

GREAT BIG Home Show

April 3rd & 4th, 2027
Capital Clubhouse in Waldorf, MD



Produced by:
Ultimate Consumer Tradeshow
17450 Indian Head Hwy. Accokeek, MD. 20607
301-710-4693

Booth Options	X	Booth Cost
Hallway Tabletop		\$550
Outside Booth		\$895
Rounded Corner		\$995
8' x 10'		\$1,295
8' x 20'		\$2,195
10' x 10'		\$1,395
10' x 20'		\$2,295
20' x 20'		\$4,395
*Electricity (upto 5 Amps)		+ \$145
*Electricity (over 5 Amps)		+ \$195
**Total Due		\$

☐ By checking this box I understand that all electric must be ordered before Wednesday 2pm the week of the show. I also understand that any electric ordered after that time a \$100 late fee will be added to our electric order.

☐ **Pay by Check**
Please make checks payable to:
Ultimate Consumer Tradeshow, LLC

Exhibitor Information

PLEASE WRITE CLEARLY

Company Name (as it should be published – Print Clearly):

Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone #: _____ Fax: _____

Cell #: _____ E-Mail: _____

Website: _____

I am duly authorized to enter into this agreement and personally guarantee that I will hereby agree to abide by all the terms and conditions of this contract.

Signature: _____

Print Name: _____

Title: _____

Date: _____ Tax ID #: _____

** Total Due: I agree to pay the stated amount in full when billed, or in extended payments in accordance

☐ **Credit Card Authorization** I hereby authorize a charge in the amount of \$ _____ + (4% service charge) at this time

*Please charge my ☐ VISA ☐ MASTERCARD ☐ DISCOVER ☐ AMEX Card #: _____

Company Name: _____ Exp Date: _____

Card Holders Name: _____ Security Code: _____

City: _____ State: _____ Zip Code: _____

Invoice#: _____ Date: _____

Signature of Card Holder: _____

** Total Due: I agree to pay the stated amount in full when billed, or in extended payments in accordance

Select Preferred Booth:

1st Choice _____

2nd Choice _____

*Preferred booth choice depends on availability at the time of receiving contract
*Booth locations are subject to change by show promoter.

Please list products/services to be exhibited:

1) _____

2) _____

4) _____

4) _____

- It is agreed that the space assigned to Exhibitor shall be accepted by exhibitor.
- It is agreed that the rules and regulations as contained in the exhibitor manual are part of this contract.
- Only the products/services listed above are those we may exhibit.
- Show management reserves the right to make last minute changes in the floor plan.
- Co-Exhibitor Fee: \$500 will be charged for each additional co-exhibitor in your booth.
- In the event of non-performance in any form, the Exhibitor will be liable for the full retail value of the space allowed.
- ANY late arrivals will not be allowed to set up during show hours. No exceptions.
- The exhibitor will be liable for the entire contract price for any contract.
- FULL PAYMENT MUST BE RECEIVED BEFORE START OF SHOW.**
- IF NOT PAID IN FULL BY THIS DATE EXHIBITOR WILL BE SUBJECT TO TERMINATION OF CONTRACT AND ALL DEPOSITS WILL BE NON-REFUNDABLE.**
- Cancellations:** If cancellation occurs within 30 calendar days of show, there will be a charge of \$500.00 per each booth.
- No cancellation refund will be issued within 7 calendar days of show date.**
- No refunds on priority registration or partial deposits.
- In the event of default by Exhibitor, the Exhibitor agrees to pay collection costs including reasonable attorney's fees.
- A **4% service charge** will be added to all credit card transactions.

