

EXHIBITOR CHECK-LIST

HOME SHOW LINCOLN-TWIN RIVER
MARCH 8-10, 2019



Please be aware of the following rules regarding exhibiting in the show! These are mandatory and will benefit your experience and success at the show.

- **Exhibitor** must note that access to **Electricity & Wireless Internet** are available for **purchase** via the Twin River Electrical & WiFi Order Form at a discounted Pre-Paid Rate as well as on-site for the Show Site Rate. Please contact the Twin River Casino Operations Office with questions regarding WiFi by phone at (401) 475-8294 or e-mail dwing@twinriver.com.
- **Exhibitor** must have booth space **paid-in-full** prior to arrival to the event. Exhibitor's with an outstanding balance will not be permitted access to setup their display. Company checks will NOT be accepted on-site and payment via credit card or bank check will be required for move-in access.
- **Exhibitor** must staff their booth from open to close each day of the show.
- **Exhibitor** must note that this facility does **NOT** allow any vehicle drive-on access to show floor. There will be multiple entries open for hand carrying, hand-carts, and 2-wheel dollies (provided by exhibitor).
- **Exhibitor** must submit any necessary forms & orders in accordance with their individual deadlines. Forms are available on the event website at www.HomeShowLincoln.com. These forms include:
 - Badge Order Form:** *Due to Castle Events by 2/22/2019*
 - Capital Convention Labor, Freight, Furniture, etc. Order Forms:** *Advanced Orders Deadline to Capital Convention by 2/22/2019*
 - Twin River Electrical & Internet Order Form:** *Pre-Paid Rate Orders Due to Twin River by 2/22/2019*
 - Rhode Island Dept of Health Temp Food Service App** (if required): *Due to Castle Events by 2/11/2019*
- **Exhibitor** must make sure the exhibit space is no higher than a maximum of 8' high for the full length and depth of the exhibit space. All sides and surfaces, front and back of exhibits which are exposed to view must be properly finished and decorated by exhibitor at their own expense and to the satisfaction of show management.
- **Exhibitor** must stay completely within the dimensions of my booth without protruding into the aisles or into other exhibitors' booth space.
- **Exhibitor** must finish the back side walls of their exhibit.
- **Exhibitor** must not distribute helium filled balloons as they are not allowed inside the venue per facility.

PLEASE BE AWARE FAILURE TO FOLLOW EACH OF THESE RULES MAY RESULT IN YOUR COMPANY NOT BEING ASKED TO EXHIBIT IN FUTURE SHOWS!

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www.HomeShowLincoln.com