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# 2022 EXHIBITOR GUIDE

- ❖ **SHOW DATES & HOURS**
- ❖ **EXHIBITOR RULES & REGULATIONS**
- ❖ **EXHIBIT SPACE SET-UP & TEAR DOWN INFORMATION & GUIDELINES**
- ❖ **EXHIBITOR CREDENTIALS**
- ❖ **INSURANCE REQUIREMENTS**
- ❖ **SHOW DECORATOR INFORMATION**
- ❖ **MUCH MORE PERTINENT EXHIBITOR INFORMATION**

## **SHOW DATES & HOURS**

Friday, January 14 <sup>th</sup> .....	5:00PM – 9:00PM
Saturday, January 15 <sup>th</sup> .....	10:00AM – 9:00PM
Sunday, January 16 <sup>th</sup> .....	10:00AM – 5:00PM
Monday, January 17 <sup>th</sup> .....	CLOSED
Tuesday, January 18 <sup>th</sup> .....	CLOSED
Wednesday, January 19 <sup>th</sup> .....	3:00PM – 9:00PM
Thursday, January 20 <sup>th</sup> .....	3:00PM – 9:00PM
Friday, January 21 <sup>st</sup> .....	3:00PM – 9:00PM
Saturday, January 22 <sup>nd</sup> .....	10:00AM – 9:00PM
Sunday, January 23 <sup>rd</sup> .....	10:00AM – 5:00PM



NEW  
HOUR

## **ADMISSION**

- \$14.00 for General Admission
- KIDS 12 AND UNDER ARE FREE when accompanied by a paying adult

## **ADVANCED TICKET SALES**

Online “e-tickets” will be available in advance and during the entire run of the Show. E-tickets are \$12.00 each at: <https://cincysportshow.com>

## **HOTEL INFORMATION**

The hotels through which we have secured special rates are listed on our website at the following link:  
<https://renfroproductions.com/official-show-lodging-cincy/>

**Please be aware** that the hotels listed on our website are **THE ONLY** official host hotels associated with our event. While other hotel resellers may contact you offering housing for your trip, they are not endorsed/authorized by – nor are they affiliated with – our event. In some cases, these solicitations could be a scam.

## **ATM INFORMATION**

An automated teller machine will be located on the first floor of the Duke Energy Convention Center in the Elm Street lobby.

## **EXHIBITOR ENTRANCE & SHOW OFFICE**

The **Exhibitor Registration** will be located at the Show Office, with entry through either the 5<sup>th</sup> & Elm Street lobby entrance or the loading dock entrance of the Duke Energy Convention Center.

## **REGISTRATION**

- During set-up and the Show – Registration will be conducted from the main Show Office.
- During the Show – Registration will be open **one hour prior to Show opening until one hour before closing.**

An entrance for MAIN FLOOR exhibitors will be open at the loading dock for the **one hour** prior to the Show opening. This is a **pass only** gate. Any exhibitor needing more than one hour prior to opening to work on display, must obtain approval from Show Management at least one (1) day in advance.

## **FORKLIFTS**

Renfro Productions & Management **will not** be providing forklifts for exhibitor move-in.

- Dealers may bring their own forklifts and use them at the facility. The operators must be forklift certified (OSHA). They must also have their license on them.
- Those who do not have a forklift must contract directly with Fern Expo.
- The chain hoists will be available on a first-come-first-serve basis at no charge, as always.

Your Fern Expo representative is Nancy Guy ([nguy@fernexpo.com](mailto:nguy@fernexpo.com)) and is the one to contact for forklifts.

## **MOVE-IN / MOVE-OUT INFORMATION**

**BULK EXHIBITORS:** Move-in schedule and information will be sent under separate cover.

**BOOTH EXHIBITORS:** Move-in on Thursday, January 13<sup>th</sup> from 8:00AM – 8:00PM and Friday, January 14<sup>th</sup> from 8:00AM – 4:00PM.

Move-in for last five days (January 19<sup>th</sup>–23<sup>rd</sup>) of the Show is on Tuesday, January 18<sup>th</sup> from 8:00AM to 8:00PM and Wednesday, January 19<sup>th</sup> from 8:00AM to 2:00PM.



