



FEBRUARY 17 ~ 26, 2012

EXHIBITOR INFORMATION

- ❖ **SET-UP & TEAR DOWN HOURS**
- ❖ **SHOW HOURS & DATES**
- ❖ **BOOTH SET-UP INFORMATION**

MOVE-IN / SET UP HOURS

Tuesday, February 14

West Pavilion – Bulk Only.....	8:00 am – 6:00 pm
Champions Pavilion – Bulk Only.....	8:00 am – 6:00 pm
South Pavilion – Bulk Only.....	8:00 am – 6:00 pm
Blue Ribbon Pavilion – Bulk Only.....	8:00 am – 6:00 pm

Wednesday, February 15

All Buildings – Bulk.....	8:00 am – 9:00 pm
Pepsi Coliseum – Booth.....	8:00 am – 9:00 pm
Champions Pavilion – Booth.....	12:00 noon – 9:00 pm
South Pavilion – Booth.....	12:00 noon – 9:00 pm
Blue Ribbon Pavilion – Booth.....	12:00 noon – 9:00 pm

Thursday, February 16

All Buildings – Bulk & Booth.....	8:00 am – 9:00 pm
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Friday, February 17

All Buildings – Bulk & Booth.....	8:00 am – 2:00 pm
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CHECK-IN LOCATION

Check-in starts on Tuesday, February 14th at 1:00 pm. All exhibitors are to check-in at the Show Office located on the north-side of the **CHAMPIONS PAVILION**.

Any “Balance Due” on your lease agreement must be paid before you can set-up.

SHOW HOURS

Friday, February 17.....	3:00 pm – 9:00 pm
Saturday, February 18.....	10:00 am – 9:00 pm
Sunday, February 19.....	10:00 am – 5:00 pm
Monday, February 20.....	1:00 pm – 9:00 pm
Tuesday, February 21.....	3:00 pm – 9:00 pm
Wednesday, February 22.....	3:00 pm – 9:00 pm
Thursday, February 23.....	3:00 pm – 9:00 pm
Friday, February 24.....	3:00 pm – 9:00 pm
(Kid’s Day) Saturday, February 25.....	10:00 am – 9:00 pm
Sunday, February 26.....	10:00 am – 5:00 pm

MOVE-OUT / TEAR DOWN

Sunday, February 26.....	After Official Closing (5:00 pm – 10:00 pm)
Monday, February 27.....	8:00 am – 4:00 pm

We will insist that nobody start tearing down until we have announced over the PA system that the Show is officially closed. We cannot allow you to carry anything out of the building before said announcement. All doors will be manned! Anyone found starting to tear-down before 5:00pm will automatically be removed from our mailing list.

BOOTH CONSTRUCTION INFORMATION

The following information is intended to allow equal exposure by all exhibits. The purpose of exhibiting is to sell. These rules are for your benefit and will be strictly enforced.

The show has made every effort to provide a quality buying environment for our guests. Signs, clothing or items with offensive wording or displays will not be allowed. We hope you will want to be invited back next year. Please make every effort to have a quality appearing exhibit.

Any exhibitor using steps or platforms in the booth must have hand rails installed on them by show opening on Friday, February 17, 2012 at 3:00 pm. This is a safety rule that must be complied with. Nobody will be allowed to open without them.

Booth displays & signs are limited to 8' and shall not project more than 4' from the background. Decorations shall not obstruct adjacent exhibits nor project into aisles.

Balloons, stickers, and handmade signs are strictly forbidden.

24-hour security is in effect. We suggest you cover all merchandise at closing each evening and rope off your display.

BOAT & RV DEALERS

Forklifts must be contracted with *George Fern Company*. Contact *George Fern Company* prior to set-up for hourly rate. Clean-up crews will be allowed into the buildings 3 hours before show time each day and should report to the **West Pavilion Exhibitor Entrance prior to going to their booth.**

Special note to dealers hanging signs from the rafters:

**Signs must be hung from I-beams only;
DO NOT hang anything from gas or electrical conduit.**

SHOW DECORATOR ~ GEORGE FERN COMPANY

Their price list and order forms are available online:

<http://servicemanuals.fernexpo.com/login.asp?id=2380>

To access their information, the login passcode is: **bst6012**.

The Show Decorator will also have a service desk in the Champions Pavilion, just outside of the Sports Show Office. **It will save you money to have your orders placed by January 30, 2012.**

SIGNS

See **SHOW DECORATOR** information.

ELECTRICITY / TELEPHONE / INTERNET

The show will furnish one (1) 500 watt outlet per 10' of booth space. Bulk space can use outlets on poles for cash registers, computers, TV's, VCR's, etc. **All spot lights, 500 watts and over, must be contracted with the show electrician and fees paid to them.** See ERMCO Electric at their service desk outside of the show office in the Champions Pavilion. Electrician price list is enclosed with the **SHOW DECORATOR** information.

If you require a temporary telephone in your booth and/or internet access, you must make arrangements directly with ERMCO.

