

EXHIBITOR SERVICE MANUAL

12TH ANNUAL



FEBRUARY 24 - 26, 2006

John S. Knight Center • Akron, Ohio

SHOW HOURS:

Friday, February 24	11am - 9pm
Saturday, February 25	11am - 9pm
Sunday, February 26	11am - 6pm

PRODUCED BY:

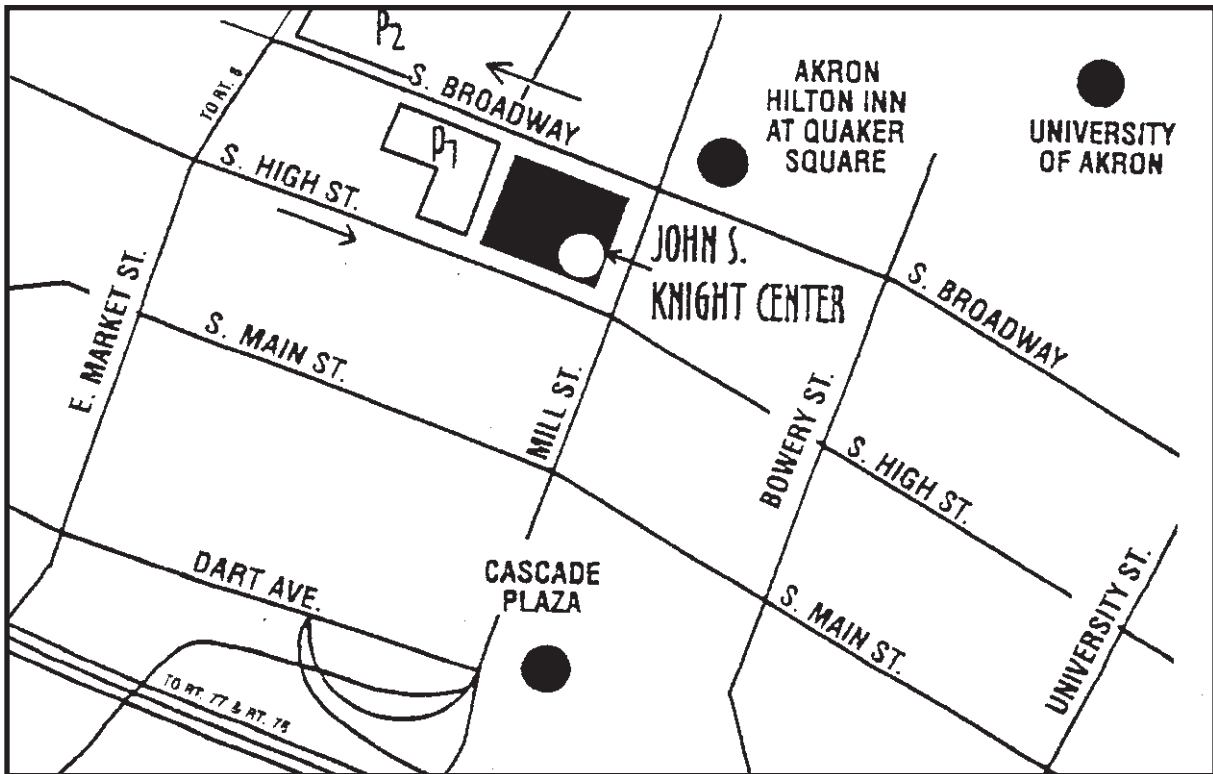
Greater Akron Home Builders Promotions, Inc.
799 White Pond Drive
Akron, Ohio 44320
Phone: 330-869-6800 / Toll-Free: 800-783-9589 / Fax: 330-869-5506
E-mail: info@akronhomeandflowershow.com

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This manual contains the information and forms to help you participate in the HBA Akron Home & Flower Show with the greatest possible savings and convenience.

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MAP & DIRECTIONS



JOHN S. KNIGHT CENTER
77 E. Mill Street, Akron, Ohio 44308
(330) 374-8900 or (800) 245-4254 toll-free or 330-374-8971 fax

MOVE-IN AND MOVE-OUT PROCEDURES

Read carefully! Your move-in pass has your designated installation day and time.