**PLEASE DO NOT BLOCK THE FIREHOUSE LOCATED ON FIFTH STREET AT CENTRAL. ANY VEHICLE BLOCKING FIREHOUSE WILL BE TOWED IMMEDIATELY.**

- INSTALLATION AND SET-UP OF ALL BOOTHS AND BULK SPACES MUST BE COMPLETED BY 4:00PM, FRIDAY, JANUARY 14<sup>TH</sup>, or BY 2:00PM, WEDNESDAY, JANUARY 19<sup>TH</sup>.
- During set-up, we urge you to avoid downtown traffic from 4:00PM to 5:30PM.
- LABOR will be available to help you unload your vehicles.

**TRANSPORTING DISPLAYS:** Enter dock, Sixth Street at Plum Street (center, rear of building). Labor and equipment will be at dock to help **unload**. Directions are enclosed. **After unloading, YOUR VEHICLE MUST BE IMMEDIATELY REMOVED FROM DOCK AREA.**

**MOVE-OUT INFORMATION:** ALL exhibits MUST remain in place until close of show on either Sunday, January 16<sup>th</sup> at 5:00PM, or Sunday, January 23<sup>rd</sup> at 5:00PM. Exhibits may be removed on Sunday, January 23<sup>rd</sup> from 5:01PM–10:00PM or Monday, January 24<sup>th</sup>, from 8:00AM–5:00PM. Booth exhibits MUST be removed by 5:00PM on Monday, January 24<sup>th</sup>!

**\*\*\*Tape placed on the concrete floor by Exhibitors must be removed at the end of the Show. If tape is not removed, Exhibitor will be invoiced for the labor to do so. \*\*\***

## **SHIPPING INFORMATION**

### **SHIPPING INSTRUCTIONS:**

Shipments to arrive **PRIOR** to or **on Tuesday, January 11<sup>th</sup>** should be sent **PREPAID** to the following:

TO: (Exhibit Name)  
c/o George Fern Company  
645 Linn Street  
Cincinnati, OH 45203

FOR: Cincinnati Travel/Sports Show  
Booth # \_\_\_\_\_

Shipments to arrive **AFTER Tuesday, January 11<sup>th</sup>** should be sent **PREPAID** to the following:

TO: (Exhibit Name)  
Duke Energy Convention Center  
6<sup>th</sup> Street Docks  
Cincinnati, OH 45202

FOR: Cincinnati Travel/Sports Show  
Booth # \_\_\_\_\_

**PLEASE MAKE SURE COMPANY NAME AND BOOTH NUMBERS ARE ON ALL BOXES, CRATES, ETC.**

**HANDLING:** For shipments consigned to the Duke Energy Convention Center or reaching the dock by your transportation, will be accepted on or after January 11, 2022.

**EXHIBITS ARRIVING PRIOR TO JANUARY 11<sup>th</sup>** will automatically be sent to the George Fern Company and **WILL BE CHARGED** for shipping and handling.

