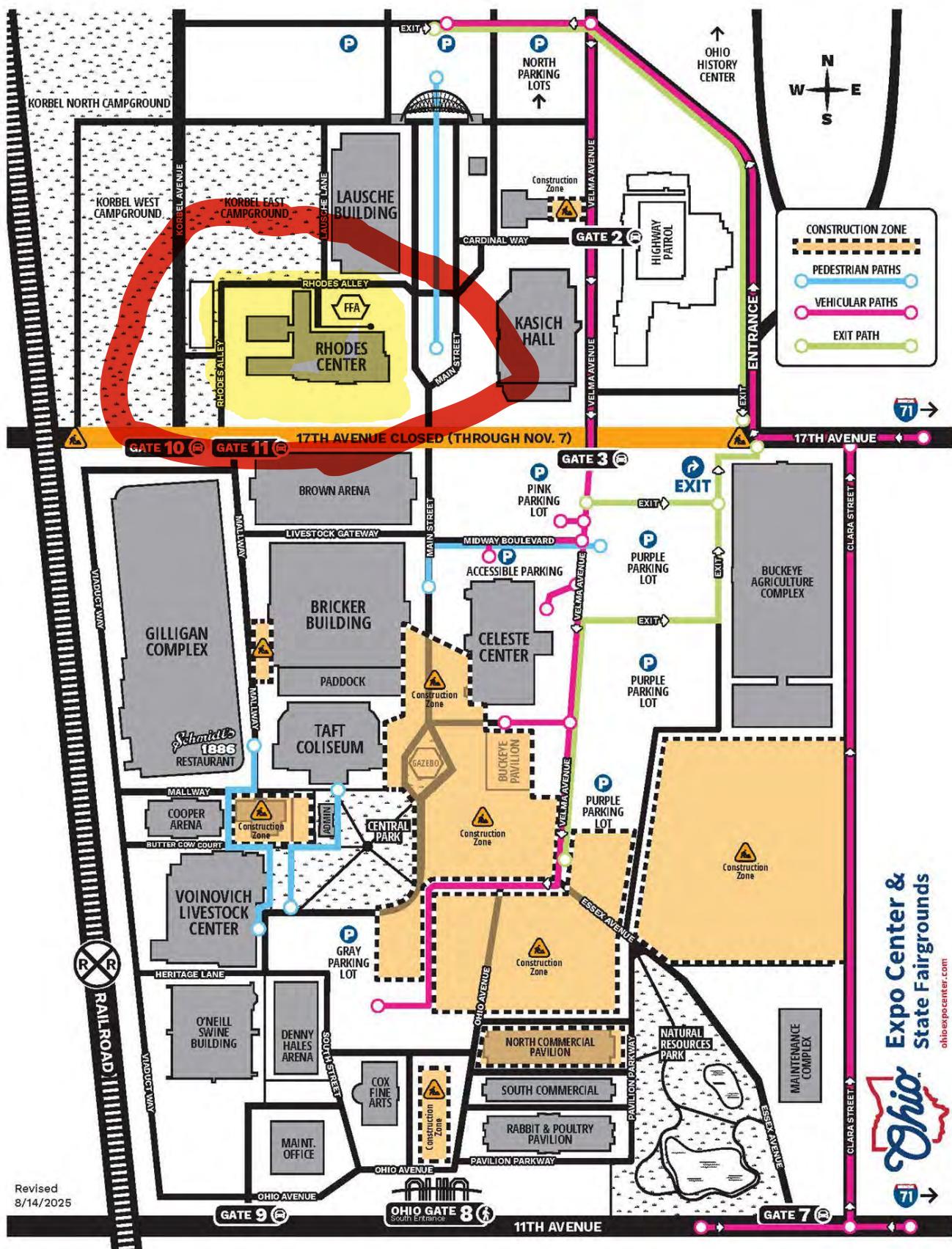
#### **From The West**

Take I-70 East to I-71 North. Take I-71 North to 17th Avenue / Exit 111. Signs and parking attendants will direct guests to the proper parking areas.