MOVE-IN

Exhibitors installation move-in dates and times are below. All vehicles must be removed and the freight doors closed at 5pm each day. There is no freight door availability on Friday morning, February 24th.

TUESDAY, FEBRUARY 21, 2006

8am - 4pm (Exhibitors may work in booth until 5pm)

By appointment only - see move-in pass (mainly large exhibits)

WEDNESDAY, FEBRUARY 22, 2006

8am - 4pm (Exhibitors may work in booth until 6pm)

Entry Level: All exhibits, no move-in pass required.

Upper Level: By appointment only - see move-in pass.

THURSDAY, FEBRUARY 23, 2006

8am - 4 pm (Exhibitors may work in booth until 6pm)

Entry Level: All exhibits, no move-in pass required.

Upper Level: By appointment only - see move-in pass.

FRIDAY, FEBRUARY 24, 2006

8am - 10am All remaining exhibits - hand carry only.

GENERAL RULES:

Any freight or materials that require unloading assistance must be delivered on the dates above, except Friday, February 24th.

Exhibitors may move in all exhibit materials via dollies through designated move-in doors.

Employees of the exhibiting company may perform installation of the exhibit.

The John S. Knight Center is available to provide material handling services (see cost information in section two of this manual).

MOVE-OUT

The exhibit area will be available for exhibit dismantling and move-out as follows:

Sunday, February 26 6pm - 10pm

Monday, February 27 8am - 2pm

All exhibit materials must be removed from the building by 2pm, Monday, February 27th. No exceptions. Violators will be assessed costs for additional building labor and rental.

EXHIBITOR CREDENTIALS

Please Read Carefully!
No Forms to Complete, No Lists to Send!

Because of significant problems controlling exhibitor badges (the system used in past years) we instead utilize an exhibitor tickets system. Here's how our system works:

Based on the size of your exhibit your company will be allotted a quantity of exhibitor-only entrance tickets:

100 sq. ft. – 15 Exhibitor Tickets (5/day)
200 sq. ft. – 18 Exhibitor Tickets (6/day)
300 sq. ft. – 21 Exhibitor Tickets (7/day)
400 sq. ft.+– 24 Exhibitor Tickets (8/day)

1. Tickets will NOT be sent in advance – you can pick them up and sign for them at the show office during your move-in. You will have the option of taking all your tickets at that time to distribute to your staff (not recommended) or leaving tickets for your booth workers to pick up when they arrive (recommended). Just remember, once you or someone from your company signs for and takes their ticket(s) it's your responsibility from that point.
2. Those workers that do not have tickets must enter the building through the front entrance (Mill St.) and proceed to the show office. This door will be open starting 1 hour in advance of show opening (10am all show days). Only exhibitors that have tickets will be able to enter the building through the front and/or dock entrances. Remember, the guards will take the tickets from each exhibitor worker entering the building.
3. If your staff needs to leave the show and then return on the same day they must get their hand stamped at either the front entrance or the dock entrance. If not, they will require an additional ticket to re-enter the building.
4. If you need more worker tickets you may purchase as many as you like at the show office for \$4.00 each.
5. Sorry, we cannot replace lost or stolen tickets.

QUESTIONS? CALL SHARON GILLBERG AT 800-783-9589

EXHIBITOR COURTESY TICKETS

Our exhibitors get the lowest possible ticket prices!

Exhibitors only may order these special tickets to be used as an invitation to clients, relatives and friends to see your exhibit and to view the entire show. Your guests avoid standing in box office lines by presenting your courtesy ticket directly to the ticket takers at any time during show hours.

Exhibitor Courtesy Ticket prices are \$4.00 for each ticket actually used.
(Regular box office admission is \$7).

For example: You distribute 100 Exhibitor Courtesy Tickets to clients in advance of the show. 80 of these 100 tickets are actually redeemed by the ticket takers, meaning you are charged for 80 tickets at \$4.00 each. Since the tickets are coded with your master number, after the show you will be invoiced for the number of tickets actually used.