**RECEIVING HOURS:** Tuesday, January 11<sup>th</sup> thru Friday, January 14<sup>th</sup>, from 8:00AM – 5:00PM

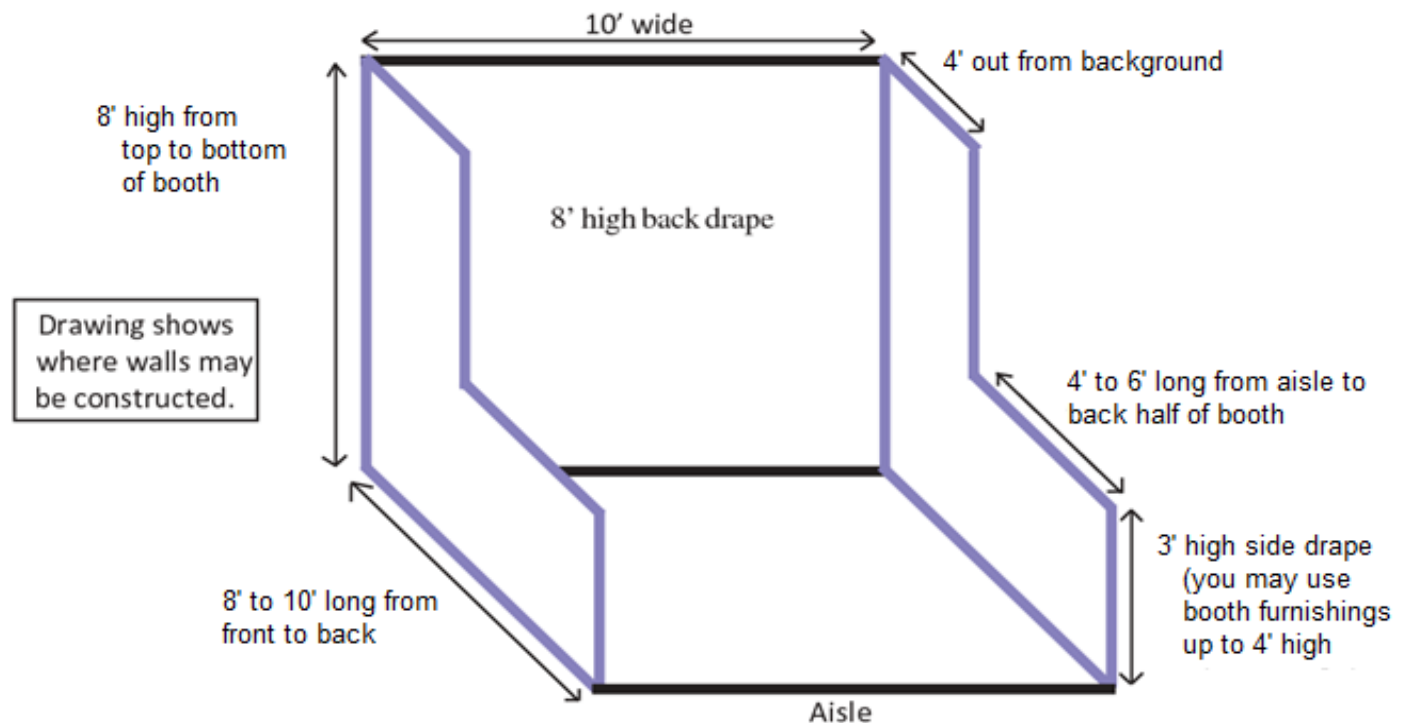
**FOR YOUR INFORMATION:** The George Fern Company hours are 8:00AM – 4:00PM. If a forklift or any other special attention is needed, please plan your move-in and move-out schedules in advance.

### **BOOTH DECORATION/CONSTRUCTION**

All **BULK** exhibitors using drape to divide spaces must seek approval of Renfro Productions and the adjoining exhibitor. All sidewalls and exhibit draping must be approved by Show Management.

Booth construction **MUST** be sound so as not to collapse or produce hazardous conditions for occupants and Show patrons. No exhibit (8' x 10' display) structure (display, boat, raft, signs, etc.) shall extend more than 8' in height of back line, nor exceed an 8' height from the back line 4' from the rear of the booth to the aisle.

All exhibits extending to 4' from the rear of the space must be properly decorated on both sides. Exhibitor's display/decorations may not obstruct other displays nor project into the aisles. All decorations must have been flame-proofed and pass inspection by all designated authorities of the City of Cincinnati. No cut evergreens shall be used for decorative purposes unless fire proofed.



Television monitors used must have a screen 12" square in size or less and may be placed on front table 30 inches in height. If front table is more than 30 inches in height, television monitor must be placed to rear of the exhibit.

### **EXHIBITOR CREDENTIALS NAME BADGES ARE NOT USED AS CREDENTIALS**

All exhibitor credentials should be picked up at the Exhibitor Registration area during check-in and prior to Show opening; credentials ARE NOT MAILED.

Exhibitor credentials are calculated and based on the size of exhibit space as detailed below:

**Booth Space:** (8' x 10' and/or 10' x 10')

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

**Bulk Space:**

Exhibitors with less than 1000 sq ft will receive four (4) eight-day credentials and fifteen (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 eight-day credential.