** Total Due: I agree to pay the stated amount in full when billed, or in extended payments in accordance

GREAT BIG Home Show



CAPITAL CLUBHOUSE - WALDORF, MD
SPRING SHOW

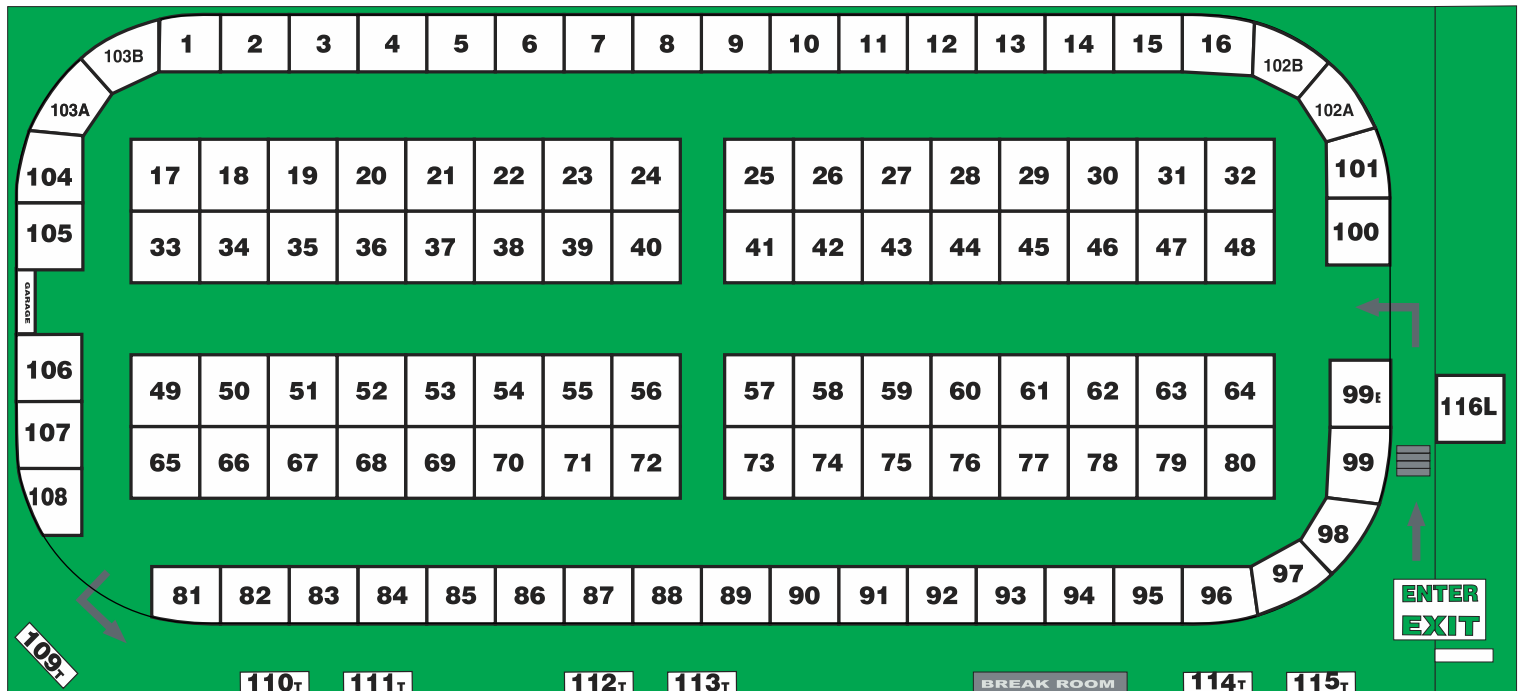
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Capital Clubhouse - Floor Plan



Times of Expo:

Saturday 10:00AM – 5:00PM

Sunday 10:00AM – 5:00PM

Garage Door Size

10' wide x 9' tall

Set-up and Break Down Times:

Move-in: Friday 12:00PM – 8:00PM

Move-out: Sunday 5:01PM – 8:00PM

**NO EARLY BREAKDOWN
NO EXCEPTIONS**

Location of Expo:

Capital Clubhouse

3033 Waldorf Market Place

Waldorf, MD 20603

(301) 932-4348

Electric:

Must be ordered 48 hours minimum before show set up date to avoid additional \$100 late fee.

Electric Cost \$145.00 first 5 AMPs, \$50 additional fee per 5 amps.

Local Food Samplings:

2:00PM – 4:00PM Daily





Important Information

Important Information:

- *Booth sizes are: Tabletop, Outside Booths, 8x10, 8x20, 10x10, 20x20 = deep x wide (unless otherwise noted).
- *Tables, chairs and carpet must be provided by the vendor. If you want to rent booth supplies, please contact the (The Art Decorating Company).