Mail or fax us your order today! (See attached form)

EXHIBITOR COURTESY TICKET ORDER FORM

PLEASE MAIL, FAX OR E-MAIL THIS FORM TO:

Greater Akron Home Builders Promotions, Inc.
 799 White Pond Drive
 Akron, Ohio 44320
 Phone: 330-869-6800 / Toll-Free: (800) 783-9589
 Fax: 330-869-5506
 E-mail: sharonG@akronhba.com

Exhibitor: _____

Booth Number: _____

Address: _____

City/State/Zip: _____

Mail to the attention of: _____

Signature: _____

Total number of tickets ordered: _____

FOR OFFICE USE ONLY

DATE	BEGINNING NUMBER	END NUMBER	TOTAL

Actual number of tickets used: _____ @ \$4.00 each

Total amount due: \$ _____

INSURANCE REQUIREMENTS

Read carefully!

Your exhibit space agreement requires that your company provide proof of insurance per the provisions under the "Rules of Participation".

The insurance protection for damage or theft to exhibitor's materials is the responsibility of the exhibitor and must be provided and paid for by the exhibiting company. In addition, the exhibitor must provide contractual liability to indemnify show management from any and all claims for damage or suits, including attorney's fees, which may arise from injury, loss or damage to property and persons occurring within the space occupied by the Exhibitor. We are insisting that for your public liability responsibility, including contractual liability, you carry limits of liability of at least \$1,000,000 combined single limit.

All exhibitors must provide show management with a certificate of insurance for the above.

Let us emphasize that show management will not be responsible for the safety of exhibits, for any of the exhibitor's property against loss by fire, robbery, theft, accident or for any other peril damaging the exhibitor's goods.

If you have any questions regarding this matter or have need for contacting an insurance agent, please contact the show management office at 330-869-6800 or 800-783-9589.

If you are in need of insurance for the show we recommend you contact one of the following:

- Jodi at The O'Neill Group: 330-334-1561
- Jeff Evans at Jeff Evans Insurance Agency: 330-896-1173
- Lonnie Willis at Lance & Co. Insurance Agency: 877-725-2623

SECURITY

Security at the show most often means using common sense to make certain your merchandise and equipment are protected. Historically, theft is not a major problem, but please take precautions. Show management provides 24-hour guard service on the exhibit floors including all move-in, move-out and dismantling hours.

However, be reminded that you are participating in an exposition that is open to other companies and to the public. Primary responsibility for safeguarding your exhibit and your merchandise is yours.

Therefore, to avoid security problems we urge you to:

Do not display one-of-a-kind items without supervision...

Exhibitor personnel should remain in your booth(s) at all times that prototype items, irreplaceable samples or other rare items are on display. This is especially important during move-in and move-out.

Cover items nightly...

Cover your display items nightly. Don't leave items laying around if you choose to leave your exhibit for any reason. Be doubly certain about items packed in your boxes.

Secure valuables...

Especially items that are easily removable to enclosed storage areas or some other area.

Tape cartons...

Closed that have been opened and do not open cartons until needed.

Report thefts...

If a theft should occur, report it to the show office immediately.

Closing night, Sunday, February 26, 2006...

Have someone remain with your exhibit while waiting to have the display broken down, especially when items can be easily transported or removed. If you are not moving out on Sunday night, be sure to remove all valuables from the display.

The show office is a secure room...

It is available to you for leaving video, TV or other valuables one hour before show opening and up to 1/2 hour after show closing. Use of the show office is offered as a courtesy to exhibitors and all items secured there are at the risk of the exhibitor.

Remember, security is often just common sense.

