

## Mid-Atlantic Nursery Trade Show, Inc.

### Guidelines for Exhibitors & Post Show Cleaning Instructions

All of us at MANTS wish to thank you for cooperation, patience and teamwork in observing the following guidelines:

1. Exhibitors are not permitted to place booth materials outside their respective booth boundaries; placing merchandise in the aisles is against show rules and violates Baltimore City Fire Code. **All booth and exhibit materials must remain inside your allotted booth space and repeated warnings may lead to expulsion from the show;**
2. Displays and/or products are not permitted to extend above the side curtains further than five (5) feet from the back of the booth. This enables everyone to have a line of vision to all neighboring booths;
3. Exhibitors having an end cap must have the backdrop at least 5 feet in (towards the center of their booths) from each aisle;
4. Exhibitors are not permitted to work outside their purchased booth space. The aisle space belongs to the show. There will be no selling in the aisles;
5. The show reserves the right to determine the acceptability of sound, light, and smell;
6. Exhibits may extend above the eight-foot (8) back drop but must be “finished” on each side so that as not to create an eyesore for surrounding exhibitors;
7. Double-sided signs **may not** be used;
8. Exhibitors may not begin tearing down or removing items from their booths until the show is officially closed at 2 p.m. on Friday. Move-out begins after the aisle carpet is rolled-up and empty crates are returned to exhibitors, roughly 90 minutes after closing;
9. No hard goods may be donated, nor may they be left behind for MANTS to remove. All exhibitors are responsible for their exhibit materials. MANTS reserves the right to remove non-compliant exhibitors from future shows or invoice any company for removal or cleaning services related to hard good products left behind at Move-Out;
10. At the close of the show, every effort is made to move-out exhibitors prior to buyers who have purchased items from the show. If you see a buyer removing items from the floor, please report this activity to a show floor representative or the show office;
11. **Non-Compliance with any of these Exhibitor Guidelines or Fire Marshal Regulations (Page 5) may result in an exhibitor’s removal from the show.**

Please see the reverse side of this page for post show cleaning instructions. We value and appreciate your participation and will work with you throughout the show to help keep all aspects of the show running smoothly. Show Management requests that you please contact us directly in the show office if you have any questions, comments or concerns. The show office is located on the Pratt Street side of the Convention Center, one floor above Hall G or one floor below Registration. Thank you.

*(Continued on Reverse)*