#### **From The East**

Take I-70 West to I-71 North. Take I-71 North to 17th Avenue / Exit 111. Signs and parking attendants will direct guests to the proper parking areas.

Expo Location: Rhodes Center Building



Revised  
8/14/2025

# expo SERVICES

CORPORATE OFFICE  
PO Box 2969  
Zanesville, OH 43702  
Phone/ Fax: 740-454-1201  
Email: exposervicesoec@gmail.com

## EXHIBITOR ORDER FORM: OHIO EXPO CENTER ELECTRICAL SERVICES

ADVANCE RATE: ORDER MUST BE RECEIVED 2 WEEKS PRIOR TO OPENING DAY OF SHOW.

ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE.

RATES		SPECIAL WIRING		
Rates quoted below cover reasonable access to electrical circuit and <b>do not</b> include connecting equipment or special wiring. All wiring and electrical work on exhibitor's display will be charged on a time and material basis. Proper tagging of equipment indicating voltage, phase, current, etc. is the responsibility of the exhibitor.		Electrical labor rate is \$60.00/hr between 8AM and 5PM. Double time rate applies after 5:30PM on weekdays, all day Saturday and Sunday, and holidays. Labor billed at 1 hour minimum. Two weeks advance notice on all labor orders is required. All clean line requests will be done by quotation only. Additional charges may apply for outdoor exhibitor spaces. <b>Electrical outlet may be on pillar behind booth if not on booth.</b> For quote, call 740-454-1201.		
ELECTRICITY AND ACCESSORIES				
QTY	SINGLE PHASE	ADVANCED RATES	FLOOR RATES	TOTAL
_____	120 Volt 0-1000W	\$60/outlet	\$85/outlet	_____
_____	120 Volt 1000-2000W	\$70/outlet	\$105/outlet	_____
_____	208 Volt 20 Amp	\$85/outlet	\$120/outlet	_____
_____	208 Volt 30 Amp	\$105/outlet	\$145/outlet	_____
_____	208 Volt 50 Amp	\$140/outlet	\$190/outlet	_____
THREE PHASE				
_____	208 Volt 20 Amp	\$125/outlet	\$185/outlet	_____
_____	208 Volt 30 Amp	\$140/outlet	\$200/outlet	_____
_____	208 Volt 50 Amp	\$165/outlet	\$235/outlet	_____
EQUIPMENT				
_____	Extension Cord (one receptacle)	\$20 each	\$30 each	_____
_____	3-Way Cube Tap (three receptacle)	\$20 each	\$30 each	_____
_____	4-Way Quad Box	\$25 each	\$35 each	_____
LABOR				
_____	LABOR IN Straight time	-----	\$60/ hr	_____
_____	LABOR IN Over time	-----	\$110/ hr	_____
_____	LABOR OUT Straight time	-----	\$60/ hr	_____
_____	LABOR OUT Over time	-----	\$110/ hr	_____

### PAYMENT

**Total:** \_\_\_\_\_

CHECKS - Complete the following:

Please make checks payable to: Expo Services

CREDIT CARD - Complete the following: VISA M/C AMEX DIS

3% PROCESSING FEE.

(CIRCLE ONE)

Check # \_\_\_\_\_ Dated \_\_\_\_\_

Acct # \_\_\_\_\_

Amount \$ \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVV \_\_\_\_\_ (3 or 4 digit code)

All checks are deposited upon receipt. Do not postdate.

Card Holder \_\_\_\_\_

There is a \$25 charge for all checks returned by the bank.

Signature \_\_\_\_\_

**PLEASE COMPLETE THIS PORTION. (For CREDIT CARD PAYMENTS - Provide C.C. billing address)**

Name of Event \_\_\_\_\_ Booth Number(s) \_\_\_\_\_

Firm Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Print Your Name \_\_\_\_\_ Signature \_\_\_\_\_

**Credit Cards unprocessed due to insufficient funds may not be eligible for Advance Rates.**

**50% Cancellation Fee** for ALL orders cancelled or charged at show site. Payment must be received **BEFORE** service is provided.

**THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED. KEEP A COPY FOR YOUR RECORDS.**

# expo

## SERVICES

### Payment Information Form

**CORPORATE OFFICE:**  
**P O Box 2969**  
**Zanesville, OH 43702**  
**Phone/Fax: 740-454-1201**  
**Email:**  
**exposervicesoec@gmail.com**

\*\*\* THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR ORDER \*\*\*

#### SERVICES AND EQUIPMENT ORDERS

**NOTE: COMPLETE ONLY THE INFORMATION ASSOCIATED WITH ENCLOSED FORMS**

	Taxable	Non Taxable
A) Booth Decorating Form	\$ _____	\$ _____
B) Carpet Rental Order Form	\$ _____	\$ _____
D) Shipping/Freight Service Order Form	\$ _____	\$ _____
E) Electrical Service Order Form	\$ _____	\$ _____
F) Taxable Sub Total (sum A thru E)	\$ _____	
H) Ohio Sales/Use Tax (G x 7.5%)	\$ _____	
<b>TOTALS</b>	<b>\$ _____</b> (Sum F & G)	<b>+ \$ _____</b> (Sum A thru E) = <b>\$ _____</b> TOTAL TIME & MATERIALS

**CREDIT CARD PROCESSING FEE OF 3%** = **\$ \_\_\_\_\_**

**TOTAL PAYMENT DUE** = **\$ \_\_\_\_\_**

**NOTE: All sales & rentals are subject to Ohio Sales/Use Tax**

If you are exempt from sales/use Tax within the State of Ohio, you must provide a Certificate of Exemption or pay applicable tax.

#### METHODS OF PAYMENT

**CHECKS - Please complete the following:**

**MAKE CHECKS PAYABLE TO : EXPO SERVICES**

Check Number: \_\_\_\_\_ Dated: \_\_\_\_\_

Amount \$ \_\_\_\_\_

NOTE: All Checks are deposited upon receipt. Do not post date!  
There is a \$25.00 charge for all checks returned by the bank.

**CREDIT CARD - Please complete the following: VISA M/C AM EX DIS**

Acct. Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ I.D. Number: \_\_\_\_\_ 3 or 4 digit no. on back of card

Card Holder: \_\_\_\_\_

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

**PAYMENT MUST BE RECEIVED IN FULL PRIOR TO DEADLINE TO BE ENTITLED TO ADVANCE RATE**

**CONDITIONS OF RENTAL: NO EXHIBITOR MATERIALS CAN BE ATTACHED TO BOOTH DRAPERY, SUPPORTING METAL OR TABLE SKIRTING. NO RENTAL ITEMS/MATERIALS MAY BE ALTERED IN ANY WAY. ANY AND ALL DAMAGES/ALTERATIONS WILL BE CHARGED AT REPLACEMENT COST AND WILL BE THE RESPONSIBILITY OF THE EXHIBITOR. (rental rates will not apply as credit)**

Name of Event: **The Log & Timber Home Design-Build EXPO**

**50% CANCELLATION FEE FOR ALL ORDERS CANCELED OR CHANGED AT SHOW SITE.**

Firm Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_

**PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.**

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

Print Your Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED. KEEP A COPY FOR YOUR RECORDS**