HOTELS

Crowne Plaza Quaker Square

(across the street from the John S. Knight Center)
330-253-5970

Radisson Akron City Center

(two blocks from John S. Knight Center)
330-384-1500

Sheraton Suites (Cuyahoga Falls)

330-929-3000

Extended Stay America (Montrose)

330-668-9818

Comfort Inn (Montrose)

330-666-5050

Sheraton Four Points (Montrose)

330-869-9000

Fairfield Inn (Montrose)

330-668-2700

Courtyard by Marriott

330-668-9090

Hilton Akron/Fairlawn

330-867-5000

STANDARD BOOTH REGULATIONS

Definition: One or more standard units in a straight line

Height

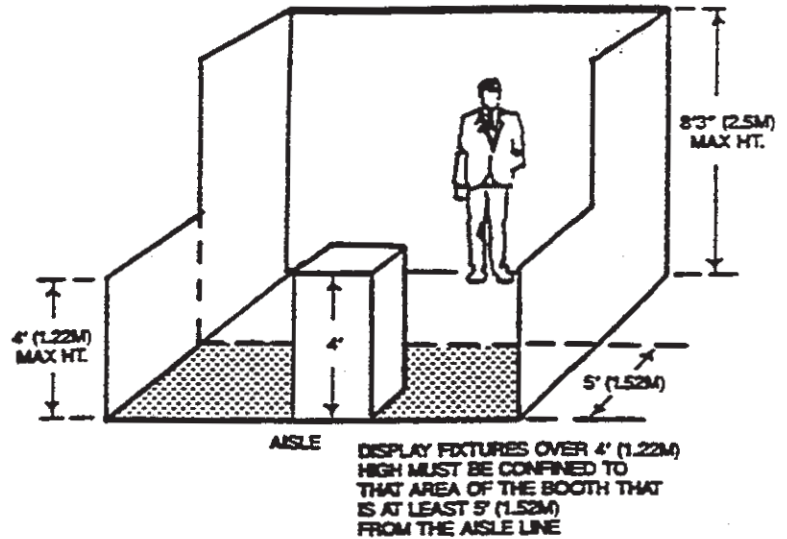
Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).

Intent

If a portion of an exhibit booth extends above 8'3" (2.5m) high, the exhibit booth back-ground will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.

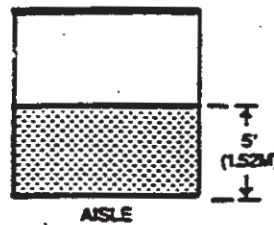
Depth

All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.



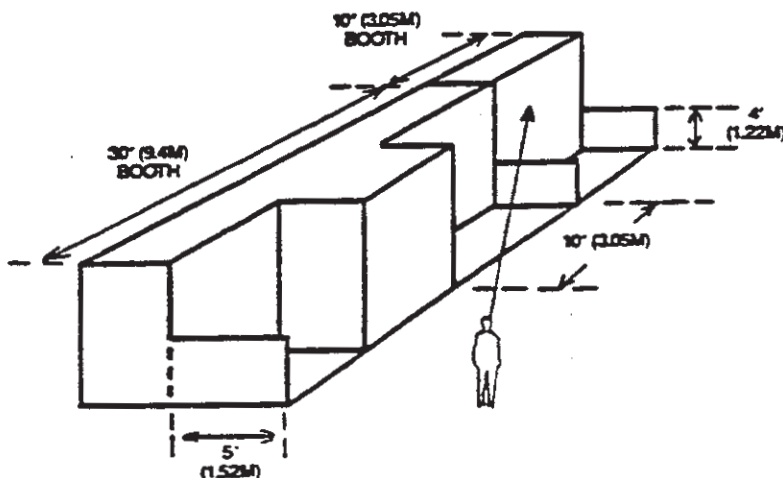
Intent

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space — 30 lineal feet (9.14m) or more — should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.



IMPORTANT

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.



PERIMETER WALL BOOTH REGULATIONS

Definition: Standard booth located on the outer-perimeter wall of the exhibit floor

Height

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12'0" (3.66m) in perimeter-wall booths.

