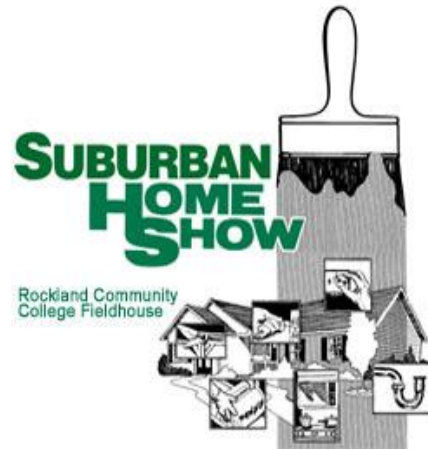


32nd Annual Suburban Home Show



EXHIBITOR MANUAL

February 22, 23, 24, 2019
Rockland Community College Arena
145 College Road
Suffern, New York 10901

VERY IMPORTANT! PLEASE READ THIS EXHIBITOR MANUAL NOW.

This manual is intended to aid those whose responsibility it is to arrange the shipping, set-up and/or display details of your company's exhibit. If this responsibility belongs in whole or in part to someone other than yourself, we would appreciate your assistance by delivering this material to the proper individual(s).

Management strongly suggests that all services and/or furnishings be ordered by **February 1, 2019**. All orders placed on-site will be subject to surcharges and will not be processed until **ALL** advance orders have been completed. **Failure to act promptly** can mean late charges, lack of service at the show, and unnecessary inconveniences.

If you have any further questions, please call:

David McCarey, Show Coordinator
McCarey Exposition Management, Inc.
388 East Main Street
Middletown, NY 10940
845-343-2772 or 800-223-4648

2019 Show Hours
Friday, February 22 3pm-9pm
Saturday, February 23 10am-8pm
Sunday, February 24 10am-6pm

Please provide copies to your driver and booth personnel.

EXHIBITOR INFORMATION PACKAGE

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Forms to be returned:

<i>Exhibitor Badge Pass List Form</i>	prior to February 1, 2019.	Page 12
<i>Show Decorator Service Order Form</i>	prior to February 1, 2019.	Page 13
<i>Water Service Request Form.</i>	prior to February 1, 2019	Page 14
<i>Insurance Certificate Request (sample)</i>	prior to February 1, 2019	Page 15
<i>Wireless Internet Form</i>	prior to February 10, 2019	Page 16

GENERAL SHOW INFORMATION FOR EXHIBITORS

IMPORTANT

All exhibitors are responsible for any floor damage that may be caused by their neglect, including tire marks. Exhibitors must use plywood squares furnished by show management under all tires, tongue jacks, jack stands and sharp edged items during all display hours. Exhibitors must report any existing marks to show management prior to moving any display material into exhibit area. All table and chair legs must have rounded tips or other covering to protect the floor.

No Balloons Allowed. No “stick-on” decals, badges and/or any other such adhesive items are permitted on the premise.

INSURANCE

Fire and theft insurance must be provided by each exhibitor at his own expense, if so desired.

Insurance certificates for liability and workers compensation naming: **McCarey Exposition Management, Inc. and County of Rockland as Additional Insured and Certificate Holder**, must be submitted to show office by February 1, 2019. (Mail to: 388 East Main Street, Middletown NY 10940). As per back of contract, requirement for general liability is \$1,000,000 each occurrence and \$2,000,000 aggregate and workers compensation is Statutory. **Please see enclosed sample copy of certificate of insurance (page 15).** (Send this to your insurance carrier as a sample).

LIABILITY

The exhibitor is responsible for the booth area assigned and agrees to pay for any damage caused to floor, walls, doors, etc. during the time he has contracted for the space (move-in and out included). Exhibitors are advised to see that their regular company insurance includes an extension of coverage for off premises, and that they have their own theft, public liability and property damage insurance.

EXHIBITOR BADGES

Badges will be available at the Show Office in the Field House during move-in commencing on Wednesday, February 20, 2019, as well as throughout the weekend. **No badges will be mailed. No badges will be issued until exhibit space has been paid in full.** Exhibitor badges are for adults working the exhibits. All badges will be approved by the Show Director who also has the right to revoke any. Do not misuse. Send in enclosed badge request form (page 12) by mail, fax or email prior to February 1, 2019.