# expo

## SERVICES

### Order Form A

#### BOOTH DECORATING FORM

ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE  
**FURNITURE - TABLES - CARPETING - ACCESSORIES**

QTY	TABLES & RISERS (UNDRAPED)	ADVANCED RATE	FLOOR RATE	EXTENDED PRICE
	TABLE-24"X4'X30"	\$12.00	\$15.00	
	TABLE-24"X6'X30"	\$12.00	\$15.00	
	TABLE-24"X8'X30"	\$12.00	\$15.00	
	RISER-12"X4'X12"	CALL FOR PRICE	CALL FOR PRICE	
	RISER-12"X6'X12"	CALL FOR PRICE	CALL FOR PRICE	
	RISER-12"X8'X12"	CALL FOR PRICE	CALL FOR PRICE	
	Extend Table to 40" High (Adder)	\$6.00	\$8.00	
	<b>TABLES &amp; RISERS (draped)</b>	Circle color preferred	<b>BLACK BLUE WHITE</b>	<b>MAROON YELLOW</b>
	TABLE-24"X4'X30"	\$22.00	\$32.00	
	TABLE-24"X6'X30"	\$28.00	\$38.00	
	TABLE-24"X8'X30"	\$30.00	\$40.00	
	RISER-12"X4'X12"	CALL FOR PRICE	CALL FOR PRICE	
	RISER-12"X6'X12"	CALL FOR PRICE	CALL FOR PRICE	
	RISER-12"X8'X12"	CALL FOR PRICE	CALL FOR PRICE	
	Extend Table to 40" High (Adder)	\$12.00	\$15.00	
	<b>SPECIAL BOOTH DRAPE</b>	Circle color preferred	<b>BLACK BLUE WHITE</b>	<b>MAROON YELLOW</b>
	Siderail Drape 36" Ht./ Linear Ft.	\$2.00	\$3.00	
	Black Drape 8' Ht./ Linear Ft.	\$3.00	\$4.00	
	White Vinyl Table Cover	\$6.00	\$6.00	
	Special Skirting 30" Ht. / Linear Ft.	CALL FOR PRICE	CALL FOR PRICE	
	Special Skirting 40" Ht. / Linear Ft.	CALL FOR PRICE	CALL FOR PRICE	
	<b>FURNITURE</b>			
	FOLDING CHAIR	\$5.00	\$5.00	
	STACK CHAIR	\$15.00	\$20.00	
	BAR STOOL	\$30.00	\$38.00	
	OFFICE CHAIR	\$35.00	\$42.00	
	EASEL, Chrome Tripod	\$10.00	\$12.00	
	WASTE BASKET	\$5.00	\$7.00	
	Other Requests:	CALL FOR PRICE	CALL FOR PRICE	
	<b>TRANSFER SUBTOTAL TO "PAYMENT INFORMATION FORM"</b>		<b>SUB-TOTAL</b>	

The above is a basic listing of items available. Contact a representative for quotation on other items.

Name of Event	<u>The Log &amp; Timber Home Design-Build EXPO</u>	50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.
Firm Name		Tel. No. _____
Address	City _____	State _____ Zip _____
Print Your Name	Signature	PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.
THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED. <b>KEEP A COPY FOR YOUR RECORDS</b>		

# expo SERVICES

## CORPORATE OFFICE:

P O Box 2969  
Zanesville, OH 43702  
Phone/Fax: 740-454-1201  
Email:  
exposervicesoec@gmail.com

## Order Form B

### CARPET RENTAL ORDER FORM

ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

#### STANDARD EXHIBIT BOOTH CARPET

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping.

Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas. Cost does not include seaming and the carpets are not guaranteed to be a color match. If complete area exhibit carpet is desired, see section below

CHECK ONE	ADVANCE RATE	FLOOR RATE	CHECK ONE	ADVANCE RATE	FLOOR RATE
10 Ft. x 10 Ft.	\$105.00	\$125.00	10 Ft. x 30 Ft.	\$250.00	\$295.00
10 Ft. x 20 Ft.	\$175.00	\$205.00	10 Ft. x 40 Ft.	\$325.00	\$375.00
Bulk spaces per sq. ft.	\$1.05	\$1.25			

Circle One: Black - Blue - Red - Grey - Green - other

#### COMPLETE EXHIBIT AREA CARPET

Complete exhibit area carpet price includes laying, trimming, seaming, wastage, edge taping, rental and removal for carpet specifically cut to you exact measurements