On the back of each credential is a unique number and QR Code. The 1-day credential is scanned at the point of entry and cannot be used again.

The 8-day credential works the same way and is good for all eight days of the show. Although it is useable for all eight days of the event, IT CAN ONLY BE SCANNED AND USED ONCE PER DAY.

We highly recommend that you record the unique number of each credential and to whom the credential(s) is/are assigned. Should the credential(s) become lost, stolen or destroyed, notify our office immediately so that we can deactivate the credential(s) and issue replacement(s) to you.

**Exhibitor Pass Outs:** If at any time the user of either credential needs to leave the building and then return later of the same day, the departing individual should leave through an "Exhibitor Pass Gate" in order to have their hand stamped. This is the only way they can re-enter the Show on that same day – short of purchasing an exhibitor credential or guest pass.

***We do not provide Dealer Representatives with Exhibitor Credentials; this is your responsibility. You must provide your Dealer Representative(s) with credentials from those issued to you at time of check-in or you may purchase Guest Passes or additional Exhibitor Credentials (see below) as needed.*** A "Will Call" location will be set up at the Box Office in the Convention Center for your convenience in leaving credentials or passes for staff and/or guests.

***IMPORTANT: If you wish to exchange an eight-day credential for eight (8) one-day credentials, please let our office know as soon as possible.***

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

### **ADDITIONAL EXHIBITOR CREDENTIALS**

Additional one-day credentials may be purchased for **\$9.00 each**. The credentials are available in advance as well as during the course of Show. The credentials can ONLY be purchased through the Show Office; they CANNOT be purchased at the box office or online.

### **GUEST PASSES**

Exhibitors who would like the use of Guest Passes may purchase them for **\$9.00 each**. The Passes are available in advance as well as during the course of the Show. The Guest Passes can ONLY be purchased through the Show Office; they CANNOT be purchased at the box office or online.

### **WILL CALL**

Exhibitors can leave extra Exhibitor Credentials or Guest Passes at "**Will Call**" which is located at the Show Office in the North Lobby of the Convention Center.

## **PARKING**

There are several options for parking around the Convention Center. The least expensive appears to be **Allpro Parking**, which is an open-air parking lot, located between 4<sup>th</sup> & 5<sup>th</sup> Streets and Plum & Home Streets. Entrance to the parking lot is located on 5<sup>th</sup> Street. **Allpro Parking is NOT a garage.**

Oversized vehicles can enter and park at the **84.51 Garage** located on the corner of 5<sup>th</sup> & Race Streets.

## **ELECTRICITY**

ALL electrical use in the exhibit area MUST comply with the OSHA National Electrical Code. Specifically, ONLY three-wire ground extension cords are permitted for use. **ALL electrical service must be ordered from the Convention Center.** Proper requisition forms will be included in the George Fern Company package, mailed under separate cover.

## **FIRE PREVENTION CODE**

ALL materials used for decorations MUST BE FLAME RESISTANT; capable of meeting a MATCH FLAME TEST. No HAZARDOUS equipment or material is permitted in the exhibit area without written approval from the Fire Prevention Bureau. This includes open flame, hot coals, toxic liquid or gasses, flammable chemicals, liquid, solid or gas, LP cylinder, etc. ALL COMBUSTIBLES (cartons, crates, packing materials, etc.) MUST BE REMOVED from exhibit area. Storage will be provided.

For special approval form or information, contact the Cincinnati Fire Prevention Bureau at (513) 352-2301.

## **FIRE MARSHALL REGULATIONS**

With regard to ALL motorized vehicles, watercrafts, and forklifts:

- The maximum amount of gasoline permitted to remain in the tank is less than one-fourth (1/4) of a tank.
- Gasoline tank caps must be locked, taped, or sealed and approved by the State Fire Marshal.
- All battery connections must be removed from the battery upon termination of the move-in until commencement of the move-out. Both positive and negative cable ends must be taped to void any chance of sparks.
- All Liquid Propane (LP) gas tanks must be removed from trailers, mobile homes and any other vehicles using LP.
- Gasoline tanks on motorcycles or motor bikes are to be drained completely. Battery cables must be disconnected and taped.

