

EXHIBITOR INFORMATION* *PLEASE READ CAREFULLY

Date: March 13 & 14, 2010; Set-up Friday, March 12, 2010 - No Exceptions

Location: Galveston Island Convention Center at the San Luis, 5600 Seawall Blvd., Galveston, TX 77551. **Parking is free** and is located on two levels under the building.

Move-in Schedule: Exhibitors may set up beginning at 7 AM, **Friday**, March 12 th. All exhibits **MUST BE SET UP AND IN PLACE BY 4 PM, FRIDAY, March 12th**. Thursday afternoon, 3 pm, move-ins will be allowed. Please contact Mary Jo Naschke at (409) 762-3930 or e-mail at mjnaschke@aol.com to make these arrangements.

Move-out Schedule: After 4:30 pm, Sunday, March 14. **NO EXHIBITOR WILL BE PERMITTED TO BREAK DOWN BEFORE THE CLOSE OF THE SHOW!** Load out doors will not open until 4:30PM. Monday move-outs allowed for large exhibits. Exhibitors are asked to be out by 10 pm on Sunday, March 14.

Exhibit Hours: Saturday, March 13, 10a.m. – 6 p.m.; Sunday, March 14, 11a.m. – 4 p.m.

Booth Specifications: Each booth is 10x10. Included is one 6' table, 2 chairs, table skirting, backdrop draping, company ID signage and wastebasket. Standard booths are set with 8ft. background drapes and 3ft. side drapes. Maximum backdrop height of exhibit is 8ft. Height on either side of exhibit space should not exceed 3ft. **Note:** Carpet, additional tables, and any other extras you may need for your booth may be provided by you or may be ordered through the decorator for a fee.

Name Badges: Each exhibitor will receive 6 name badges with company name and staff members registered prior to the deadline. Name badge forms should be submitted no later than February 14, 2010. Additional badges will be available at \$1.50 each. Name badges will be available at check-in at the event.

Services: A professional contractor will be the official decorator and service contractor for this event. Please notify them in advance of any special request.

Food Court – A staffed food court is provided by the Galveston Island Convention Center and remains open during show hours.

Booth Content Restrictions: Any exhibitor considering the sale (or complimentary distribution) of food and/or beverages **MUST RECEIVE APPROVAL** from the management of The Galveston Island Convention Center at the San Luis. Contact Michelle Beckwith @ 409-744-1500. **Sampling requires a permit – contact the Galveston Co. Health district (409) 938-2300.**

Electrical/Plumbing/Telephone Services, etc: Order forms for these services are provided by the Galveston Island Convention Center. Each booth is equipped with electricity and water; however, you will need to request activation of each through the **Convention Center (409) 744-1500**. There is a fee for electricity, water and phone lines payable to the Convention Center. Please contact them for fees.

Refund/Deposit Procedures: Deposits equal to ½ of the total exhibit fee is due at time of space reservation. Balance of exhibit fee is due January 15, 2010. After the required payment is received, the following schedule will apply on cancelled booths: prior to November 1, 2009 – exhibitor will receive full refund, less \$50.00 administrative fee. November 1, 2009 - January 1, 2010 – exhibitor will receive 50% refund, less \$50.00 administrative fee. After January 1, 2010 – no refund will be given.

Sales Tax: Merchant is required to collect Texas Sales Tax on all merchandise sold and is responsible for the payment of Sales Tax to the State. (Tax Amount: .08125%)

For questions/information, contact Mary Jo Naschke, Show Coordinator, at (409) 762-3930 or visit the website for up-to-date information at www.galveston.com/homeandgardenshow/