Custom cut - Special Order	Final Price is dependent on actual carpet cost	ADVANCE RATE	FLOOR RATE	TOTAL
Complete Area	Size _____ Ft. x _____ Ft. = _____ Sq. Ft. @	\$2.25	\$2.75	

Circle

One: Black - Blue - Red - Grey - Green - other

#### PADDING - PROTECTIVE PLASTIC COVERING - TAPE

Padding Area Size \_\_\_\_\_ Ft. x \_\_\_\_\_ Ft. = \_\_\_\_\_ Sq. Ft. @ \$0.85 / Sq. Ft. = \$ \_\_\_\_\_

Protective Plastic Area \_\_\_\_\_ Ft. x \_\_\_\_\_ Ft. = \_\_\_\_\_ Sq. Ft. @ \$0.15 / Sq. Ft. = \$ \_\_\_\_\_

Additional Carpet Tape \_\_\_\_\_ Ft. @ \$1.00 Linear. Ft. = \$ \_\_\_\_\_

#### VACUUMING/CLEANING

Individual cleaning for your booth may be ordered by checking below

(Charges are based on gross booth area)

Vacuuming ONCE prior to show opening .....\$ .25 per sq. ft.

Vacuuming EVERY DAY during event.....\$ .20 per sq. ft. per day

Vacuuming, dusting display area & emptying waste-baskets.....\$ .30 per sq. ft. per day

Booth Size: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. x \$ .\_\_\_\_ per sq. ft. x \_\_\_\_\_ days = \$ \_\_\_\_\_.

Total each of the top three sections and enter here

Taxable SUB-TOTAL \_\_\_\_\_

Total from VACUUM/CLEANING Section enter here

Non Taxable SUB-TOTAL \_\_\_\_\_

Transfer SUBTOTAL to "PAYMENT INFORMATION FORM"

Name of Event	<b>The Log &amp; Timber Home Design-Build EXPO</b>	50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.
Firm Name		<b>PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.</b>
Address	City	State Zip
Print Your Name	Signature	

 THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED. KEEP A COPY FOR YOUR RECORDS



**CORPORATE OFFICE:**

P O Box 2969  
Zanesville, OH 43702  
Phone/Fax: 740-454-1201  
Email:  
exposervicesoec@gmail.com

## Order Form D

### **FREIGHT SERVICE AND MATERIAL HANDLING**

Category	Description	Rate per CWT
1.	Advanced Warehouse Shipments- Received on or before Deadline Date	\$32.00
2.	Targeted/On Site Shipment- Contact Expo Services	
3.	Uncrated Advanced- Non palletized/non-rolling/loose shipments that require special handling that is received prior to Deadline Date	\$32.00
4.	Uncrated Targeted- Contact Expo Services	
5.	Small Package Deliveries-UPS and FEDEX etc.	

#### **ADDRESSED c/o EXPO SERVICES LLC**

5.1	1-49lb (combined)	\$10.00
5.2	50-100 lb (combined)	\$25.00
6.	Forklift Service- Hourly rate with operator (2 hour minimum)	\$65.00
7.	Refrigeration Services -Contact Expo Services Directly for Pricing	

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**Expo Services LLC provides Shipping Labels which should be completed and placed on each container shipped to the Columbus, Ohio address.**

#### **Transfer SUBTOTAL to "PAYMENT INFORMATION FORM"**

Name of Event	<u>The Log &amp; Timber Home Design-Build EXPO</u>	50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.
Firm Name		<b>PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.</b>
Address	City	State Zip
Print Your Name	Signature	

 THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED. KEEP A COPY FOR YOUR RECORD

- **Tax Enforcement** agents regularly visit vendor locations to determine if the vendor is in compliance with the various sales tax laws. Criminal charges ranging from misdemeanors to felonies may be brought against persons who:
  - Do not obtain a vendor's license
  - Fail to collect the proper sales tax
  - Fail to file sales tax returns when required
  - Fail to remit sales tax collected.