Due to limited storage, all forklifts must be removed from the Convention Center.

## **SMOKING REGULATIONS**

The Duke Energy Convention Center is a regulated non-smoking facility. Smoking IS NOT permitted in or around the facility.

## **FIRE EMERGENCY PLAN**

- 1) An announcement will be made by security in the event of a fire emergency.
- 2) In the event an emergency announcement is made, you and your staff are to proceed and exit through the nearest fire exit.
- 3) Encourage everyone exiting to do so in a calm and orderly fashion.
- 4) Do not exit the building via elevators. Use emergency exit steps which are well-marked on upper levels of the Duke Energy Center.
- 5) Once the emergency is over, Exhibitors will be re-admitted prior to the public through the Exhibitor Registration area in the front lobby (Elm Street).

## **FIRST AID STATION**

The First Aid Station is located off the main lobby (street level) near the Fifth & Elm Streets entrance. An EMT is on duty during Show hours.

## **HANGING SIGNS**

"Business Name" signs hung from the ceiling may be used over BULK SPACE ONLY. Hanging signs over booths is not permitted. All sign sizes, sign copy and sign locations are at the discretion of Renfro Productions & Management, Inc. (Show Management). Renfro Productions reserves the right to make changes in sign specifics without prior notice. No other type of signs may be suspended from the ceiling other than Show directional and feature signs, except in the sole discretion of Show Management.

## **INSURANCE REQUIREMENTS**

**ALL EXHIBITORS MUST comply with the insurance requirements specified in the booth space lease agreement.** The insurance requirements are designed to protect your company and the Renfro Productions' managed events. The following questions will be answered in this document regarding insurance for participation in the show.

- Do I need Show Insurance?
- Where can I get the insurance?
- Are there additional requirements for the insurance certificate?
- What is the difference between a general Certificate of Insurance and a Certificate of Insurance with an additional named insured?

### ➤ **Do I need Show Insurance?**

EXHIBITORS in the following categories must provide Show Management with a **Certificate of Liability Insurance** in the amount required by the Duke Energy Convention Center (\$2,000,000 General Aggregate with 1,000,000 Per Occurrence).

**Bulk Space Exhibitors** (e.g., Boats, RVs, ATVs, Tackle, etc.)

Leased booth space, typically 400 SF or larger, is generally classified as bulk.

#### **Booth Exhibitors**

- Any exhibitor with an 8' x 10' or larger, where the general public can enter your booth space, must provide a Certificate of Liability Insurance.
- Exhibitors which have fishing and hunting related products, fishing hooks, knives, demonstrated products (i.e., sunglasses, tools, fishing or hunting equipment) and/or any products which could injure show attendees or other exhibitors.
- Any exhibitor selling, demonstrating, or sampling food products.

If you don't meet the criteria as outlined above, we request that you provide a copy of your general Certificate of Insurance which indicates your liability coverage. If you do not have insurance, please see the following "**Where can I get the insurance?**" section.

### ➤ **Where can I get the insurance and certificate?**

#### **If you Already Have Insurance/An Insurance Agent:**

As an exhibitor, you can request either a general Certificate of Insurance or a Certificate of Liability Insurance with **Additional Named Insured**, from your insurance agent. Some insurance companies charge a nominal fee for the "Named Insured" section, some insurers provide the certificates at no charge. Simply provide your agent with the correct language (see the section entitled "**Are there additional requirements for the insurance certificate?**") to ensure the certificate is written accurately. Your booth space lease agreement stipulates that your company be properly covered by liability insurance.

As a standard requirement, our show exhibitors, meeting the criteria for liability insurance as outlined above, must provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 in all.

➤ **What is the difference between a general Certificate of Insurance and a Certificate of Liability Insurance with an additional named insured?**

A general Certificate of Insurance (does not meet our criteria) is a document used to provide information on specific insurance coverages you have already purchased. The certificate provides verification of the insurance and usually contains information on types and limits of coverage, insurance company, policy number, and the policies' effective periods.