The Art Decorating Company
7976 East Baltimore Street
Baltimore, MD 21224
Phone: (410)485-1570 Fax: (410)485-1575

- *Electricity must be ordered 48 hours before set up advance. Electric Cost \$145.00 first 5 amps, \$50 additional fee per 5 amps.
- *If using any sort of heating element, you must coordinate with Ultimate Consumer Tradeshows at the time of booth purchase.**

Facility Details:

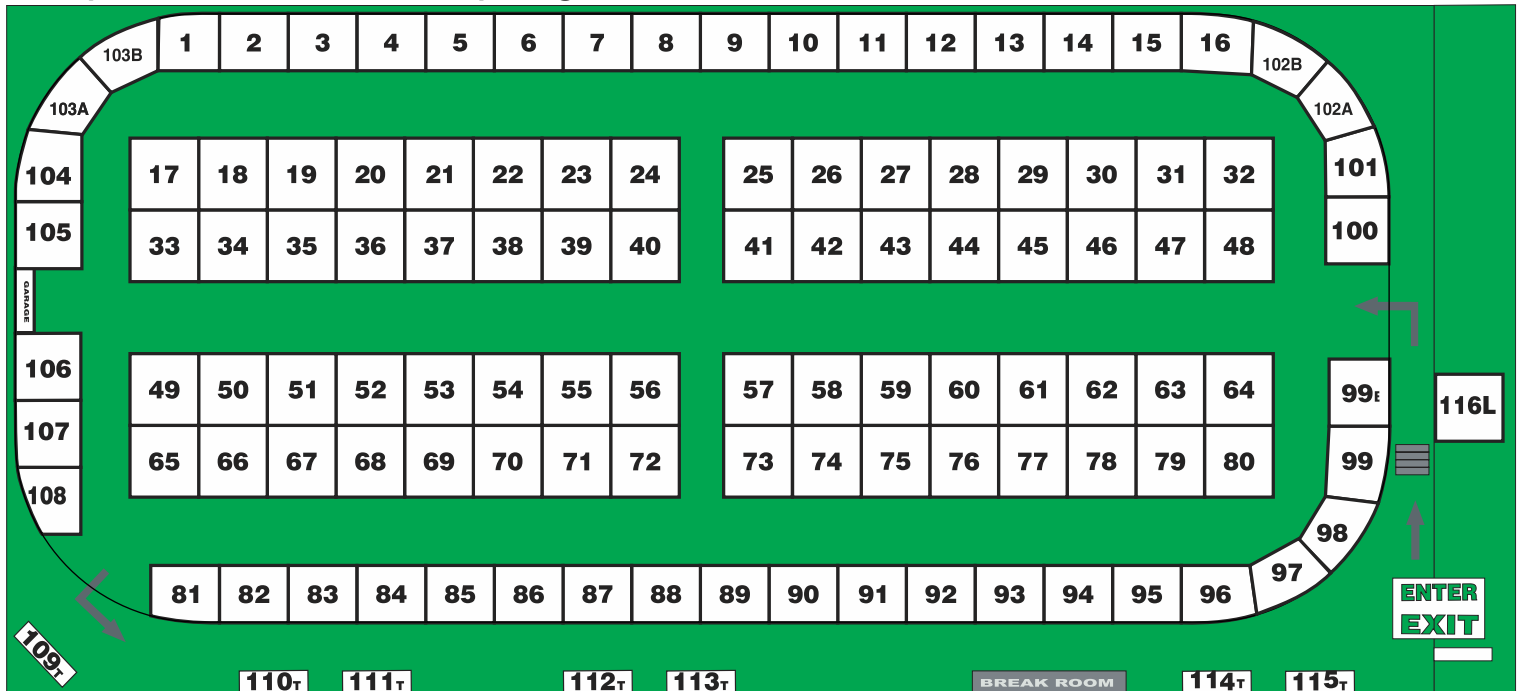
1. Load in door dimensions are 10' x 9' high. The ceiling height is 36' on the main floor. No Loading Dock.
2. Please bring your own flatbed and hand trucks to load and unload display items (no forklifts available).
3. After checking in, please use the loading dock or the front doors to unload.
4. The main floor is tile. All exhibitors must protect the venue floor. If there is any possibility that your exhibit could cause any damage, sub-flooring such as plywood is required. **NO DUCT TAPE OF ANY KIND IS TO BE USED ON THE FLOORS. ONLY GAFFERS TAPE.**
5. Trash removal of large construction items is your responsibility. Do not leave large items on the show floor. Please carry away all large debris and don't put large construction debris in the dumpster (NO PALLETS).
6. Exhibitors set up their own display.
7. Use only plastic containers for drinking while on the floor.
8. No plumbing or water use for displays on the floor.
9. Exhibitors must stay in confines of booth assigned them to promote their products/services.
10. Exhibitors are not allowed to park in front of the Capital Clubhouse. Parking is provided behind the shopping center for exhibitors follow the signs to find the designated exhibitor parking lot..
11. No side walls to go above 3 feet tall (alterations may be preauthorized by UCTS management).
12. No two-sided banners above 5 feet.





