

# Exhibitor Manual



## Maryland Spring Craft Show

Feb. 29-March 2 & March 7-9

Maryland State Fairgrounds  
Timonium, MD

Visit our web site at: [www.slprod.com](http://www.slprod.com)

### **DEADLINES & HANDY CHECK-LIST**

Pay balance on booth.....immediately  
Make hotel reservations.....immediately  
Submit badge form.....by Feb. 20  
Order discount coupons.....immediately  
Order Electric.....by Feb. 20

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**BADGE AND COMPLIMENTARY TICKET FORM**

**MARYLAND SPRING CRAFT SHOW**

Company Name: \_\_\_\_\_ Contract # \_\_\_\_\_  
(Please print company name EXACTLY as it should appear on badge)

Telephone # \_\_\_\_\_ Booth # \_\_\_\_\_

**Please Return  
This Form As  
Soon As  
Possible**

**BADGE ALLOTMENT**

1-2 Booths – Up to 8 badges supplied  
3-4 Booths – Up to 12 badges supplied  
(Badges are distributed during show set-up, complimentary tickets are sent prior to the show)

**Names Must Be Typed or Neatly Printed**

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

Additional badges are available at \$6.00 each. If you are requesting more badges than your allotment, please enclose a check with this form. We will need \_\_\_\_ additional badges. Enclosed is our check in the amount of \$\_\_\_\_\_.

**NAME CHANGES, LOST OR FORGOTTEN BADGES WILL NEED TO BE REPLACED FOR \$6 EACH.**

**COMPLIMENTARY TICKETS**

Additional complimentary tickets are available at a cost of \$6.00 each in quantities of ten or more.

**ALLOCATION**

1-2 Booths 10 FREE tickets  
3-4 Booths 15 FREE tickets

We will need \_\_\_\_\_ additional complimentary tickets. Enclosed is our check in the amount of \$ \_\_\_\_\_ . (minimum order is \$60.00)

Please return form to:  
S & L Productions, 1916 Crain Hwy., Suite 16, Glen Burnie, MD 21061 410-863-1180, or  
fax 410-863-1187

## DISCOUNT COUPONS

# Maryland Spring Craft Show

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Discount coupons are a great way to promote your appearance at the Maryland Spring Craft Show. A discount coupon will allow an attendee to receive a \$1.00 discount off the regular \$5.00 admission. We will print and mail the coupons to you FREE. Simply fill out the form and mail or fax it to us.

I would like to help promote the Maryland Spring Craft Show using discount coupons!

Number of coupons requested \_\_\_\_\_

(please print neatly)

Name of person ordering coupons \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Please return form to:

S & L Productions, 1916 Crain Hwy., Suite 16, Glen Burnie, MD 21061 410-863-1180,  
or fax **410-863-1187**

# Maryland Spring Craft Show

## Move-In Schedule

**Set-Up Thursday, Feb. 28**  
**9:00 AM – 8:00 PM**

**Friday, Feb. 29**  
**9:00 AM – 3:00 PM**

**Week 2 Thursday, March 6**  
**9:00 AM – 4:00 PM**

## Show Hours

**Friday, Feb. 29 4 pm – 8 pm**  
**Sat., March 1 10 am - 8 pm**  
**Sun., March 2 10 am – 6 pm**

**Fri., March 7 10 am – 8 pm**  
**Sat., March 8 10 am – 8 pm**  
**Sun. March 9 10 am – 6 pm**

## Dismantling Hours & Instructions

**Sunday, March 9**  
**6 PM – 9 PM**

Dismantling will absolutely not begin until 6:00 PM on Sunday. S & L reserves the right to refuse applications for future shows of those companies dismantling before 6:00 PM. We also advise you to keep a representative at your booth until it is removed.

## Exhibitor Entrance & Time

The exhibitor's entrance is located at the center door of the south wall. Please use this door to re-stock items. **Exhibitors are permitted to enter the hall one hour prior to the daily show opening.** Parking for exhibitors is on the south side of Exhibition Hall.

### ELECTRIC

Please use the attached electrical form to order your electric for the show if you have not already ordered it.

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### NIGHTLY TIE-DOWN PROCEDURES

Please use reason and common sense in securing your booth at night so as not to tempt anyone. We recommend that you put string between front posts, move merchandise away from aisles and cover with flame-retardant material. If you have merchandise that you wish to remove from the hall each night, please notify show management.

### SECURITY

Security personnel will be on duty during show days. Personal items, including purses, should be locked in a secure location. Items kept under a skirted table should not be considered secure. If you should have a loss, please notify show management immediately. You should call your insurance company to add coverage to your regular insurance for the time you are exhibiting at the show. **Our insurance does not cover your display, your product or your company.**

### INSURANCE

If you desire to insure the contents of your booth, you are advised to see that your regular company insurance includes extraterritorial coverage and that you have your own theft, public liability and property damage insurance. Since S & L Productions, Inc. is not responsible for this, please send a copy of your binder to us immediately.

### SALES TAX

Exhibitors selling merchandise at the show must have a valid Maryland Sales Tax License or a 30 day temporary license. S & L productions will send a list of exhibitors to the sales tax division prior to the show.

### SIGNS & BOOTH COLORS

A 7"x 44" ID sign is provided as part of your booth. Please use only professionally made signs. Booth drapery colors are blue and white.

### HOTEL ACCOMMODATIONS

**Days Hotel Timonium \$72 (410-560-1000)**

is the official hotel for the show. You must call the number above and mention the Maryland Home & Garden Show/Maryland Spring Craft Show to reserve a room at the special show rate. Reserving a room online will not give you the special rate. Rooms are limited call early.

**DIRECTIONS TO THE FAIRGROUNDS**

From the south: Baltimore beltway (695) to I-83 north. Take exit 17 east to York road. Make a right and proceed to entrance of the fairgrounds (1/2 mile)

From the north: I-83 south to exit 17. Go east on York road. Make a right and proceed to entrance of the fairgrounds (1/2 mile)

If you need additional directions, please call 410-863-1180