Intent

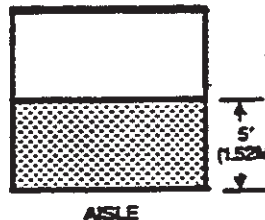
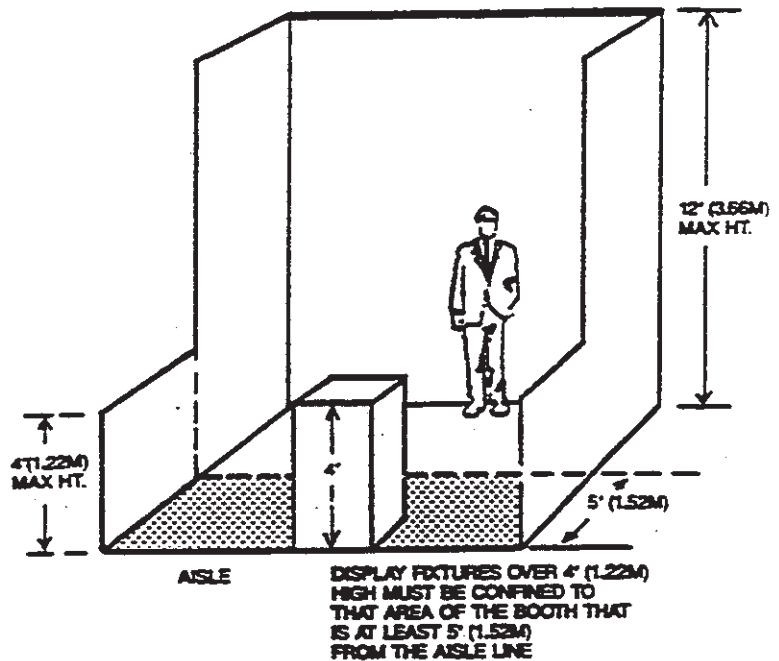
Because the outer perimeter booths are not backed up against another exhibitor's booth, display back walls and materials over 8'3" (2.5m) will not interfere with or distract from any other exhibit booth.

Depth

All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.

Intent

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space — 30 lineal feet (9.14m) or more — should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.



IMPORTANT

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

Exhibitors considering a perimeter-wall booth in order to take advantage of the extra height permitted should design their exhibit so that it can be used either at the 8'0" (2.44m) height or the 12'0" (3.66m) height, so that it can be used in all future shows even if a perimeter-wall space is not available

PENINSULA BOOTH REGULATIONS

Definition: Exhibit with one or more display levels in four or more standard units back to back with an aisle on three sides

Height

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16'0" (4.88m), provided written approval is received from exposition management at least 60 days prior to the show.

Intent

When an exhibit in a peninsula booth configuration exceeds 8'3" (2.5m), it does not interfere with other exhibitors because it does not back up against another exhibitor's back wall. The extra height is often needed to permit the open walk-through approach normally used in this type of location. The 16'0" (4.88m) height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the others' efforts. Also, the 16'0" (4.88m) high exhibit will fit into almost any exposition center, thus permitting each exhibitor to get maximum use of his or her exhibit.