MOTEL ACCOMODATIONS: when you call, tell them you are with the Suburban Home Show (special rates have been arranged; please make reservations **at least three weeks** prior to show to receive these rates)

- | | | |
|---|--------------|----------------------------------|
| 1. Crowne Plaza , Suffern, NY
(former Holiday Inn; located at Exit 14B, by NYS Thruway interchange) | 845.357.4800 | Suburban Home Show Rate \$105.00 |
| 2. DoubleTree by Hilton , Mahwah NJ
(Route 17 South (right across the NJ border) | 201.529.5880 | no special rate available |
| 3. Sheraton Hotel , Mahwah, NJ
(located at Exit 15 (right across the NJ border) | 201.529.1660 | no special rate available |

WATER: if your display will require (hose) water, it must be done before Thursday evening (5pm). See Water service request form on page 14. Please note you are responsible and liable for any water damage/leaks.

LOCATION:

Rockland Community College is located at 145 College Road, Suffern, NY 10901; off Route 59 between Suffern and Spring Valley, New York. It is also off Exit 14B (Airmont Road) on the New York Thruway. For specific directions go to our website at www.showoffice.com and look under 'directions for Rockland Community College'.

EXHIBITOR ENTRANCES

These entrances are for your convenience only, therefore, do not misuse. You must present a badge prior to entering (available at show office, lobby of 2nd floor by Main Entrance). Do not try to use these entrances without your badge. Exhibitor entrances are located from (front) East Exhibitor Lot A by #712 and 722 (see floor plan, page 18) or from (rear) West Exhibitor Lot B through glass doors and down hallway (lower level) into arena (near food stand).

ELECTRICITY

Electric service must be ordered in advance. Last minute orders and orders placed on exhibit floor can cause needless delays and expense. All electricity must be ordered through service company by completing the enclosed form (page 13). (Tables, chairs, etc. are also available). **PLEASE SEND IN ORDER PRIOR TO FEBRUARY 1, 2019!**

BOOTH EQUIPMENT:

- Standard booths are defined with drapes over pipe frames; 8ft. high back wall with 30" high side walls; as well as a booth ID sign.
- Electric, carpeting, tables, chairs may be ordered through the show decorator. See order form enclosed on page 13.

COMPLIANCE WITH LAWS

All exhibitors selling products are personally responsible for the collection and filing of all local, state or federal sales taxes and obtaining permits and licenses that may be necessary during the operation of the show.

HOME IMPROVEMENT LICENSE:

Companies in the Home Improvement Business doing work or advertising in Rockland County must be licensed by the county. To obtain a license, please contact: **Rockland County Dept of Weights & Measures, Office of Consumer Protection** at 845.364.3901.

SECURITY

Guards will be posted on the exhibit floor during the entire show, including the installation and dismantling period. Every reasonable effort will be made to prevent thefts. **Exhibitors are encouraged to staff their displays until closing and while attendees are directed to show exit.**

NO SMOKING ON CAMPUS- Effective September 1, 2009; Rockland Community College campus is a smoke free campus. No smoking is permitted anywhere on college grounds. Please notify all show personnel of this policy.

SHOW HOURS:

Friday, February 22 3pm – 9pm

Saturday, February 23 10am – 8pm

Sunday, February 24 10am – 6pm

Exhibitors (with exhibitor badge) may enter one hour prior to show's opening. We request exhibitors to begin staffing their booths **at least 15 minutes prior to show hours.**

TELEPHONE INFORMATION

The show office number in the Field House during the show is 845- 356-6611.

If exhibitors desire to have their own telephone installed contact Verizon directly.

Verizon Business Office 800.837.4966

FIRE REGULATIONS - - - PLEASE READ CAREFULLY

Battery Cables: as soon as vehicle is positioned on the floor, the positive chassis battery cable needs to be disconnected and taped. No Exceptions, even if battery disconnect switches or terminal disconnect is available.