Enforcement agents also monitor compliance with other tax laws. For example, criminal charges may be brought against persons who:

- Sell cigarettes without a retail license (licenses can be purchased at the local county auditor's office)
- Possess untaxed cigarettes or "other tobacco products"
- Traffic in tobacco with intent to avoid tax
- Use dyed diesel motor fuel on the highways.

- **Casual Sales** are not subject to sales or use tax. A casual sale occurs when a person sells an item that s/he previously purchased for his/her personal use. For example, a person selling a table and chair set which she bought five years ago and used in her home is making a casual sale, one not subject to sales tax. On the other hand, a person who purchases used household goods at a yard sale and a few weeks later sells them at her own yard sale is making retail sales and needs a vendor's license. The sale of a motor vehicle, a registered watercraft, an outboard motor (ten horsepower or more), a snowmobile or an all-purpose vehicle never qualifies as a casual sale.

- **Promoters, organizers or owners** of trade shows, fairs, flea markets, exhibitions or similar events where transient vendors make retail sales, are required to maintain for at least four years, and make available to ODT, records of the vendors' names, addresses, license numbers and types of goods sold. **Failure to comply can result in criminal charges.**

- **Determining Sales Tax Rates:** Please visit the ODT web site ([tax.ohio.gov](http://tax.ohio.gov)) or call the Business Taxpayer Services line (1-888-405-4039) for information on the tax rates and rules governing Ohio's sales and use tax. The rules regarding delivery sales are evolving with Ohio's involvement in the national Streamlined Sales Tax Project (SSTP). The SSTP ([www.streamlinedsalestax.org](http://www.streamlinedsalestax.org)) is a multi-state effort to ensure equal and fair treatment of both in-state retailers required to collect state and local sales tax, and out-of-state retailers, many that are not required to collect the tax. Sales tax rates for any address in Ohio can be verified by using **The Finder**, an on-line resource available at [tax.ohio.gov](http://tax.ohio.gov)

... also available  
[@tax.ohio.gov](http://tax.ohio.gov)

- Maps showing the sales tax rate in every Ohio county
- Answers to Frequently Asked Questions (FAQs)
- Tax Forms
- News and Information Releases

... and much more!

## TAXPAYER SERVICE CENTERS

Call toll-free: (888) 405-4039

161 S. High St. Suite 501  
**AKRON, OH 44308-1600**  
 \* \* \*

900 Dalton Av. (at W. 8th St.)  
**CINCINNATI, OH 45203-1171**  
 \* \* \*

615 W. Superior Av., Suite 570  
**CLEVELAND, OH 44113-1891**  
 \* \* \*

4485 Northland Ridge Blvd.  
**COLUMBUS, OH 43229**  
 \* \* \*

40 S. Main St., 5th Fl.  
**DAYTON, OH 45402-2162**  
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One Government Center, Suite 1400  
**TOLEDO, OH 43604-2232**  
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242 Federal Plaza W., Suite 402  
**YOUNGSTOWN, OH 44503-1294**  
 \* \* \*

601 Underwood St.  
**ZANESVILLE, OH 43701-3786**

# VENDORS: SALES TAX LAWS IN OHIO

Covering retail sales from:

- stores
- flea markets
- fairs
- vehicles
- offices
- restaurants
- home
- and more.

To legally make retail sales in Ohio, you must:

- Obtain the proper vendor's license from the local county auditor's office or the Ohio Department of Taxation (ODT).
- Collect and remit the proper sales tax to the Ohio Department of Taxation.  
(NOTE: sales tax rates vary across Ohio.)
- File sales tax returns on time, usually by the 23rd of the month following the reporting period.

Making taxable retail sales without a vendor's license is a criminal offense in Ohio.

## VENDOR'S LICENSES

Ohio law requires any person or business making retail sales of tangible personal property or taxable services to obtain a vendor's license.