Depth

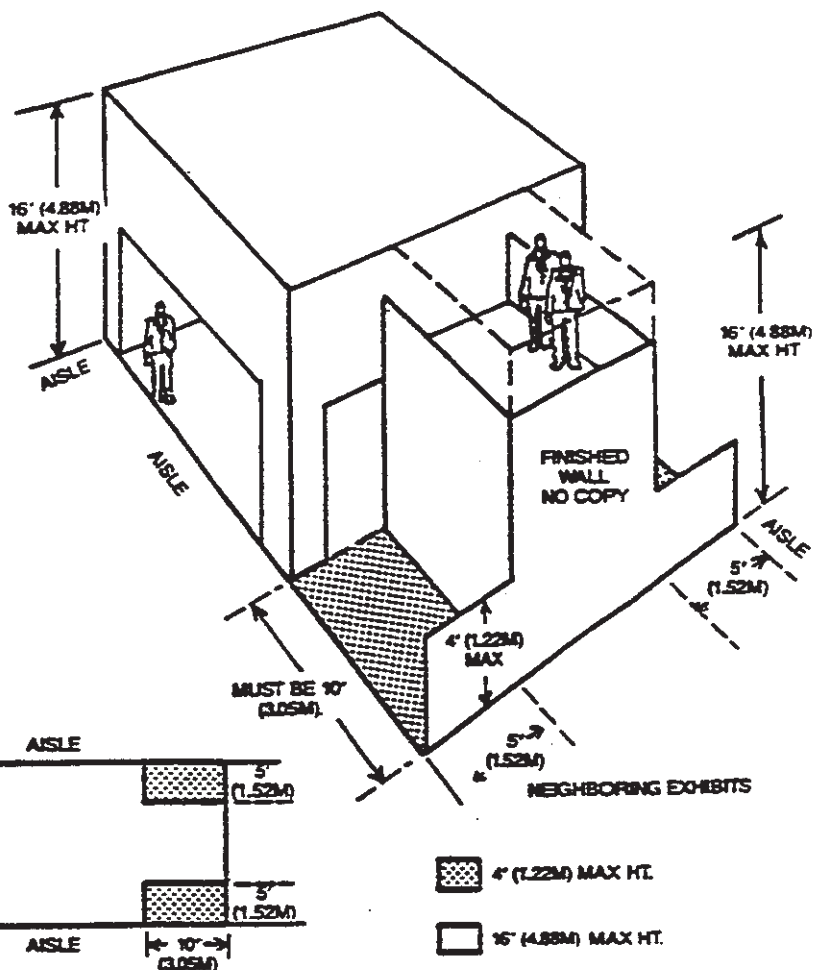
All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of a neighboring exhibit, must be confined to that area of the booth that is at least 5'0" (1.52m) from the aisle line to avoid blocking the sightline from the aisle to the adjoining booth.

Intent

Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

Structural Integrity

All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 12'0" (3.66m) in height must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer



indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

Intent

Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

IMPORTANT

Peninsula booths are normally "faced" towards the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and must not carry identification signs or other copy that would detract from the adjoining exhibit.

Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

ISLAND BOOTH REGULATIONS

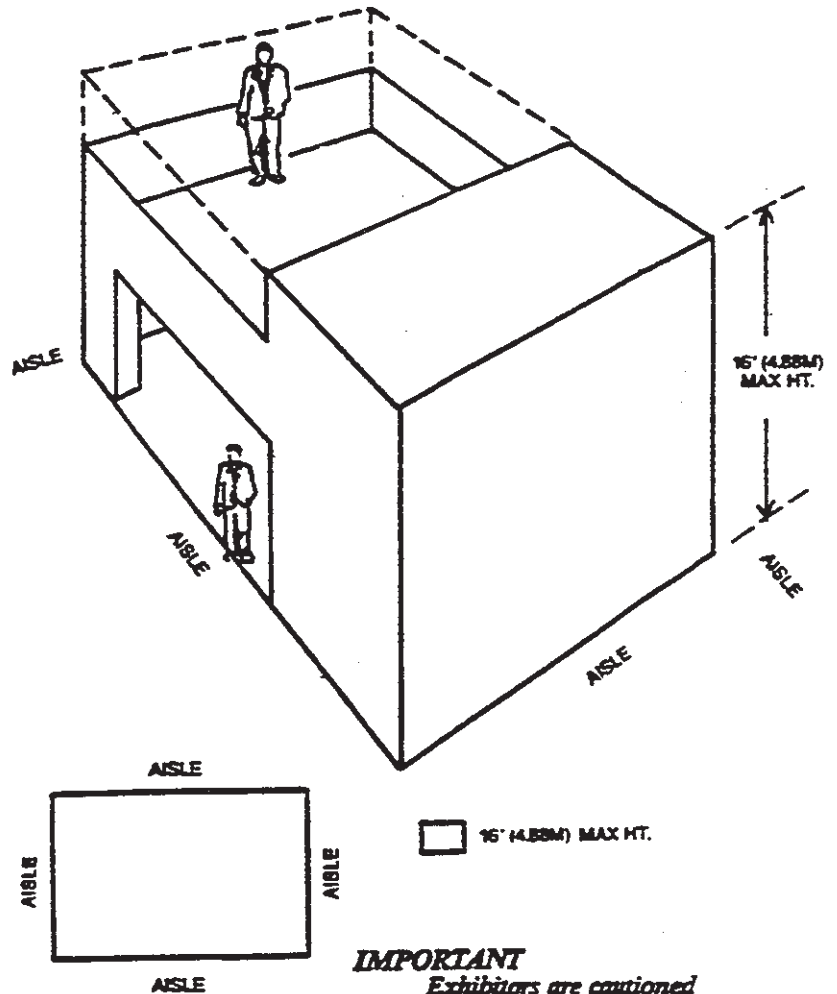
Definition: Exhibit with one or more display levels in four or more standard units with aisles on all four sides

