



*Exhibit Guidelines – What you need to know about setting up and exhibiting*

By submitting a contract and subsequently paying the invoice to exhibit at MANTS, exhibiting companies and their representatives agree to abide by the exhibitor guidelines set forth. These guidelines were established to help make exhibiting at MANTS simple, easy, and safe. Please know that we appreciate your cooperation in complying with these guidelines.

- **The show closes at 2 p.m. on Friday. Exhibitors who leave the show before 2 pm on Friday will not be permitted to return to MANTS.** Exhibitors may not begin tearing down or removing items from their booths until the show is officially closed. Move-out will begin after the aisle carpet is rolled-up and empty crates are returned to exhibitors, approximately 2 hours after the show closes;
- **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;
- **Exhibitors having an end cap must have** the backdrop at least 5 feet in (towards the center of their booths) from each aisle;
- **Booth number and company name must be visible** using the sign provided by the decorator or exhibitors may incorporate a booth number sign into their display. A visible booth number on the side rail or in your display helps customers find you;
- **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; repeated warnings may lead to expulsion from the show;**
- **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;
- **The show reserves the right** to determine the acceptability of sound, light, and smell;
- **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;
- **Double-sided signs may not be used;**
- **DO NOT** take the chairs that are set around attendee tables by the Convention Center for use in your booth. These chairs are put out for the comfort and convenience of our attendees. If your company needs chairs in its booth, please rent them from the decorator.

*(Continued Next Page)*

- **Drones, Remote Pilot Aircraft Systems (RPAS) and Unmanned Aerial Vehicles (UAVs)** may not be flown in the center at any time without prior written consent and never on the show floor or in other public spaces during show hours;
- **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;
- **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;
- **Trade Shows versus Public Shows:** MANTS Exhibitors are reminded that Maryland law - as in most states - draws a distinct difference between *Trade Shows* and *Public Shows*. Trade shows do not require exhibitors to have traders' licenses or collect sales tax. However, exhibitors at trade shows may not sell "*across the counter.*" Trade show sales are typically those where exhibitors sell for the future delivery of materials in wholesale amounts. The sole exemption to this is the on-site sale of materials in a booth display at the close of the show. *Anyone selling or buying the contents of another booth may not remove any contents of the sold or purchased booth until the show closes.*
- **Exhibitors and Attendees are prohibited from selling of any product,** item or service in the exhibit hall aisle ways. Further, walking through the exhibit halls to distribute literature to other exhibitors or leaving literature in unoccupied booths is also prohibited. If you see anyone in violation of these rules, please report this activity to the MANTS show office immediately by calling **410-649-7472**. The longer you wait the harder it is for us to enforce.
- **Food Service:** All food service distribution must be provided by Centerplate, the Convention Center Caterer. Please note that no alcohol sales or consumption is permitted in the exhibit halls at MANTS. Centerplate's representative is Marsha Pratt and she may be reached at 410-649-7009 or [marsha.pratt@centerplate.com](mailto:marsha.pratt@centerplate.com)
- Non-Compliance with any of these Exhibitor Guidelines or Fire Marshal Regulations may result in an exhibitor's removal from the show.

If your questions are not answered in our Exhibitor Information Manual or you require additional information or clarification, please contact us by:

**Phone:** (410) 296-6959 • **Fax:** (410) 296-8288 • **E-Mail:** [info@mants.com](mailto:info@mants.com)