

GREAT BIG Home Show



CAPITAL CLUBHOUSE - WALDORF, MD
FALL SHOW

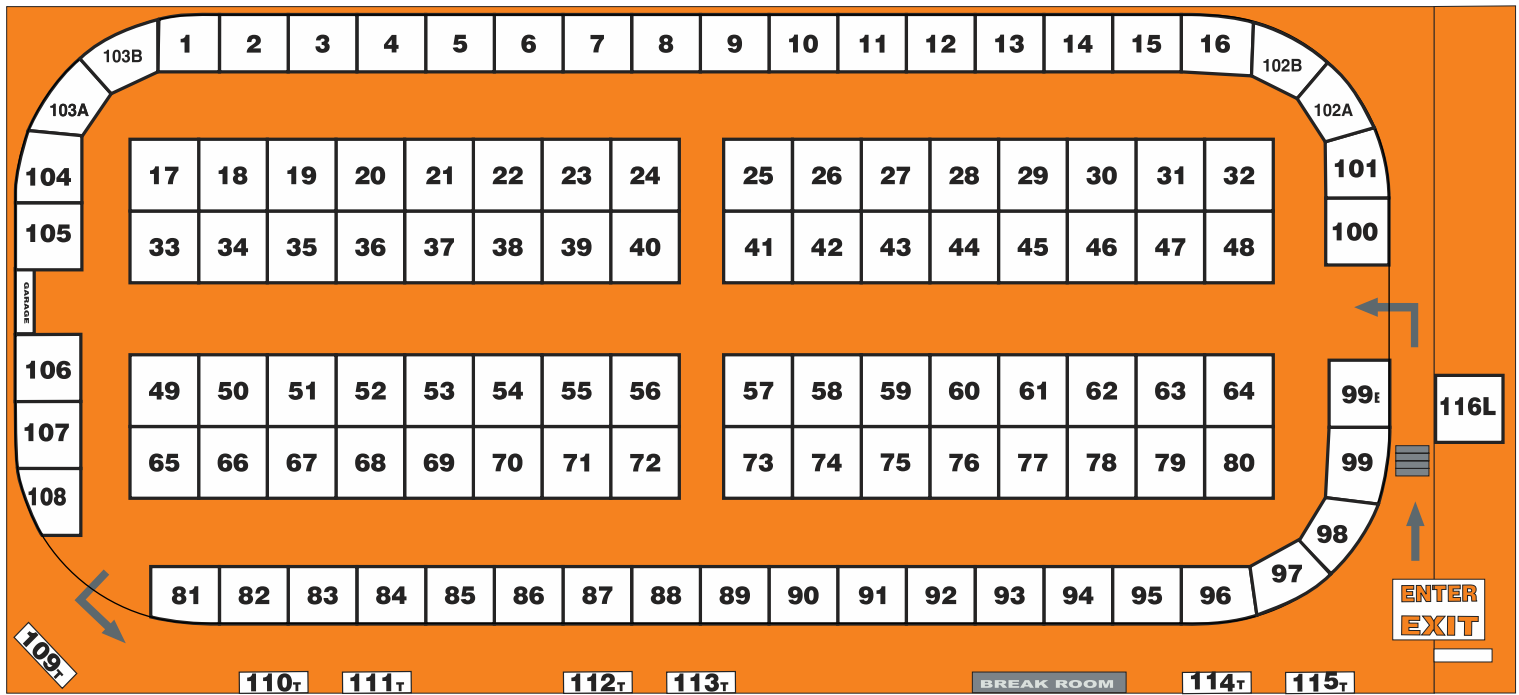
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Capital Clubhouse - Floor Plan



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 – 9:00PM

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 \$95.00 first 5 AMPs, \$50 additional fee per 5 amps.

Local Food Samplings:

2:00PM – 4:00PM Daily



**Important Information**

Covid Guidelines to follow - may change at time of show
DO NOT ENTER if feeling sick
 Masks are required at all times on Capital clubhouse property
 Maintain 6' of separation from others
 Wash your hands regularly
 Use hand sanitizer regularly especially after interaction with others

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 \$95.00 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.**
- *Make checks payable to (Ultimate Consumer Tradeshows, LLC.)

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, subflooring 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. – 9:00 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.