Height

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16'0" (4.88m), provided written approval is received from exposition management at least 60 days prior to the show.

Intent

When an island booth exceeds 8'3" (2.5m), it does not interfere with other exhibitors because it obviously does not back up against another exhibitor's back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. The 16'0" (4.88m) maximum height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the other's efforts. Also, the 16'0" (4.88m) high exhibit will fit into most exposition centers, thus permitting each exhibitor to get the maximum use of his or her exhibit.



Depth

Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

Structural Integrity

All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 12'0" (3.66m) in height must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

IMPORTANT

Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

Intent

Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

EXHIBITOR PARKING PERMITS

Limited space available - Must be purchased in advance!

ALL PERMITS ARE 3-DAY PERMITS. LIMIT TWO 3-DAY PERMITS PER EXHIBITING COMPANY.

PLEASE NOTE:

Exhibitor parking permits will be available this year through Greater Akron Home Builders Promotions, Inc.
– *NOT through the John S. Knight Center as in the past.*

Exhibitor parking will NOT be available in the lot directly behind the Knight Center, as in the past.

Exhibitor permits will ONLY be good for parking in the lot located directly across the street from the rear lot (enter off Broadway – labeled P2 on your site map).

PARKING PERMITS:

Cost: \$9 per parking permit

Hours: Friday, February 24, 2006	8:00am-9:00pm
Saturday, February 25, 2006	8:00am-9:00pm
Sunday, February 26, 2006	8:00am-9:00pm

Where: Permits are good for the above days and times; only at the above location.

Order: *(See form on next page)*

Because of the limited space available, permits will be offered on a first-come, first served basis only to those exhibitors who have sent in the order form with payment in full. Payment must be in the form of cash, check or money order. Credit card payments will not be accepted.

PICK UP YOUR PARKING PERMITS AT THE SHOW OFFICE DURING MOVE-IN.

Be careful---no refunds for lost permits!

QUESTIONS? CALL SHARON GILLBERG AT 800-783-9589

EXHIBITOR PARKING PERMIT ORDER FORM

Limited space available - Must be purchased in advance!

ALL PERMITS ARE 3-DAY PERMITS. LIMIT TWO 3-DAY PERMITS PER EXHIBITING COMPANY.

PLEASE MAIL THIS FORM WITH PAYMENT TO:

Greater Akron Home Builders Promotions, Inc.
799 White Pond Drive
Akron, Ohio 44320
Phone: 330-869-6800 / Toll-Free: (800) 783-9589

MAKE CHECKS PAYABLE TO:

Greater Akron Home Builders Promotions, Inc.

Permits must be purchased for trailers.

Please check here if your vehicle is larger than a mini-van and requires special requirements:_____

PERMITS WILL NOT BE RESERVED UNLESS ACCOMPANIED BY PAYMENT IN FULL. NO PHONE ORDERS.

PLEASE PRINT THE FOLLOWING INFORMATION:

Exhibitor: _____

Booth Number: _____

Address: _____

City/State/Zip: _____

Signature: _____

Total number of 3-day parking permits required: _____ @ \$9 each

FOR OFFICE USE ONLY

Payment Date: _____ Check Number: _____ Permit Numbers Assigned: _____