EXHIBITOR CREDENTIALS

All credentials should be picked up at check-in and prior to Show opening. Exhibitor Pass Gates will be open one (1) hour before show time.

Booth Space: All Buildings

Three (3) ten-day credentials and four (4) one-day credentials for the first 10' booth space. Add one (1) ten-day and four (4) one-day credentials for each additional 10 feet.

Bulk Space: West & South Pavilions, Champions Pavilion, Blue Ribbon Pavilion

Exhibitors with less than 1000 sq ft will receive 4 ten-day credentials and 15 one-day credentials. For every 100 sq ft over the first 1000 sq ft you will receive an additional one-day credential. For every 1000 sq ft over the first 1000 sq ft you will receive an additional ten-day credential.

IMPORTANT:

If you wish to exchange a ten-day credential for 10 one-day credentials, please let us know as soon as possible; deadline is Wednesday, February 1, 2012.

If you have guests or customers coming to see you, you may provide them with Guest Passes (see GUEST PASSES below).

ADDITIONAL CREDENTIALS

Additional one-day working credentials may be purchased for \$5.00 each. The credentials are available in advance as well as during the Show. The credentials can ONLY be purchased through the Show Office; they CANNOT be purchased at the box offices.

GUEST PASSES

Exhibitors who would like the use of Guest Passes, may purchase them for \$5.00 each. The Passes are available in advance as well as during the Show. The Guest Passes can ONLY be purchased through the Show Office; they CANNOT be purchased at the box offices.

PARKING PASSES

Space is limited, therefore the Indiana State Fairgrounds will distribute the parking passes to try to best accommodate everyone. Exhibitor parking lots will be marked. Additional parking passes can be purchased from a staff member of the Indiana State Fair Commission.

SHOW BADGES

Complimentary badges are available. These are for identification to the public and **CANNOT** be used at the pass gates for admission or entrance into the buildings.

INSURANCE

ALL EXHIBITORS must send us a Certificate of Liability Insurance naming Renfro Productions & Management Inc. as "additional insured". Call your agent; they can do this for you. If we do not receive a Certificate of Liability Insurance you may not be able to exhibit.

FREIGHT

George Fern Company will coordinate the handling of freight. Please read over their information which will be posted soon. Freight will not be accepted at the Fairgrounds before Wednesday, February 15, 2012. Absolutely **NO C.O.D.'S** will be accepted. All freight will be unloaded and placed in your booth. Freight shipped by common carrier directly to the Fairgrounds will be unloaded at no extra charge.

SHIPPING ADDRESS:

INDIANA STATE FAIRGROUNDS
1202 East 38th Street
Indianapolis, IN 46205

Please have all shipments marked with the appropriate BUILDING and BOOTH NUMBER (ie, Coliseum – 68).

STAFFING OF EXHIBIT

Every exhibitor is responsible for having their exhibit space staffed at all times. The Show management **INSISTS** that all exhibits be staffed during all hours open to the public.

LITERATURE

Storage space will be provided. After opening day, we will deliver upon request. Pick up requisition slips in the office and leave them with us the **night before**. Be sure to request enough for Saturday and Sunday. We will deliver materials to your booth before opening the next day. **Remember**, it is hard to move literature after the Show opens, so let us know ahead of time. Storage space will be in the Coliseum **as marked on your floorplan**.

SECURITY

Security service is provided by the Indianapolis Metropolitan police, 24-hours daily through the course of the show, including set-up and tear-down. Security cameras are also in place. **Sold fishing rods must be tagged as such**. Although we take every precaution to protect your property, we cannot be responsible for the disappearance of any item. We suggest that you cover your booth and rope it off each evening.

CLEANING OF BOOTHS

Debris from your booth must be swept or placed in the aisles after closing each evening. We cannot clean inside your booth. You may have janitor service at your own expense; contract with the Show Decorator. If you want to work in your booth, you may come into the building, with proper credentials one (1) hour prior to show time. You will only be allowed to go to your own booth.

MESSAGES & INFORMATION

You may pick up incoming mail, messages and incoming phone calls at the Show office in the Champions Pavilion. Return phone calls will be delivered to your booth. All out going calls must be made from the public phones or your cell phone.

EXHIBITOR LOUNGE

Located in the outer concourse of the Coliseum, next to the skate shop. Coffee and tea will be provided. Please be our guest and use the lounge.

FREE DRAWINGS, GIVEAWAYS, ETC.

Must be authorized by show management! Please contact Kevin Renfro at (765) 641-7712. **Winning names and/or items must be left in the office before you tear down.**

STATE REGULATIONS

This is a **No Smoking** facility; smoking will be allowed in designated areas only. Smoking IS NOT PERMITTED in the buildings or in any of the tunnels connecting the buildings. In addition, Indiana State Fire Regulations & City Ordinances prohibits **ANYTHING** from protruding into the aisles. These rules will be strictly enforced.

NO PETS