There are several types of vendor's licenses. Most retailers have either a **regular county** or a **transient** vendor's license. Depending on the type of operation, a business may be required to obtain a **service** or a **delivery vendor's license**. The proper vendor's license is determined by the type of sale and where it takes place.

The fee for a license is \$25.00. A vendor's license remains valid until it is canceled. Vendor application forms are available at county auditor's offices, ODT Taxpayer Service Centers, the ODT web site ([tax.ohio.gov](http://tax.ohio.gov)), or by calling (800) 282-1782. Applications should be submitted electronically or by mail to the address shown on the application form.

## AVAILABLE AT ANY COUNTY AUDITOR'S OFFICE

(visit [www.caao.org](http://www.caao.org) for office locations)

- **Regular County Vendor's License** – This type of license is required when making sales from a permanent location (for example, a store). The application form is **ST-1**.

## AVAILABLE AT ANY ODT SERVICE CENTER

[tax.ohio.gov](http://tax.ohio.gov)

(visit [tax.ohio.gov](http://tax.ohio.gov) for locations/applications)

- **Transient Vendor's License** – This type of license is required when making sales from a location on a temporary basis (for example, at a fair, an exhibition, or a trade show). These licenses are valid throughout Ohio. The application form is **ST-1T**.
- **Delivery Vendor's License** – This type of license is issued to vendors making sales based on delivery of tangible personal property or certain services at the consumer's location (for example, some heating oil vendors). This license is generally issued to businesses with no fixed location and the vendor goes to the customer's location to sell taxable items. The application form is **ST-1D**.
- **Service Vendor's License** – This type of license is issued to vendors providing a variety of different taxable services. The application form is **ST-1S**.

## TAXABLE SERVICES

(updated as of January 2005)

The following services\* are subject to state and local sales tax. Please note that the services are grouped by the type of vendor's license required for that service.

\*(see next panel)

### Service Vendor's License required

- automatic data processing, computer or electronic information services (including Internet access, and/or e-mail service) provided for use in a business.
- building maintenance and janitorial service.
- employment or employment placement service.
- exterminating service.
- information service using a nine-hundred telephone call (1-900).
- landscaping, lawn care, or snow removal service if annual sales exceed \$5,000.
- private investigation or security service.
- satellite broadcasting service.
- telecommunication services.

### Regular County Vendor's License required

- fabrication, installation, repair, and/or storage of tangible personal property.
- hotel or similar room rentals.
- laundry and dry cleaning (excludes coin-operated machine sales).
- personal care service, including skin care, application of cosmetics, manicures, pedicures, hair removal, tattoos, body piercing, tanning, massage and other similar services. It does not include hair care, cutting, coloring, or styling. (Note: if no fixed place of business, these services require a transient vendor's license).
- physical fitness facility service.
- recreation and sports club service.
- towing of motor vehicles, including those wrecked, disabled, or illegally parked.
- washing (except coin-operated), cleaning, waxing, polishing, or painting of motor vehicles.
- transportation of persons within Ohio (except by public transit systems or commercial airlines).

## FILING REQUIREMENTS

Several weeks after you apply for or obtain a vendor's license, ODT will send you a letter that verifies your license number and provides your filing schedule. Returns must be filed by the due date – generally the 23rd day of the month following the reporting period – even if no sales are made or no tax is due. Failing to file a return or remit tax due will result in fines, penalties and possibly criminal charges.

Sales tax returns can be filed and payments can be made on-line using the **Ohio Business Gateway** ([obg.ohio.gov](http://obg.ohio.gov)), by electronic form at [tax.ohio.gov](http://tax.ohio.gov), by telephone (800-697-0440), or by U.S. mail.

## IMPORTANT NUMBERS

Forms Request: ..... (800) 282-1782  
Business Taxpayer Assistance: ..... (888) 405-4039  
Tax Fraud Hotline: ..... (800) 757-6091  
Ohio Relay for the Hearing Impaired: ..... (800) 750-0750

## IMPORTANT NOTES

- **Non-profit organizations** exempt under Section (501(c)(3) of the Internal Revenue Code that make retail sales no more than six days a year are not required to have a vendor's license or collect tax on those sales. If sales occur on more than six days, the organization must obtain a license, charge and remit tax. School-related student, parent-teacher and booster groups are exempt.