All fuel tank openings must be locked or sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than one-half full or contain more than 10 gallons of fuel, whichever is less. **Remember - - - No Propane Tanks!**

Smoke Detectors: all covered displays 100 sq. ft. or larger are required to have smoke detectors that are in working order.

The Rockland County Fire regulations require that all displays, especially fabrics, be flame proofed. All carpets must be flame proofed. Storage of combustible cartons, packing crates, etc. is not allowed in the Field House. **Storage of combustible materials behind the booth is strictly prohibited.**

MOVE-IN / SET UP INFORMATION

MOVE-IN SCHEDULE FOR EXHIBITORS - IMPORTANT – READ CAREFULLY!
PLEASE REFER TO MOVE-IN PARKING MAP ON PAGE 9

EARLY SET UP HOURS: Wednesday, February 20 12pm-6pm

For **large equipment** including show display trailers, box trucks, trucks with trailers for deliveries and display products delivered on skids. Forklift service available. **Warning: Max door height 12'4"**. **This set up time is recommended for those dropping off show trailers, larger display item exhibitors, landscapers, sheds, spas, etc.** Forklifts are also more readily available on Wednesday.

REGULAR SET UP HOURS: Thursday, February 21 9am -7pm

For **large equipment** and remaining heavy items that can not be brought in with a 2 wheeled hand dolly. Bulky materials such as heating units, appliances, furniture, etc. **Forklift service available until 3pm.**

SMALLER DISPLAY SET UP HOURS: Friday, February 22 8am-1pm

Exhibitors should arrive by 10am Friday (at the latest) and have ALL materials in their booths by noon. For **smaller display units, hand carried items** and fast set up booths along with finishing details of set up. **Large wheeled dollies only, as aisles will be carpeted. No heavy equipment. No forklift service.**

LIMITED DRIVE INTO BUILDING ACCESS-FOR LARGE AND HEAVY EQUIPMENT AVAILABLE THESE HOURS ONLY!

Wednesday, February 20 12 noon to 6pm

Thursday, February 21 9am to 3pm

No drive in Thursday after 3pm and No drive in on Friday; due to installation of aisle carpeting Thursday evening.

VEHICLES THAT DRIVE IN BUILDING:

- Vehicles may **only drive in building on Wednesday or Thursday** during move-in times above.
- **Max. Door height is 12' 4"**, enter from rear of building (see map page 9)
- **No track laying vehicles** will be allowed to drive directly on the Field house floor.
- **No vehicles with snow plows attached**
- **No vehicles with transmission fluid or oil leaks** will be permitted to drive in Field house.
- **No vehicles with a gross weight of more than 20,000 pounds** may be brought into the Field house.

Management reserves the right to deny vehicle access if weather conditions dictate!

FLOOR DAMAGE CONTROL – Reminder- You are responsible for damage!

- Any exhibitor who damages the RCC Field House floor surface will be held responsible by Rockland Community College Field House management for repairs and will be required to compensate the Rockland Community College Foundation for such damage and for repairs to restore the Field House flooring to its original condition. ***Exhibitors must take all reasonable precautions concerning the protection of the Field House flooring surface.***
 - In constructing your booth or display please be careful of tools, nails, sharp objects on bottom of your display. **The floor can be damaged easily and cannot be used as a work surface.**
 - All table and chair legs **must** have rounded tips or other covering to protect the rubber Field House floor
 - No sharp or heavy objects dragged or set on the floor without carpet or plywood pads underneath
 - All display vehicles **must** have pieces of plywood **under each wheel** to protect the floor of the Field House. **This is mandatory!**
 - **No dragging or pushing of heavy crates** or other items on the floor will be permitted. Anything that is to be transported across the flooring surface must be on large wheels.
 - Unloading/loading equipment, heavy crates, or machines need plywood under tailgate or ramp to protect the floor – **no spinning of wood crates on floor.**
 - No paint or spray paint, spray chemicals (including Armor-All or related products), abrasives, cleaners or solvents may be used inside the Field house.
- No tape, other than that which has been obtained – FREE OF CHARGE AT THE SHOW OFFICE- may be applied to the flooring surface and must be removed by the exhibitor before move-out. **ABSOLUTELY NO DUCT TAPE!**