Move In / Move Out - Instructions

Capital Clubhouse - Spring Floor Plan

**Move- In Instructions:****Exhibitor Set-up: Garage Door Size 10'wide x 9' tall**

Friday 12:00 p.m. – 8:00 p.m. Saturday 8:00am - 9:00am



- * **Check in at garage door AT BACK OF BUILDING before you unload,**
- * Once unloaded your vehicle must be parked in the designated areas.
- * We may request you to unload at a certain time to alleviate congestion
- * Call to reserve time for heavy equipment unloading 301-710-4693.
- * All exhibitors who have requested electricity must be prepared to test the service at 5:00 p.m. on Friday.
- * Exhibitors requesting electricity at time of move in will be charged an additional \$100 late fee
- * No electrical service will be distributed after 4:30 p.m. on Friday.
- * Please measure your display to make sure it will fit within your reserved booth space.
- * **Absolutely no tape on the floor of the facility!**

Move - Out Instructions:***Break down starts at 5:01 p.m. on Sunday & ends at 8pm!!! For insurance reasons & public safety. NO EXCEPTIONS!**

With your cooperation, our staff can move you out effectively, efficiently, and safely.

***All exhibits must be completely removed by Sunday 8:00p.m!!!-NO EXCEPTIONS!**

- * Please remove all trash, dirt, promotional products & construction materials. Push brooms & trash cans are available
 - * If you have an oversized trailer, sunroom, vehicle, etc., contact Ultimate Consumer Tradeshows to make arrangements
- NOTE: You may be contacted by UCTS to break down at a specific time to eliminate congestion.



Insurance Requirements

Certificate of Insurance - Requirements

Local agencies and/or departments: Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or service; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliances with the foregoing requirements is an integral part of this contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by Ultimate Consumer Tradeshows. Tax Information: All exhibitors are required to collect sales tax where applicable. The Maryland State Department of Taxation prohibits the selling of taxable merchandise or services at a show or event by all persons that have not registered for a valid Sales and Use Tax license. For your convenience, you may complete a Combined Registration Application online at: <http://interactive.marylandtaxes.com/webapps/comptrollercra/entrance.asp>.

Please remember to print a copy of each page during the online registration process to keep for your records. If you have any questions regarding the registration process, you may contact the Comptroller of Maryland's Sales and Use Tax Division at 410-767-1300.

It is the obligation of the exhibitor to obtain and clearly display a copy of the certificate within their booth.

A certificate of insurance is required and is to be presented to Ultimate Consumer Tradeshows at time of setup or prior to the start of the show.



Breakdown Policy



ULTIMATE CONSUMER
TRADESHOWS
Your Link to Success!

The Great Big Home Show

Dear Vendor,

On behalf of the entire team at **The Great Big Home Show**, we extend our heartfelt thanks for participating in this year's expo. Your presence and support are what make our event a success, and we're thrilled to have you showcase your products and services to our attendees.

We'd also like to share an important reminder regarding **booth breakdown procedures**:

For **insurance and safety reasons**, exhibitors are **not permitted to begin dismantling or removing displays before 5:00 PM**. This policy is in place to:

- Reduce the risk of injury to patrons still present on the show floor
- Maintain a professional and engaging environment for attendees until the show officially concludes
- Ensure you don't miss out on valuable lead opportunities that often occur late in the day

If you need to depart early, we kindly ask that you **leave your booth display and materials in place** and return **as late as 8:00 PM** to retrieve them after the show has officially closed.

We maintain a **huge insurance policy** to protect our patrons, and **insurance company demands have drastically increased** for these types of events. Your cooperation with these rules ensures we can continue hosting a safe and successful show for years to come.

We sincerely appreciate your cooperation in following these guidelines. By doing so, you help us keep the expo safe, professional, and successful for all participants.

Warm Regards,

Eddie Kloiber & Karen Berry
Managing Member
Ultimate Consumer Tradeshow, LLC
301-710-4693