 Vendor's license number 
**Please print.**

\_\_\_\_\_ Federal employer identification no.

\_\_\_\_\_ Social Security no.

\_\_\_\_\_ Ohio corporate charter no.

If you are a foreign corporation, give Ohio certificate number \_\_\_\_\_

 1. Check type of ownership: (10) Sole owner **F** (20) Partnership **F** (30) Corporation **F** (40) Association **F**  
 (50) LLC **F** (60) Fiduciary **F** (70) LLP **F** (80) LTD **F** (100) Business trust **F**

2. When did you or will you begin making taxable sales in Ohio? (mm/dd/yy) \_\_\_\_\_

 3. Are you obtaining this license to make sales at a temporary place of business in a county in which you have no fixed  
place of business? Yes **F** No **F**

4. Provide NAICS code and state nature of business activity \_\_\_\_\_

 (For the most current NAICS listings,  
visit our Web site at [tax.ohio.gov](http://tax.ohio.gov).)

5. Legal name \_\_\_\_\_

(Corporation, sole owner, partnership)

6. Trade name or DBA \_\_\_\_\_

7. Primary address \_\_\_\_\_

Home/office address of corporation, sole owner or partnership City

State

ZIP

(Home/office phone no.)

(Home/office fax no.)

(Business phone no.)

8. Mailing address \_\_\_\_\_

(If different from above)

City

State

ZIP

 9. How much sales tax do you expect to collect each month? (06) Less than \$200 **F** (01) \$200 or greater **F**

 10. If this application is for a new registration due to change in ownership, please list the old account number.  
 \_\_\_\_\_

11. If you operate as a corporation or partnership, list appropriate names, addresses and social security numbers below.

President/Partner \_\_\_\_\_

Name Street City State ZIP

Social Security no.

Vice Pres/Partner \_\_\_\_\_

Name Street City State ZIP

Social Security no.

Secy/Treas/Partner \_\_\_\_\_

Name Street City State ZIP

Social Security no.

**I hereby declare the above to be true and correct to the best of my knowledge and belief.**

 Date  
company

Signature of owner or officer of

**Fee for this license – \$25 (made payable to Ohio Treasurer of State).** Send the original application and \$25 fee to: Ohio Department of Taxation, Registration Unit, P.O. Box 182215, Columbus, OH 43218-2215. Phone: (888) 405-4089. Retain a copy for your records.



## 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 reassessments 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 or 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**

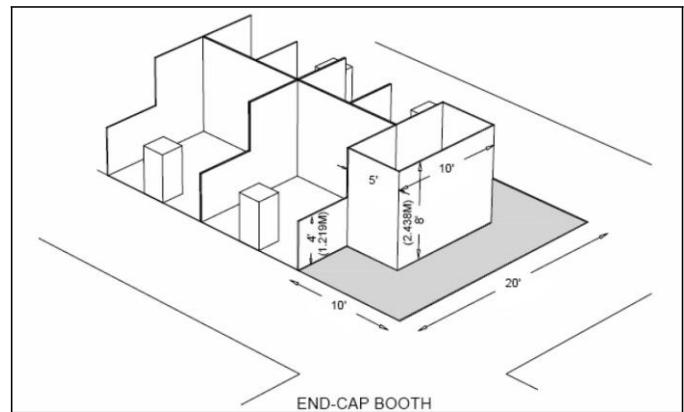
**Booth Definition:** The price per booth includes booth space that is 10' wide and 10' deep with an 8' high-draped background and 3' high-draped sidewalls. Pipe and drapery will be supplied automatically for in-line booths unless you request not to have it. Pipe and drapery will not be provided for 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.