EXHIBITOR MOVE-OUT - Sunday, February 24 6pm-9pm

Those exhibitors who have been with us know that we make every effort to move you out as quickly as possible. Delays are sometimes caused because exhibitors do not pack up their items before starting to move-out. All vehicles and display material must be removed from the Field House within 3 hours of the close of the show, Sunday, February 24, 2019. Booths are not to be dismantled before 6pm. **NO EXCEPTIONS.**

***PLEASE REFER TO SPECIAL NOTICE & MAP ABOUT BREAKDOWN & MOVE-OUT
(on page 17 & 18)***

Exhibitor Parking Lot Information

Front East Exhibitor Parking Lot A -

For exhibitor parking prior to and during the show.

Exhibitors who carry out their display and materials at the end of the show, and who's booth is on the **east side (aisles 400, 500, 600 and 700)** of the exhibit floor, should park here Sunday morning to facilitate easy exit at the show closing.

Rear West Exhibitor Parking Lot B –

*Open for exhibitor unloading during **show set up only.***

Lot will be closed from 1pm Friday through Sunday morning .

On Sunday morning the lot will be open (from 8am-9:30am) ONLY (for those exhibitors issued a Sunday Parking Pass) that carry out their display and materials at the end of the show, and who's booth is on the **west side (aisles 100, 200 and 300)** of the exhibit floor. **DO NOT park in this lot if you plan to drive in the building at breakdown.**

Note: Sunday parking pass available through show office (2nd level, glass window only) with approval of the show coordinator).

Rear West Exhibitor Parking Lot C –

For exhibitor parking prior to and during the show. Exhibitors parking here must enter thru rear exhibitor entry (**Glass Doors**) and show your Exhibitor Badge to security.

This is a gravel lot. **No delivery trucks allowed.**

Main Rear Parking Lot – D

All mid-size and large trucks must park on the paved areas of this lot during the show

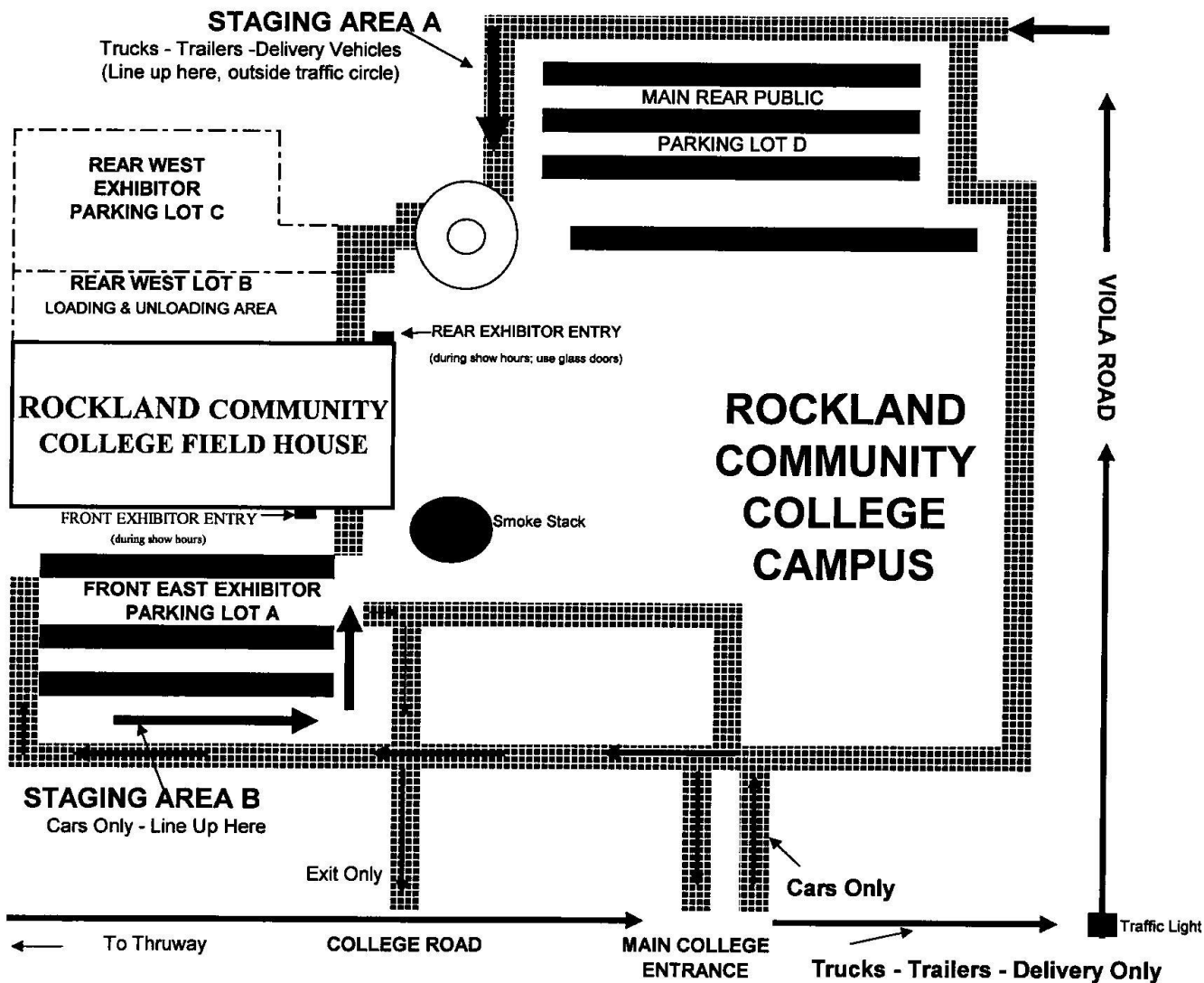
Adverse weather conditions may cause a change to the above procedures if necessary.