A Certificate of Liability Insurance with “additional named insured” (required) endorsements furnish coverage to the “additional insured” for liability “arising out of” the named insured's work, operations, or premises (or some variation on that theme).

The Certificate Holder is simply a proof of insurance, whereas “Additional Insured” status gives the main contractor coverage and rights under their sub-contractor's or vendor's, the “Named Insured” policy.

➤ **Are there additional requirements for the insurance certificate?**

When purchasing a Certificate of Liability Insurance with Additional Named Insured, the wording on the document is very specific and important, just as important as making sure the coverage amounts are accurate.

***The descriptor section of the liability form should read EXACTLY as follows:***

Renfro Productions & Management Inc. and Cincinnati Shows, Inc. named as “ADDITIONAL INSURED”.

***Certificate Holder section should read as follows:***

Renfro Productions & Management, Inc.  
Cincinnati Shows, Inc.  
6405 Dr. Martin Luther King Jr. Blvd.  
Anderson, IN 46013

***Make sure the dates of the policy cover the ENTIRE show, including setup/teardown dates.***

**ANY QUESTIONS SHOULD BE DIRECTED TO YOUR RENFRO PRODUCTIONS' SALES REPRESENTATIVE**

If we do not receive a Certificate of Liability Insurance you may not be able to exhibit. If damage occurs to the building or its property that is attributable to you (Exhibitor) or your (Exhibitor's) staff, then it is the Exhibitor's responsibility to reimburse the Duke Energy Convention Center.

Certificates of Liability Insurance can be faxed to our main office at (765) 641-7756 or emailed directly to our office.

**LIQUOR CONTROL POLICY**

ALL agents, employees, guests, or exhibitors are prohibited from selling, giving away or bringing upon the premises, any intoxicating liquor, liquids or compounds (Sec. 4301.62). This section does not apply to liquor lawfully purchased through the liquor license holder of the building (concessionaire).

**PUBLICITY & PROMOTION**

Publicity starts with interesting and newsworthy releases and captioned photos. Alert us now of plans involving unique or exclusive products, history of invention or development of your product or a visiting VIP or celebrity.

Highlight your participation in your TV, radio, newspaper, advertising, general mailings, newsletters or fliers. Treat it with the excitement it deserves!



## **RAFFLE REGULATIONS**

Ohio law prohibits the sale of raffle tickets or the conducting of raffles by any company, corporation, non-profit organization, or any other entity in a facility which holds a liquor license. The Duke Energy Convention Center holds such a license, thus prohibiting this type of activity.

## **SERVICE ORDER FORMS**

A complete service package will be sent to the Exhibitor by the Official Contractor, George Fern Company, approximately six weeks prior to the Show.

## **TRANSIENT VENDOR LICENSE**

The State of Ohio requires a transient vendor's license when the person who, in the usual course of his business, transports inventory, stock of goods, or similar personal property to a temporary place of business in a county in which he has no fixed place of business, for the purpose of making retail sales of such property.

## **WHAT ELSE CAN YOU DO?**

All sales, taking of orders for future delivery, conferences, lectures, displays and distribution of literature will be in a dignified manner consistent with the overall theme of the Show and within the confines of leased space.

No noise making devices, public address systems and/or sound systems of any type shall be allowed without specific prior written approval from Show Management.

All rubbish must be moved into the aisles at the end of each day of the Show.

No helium filled balloons or placement of stickers on persons or Convention Center grounds will be permitted.

All exhibits must have attendants during the Show hours unless other arrangements are made with Show Management.

- 1) Supply your staff with all Show information available.
- 2) Conduct meetings regarding the Show prior to, so that you are assured of your salespeople's responsibilities and capabilities.
- 3) Lay out your exhibit booth prior to the Show to be assured of its quality and components.
- 4) Solicit your current clients to "See you at the Show!"
- 5) Make sure that you have read all the "Rules and Regulations" of the Show which are spelled out in this Guide and on the Exhibitor's "Booth Space Lease Agreement".
- 6) Ask questions now, not at Showtime!