Deliveries and Pickups During the Show -

Front Exhibitor Entry Door Only – can be used to accept (Fed Ex, UPS) deliveries or materials during the show. Customer merchandise (with receipt) can only be picked up here. (Located by #712 and 722, see floor plan page 19)

Refer to Parking Lot Map (page 9)

Move-In Parking Lot Map



Special Reminders

Landscape, Gardening & Paving Stone Exhibitors

All exhibits containing landscaping, gardening, paving stones, dirt, mulch, ponds, water, etc., **must cover the floor of the entire display with plastic prior to setting up the booth.**

This will facilitate an easier, quicker, and cleaner removal at the end of the show.

No materials can be left behind at the college fieldhouse, either inside or outside, at the end of the show. Everything that is part of your exhibit needs to be removed at breakdown on Sunday after the show. This includes paving stones, dirt, mulch, etc.

ABSOLUTELY.....NO DUCT TAPE!

If You Require Carpet Tape, Do Not Use Any Tape Other Than The Special Carpet Tape Available To You at the Show Office or Exhibitor Registration. The Tape is FREE, and is the Only Tape that can be used on the Floor Without Damaging It.

Please Return Unused Tape.

Thank You!

HOME SHOW: GENERAL DISPLAY BOOTH GUIDELINES

- ✓ **AISLES:** No sales solicitation or distribution of literature outside of your display booth. The show aisles are for the attending public. To assure proper flow of attendees, aisle should not be obstructed.
- ✓ **DISPLAYS:** Display materials placed along the side drapes that are over 4 feet high should not extend into the booth more than 5 feet from the back wall. This will help to not obstruct the view of the neighboring displays.

Any portion of display above 8' high requires permission from show coordinator plus prior notice for booth placement. Backside would need to have a clean finish. Signage above 8' high rear wall drape needs approval from show coordinator and must be plain/unlettered on backside.

- ✓ **OUTDOOR DISPLAY TENTS:** Pop-up tent tops, sun shades, street fair shelters, etc. must be approved by show coordinator prior to booth placement. Tent tops with any advertising/lettering (because they show above 8' high for exhibitor behind you) need to have advertising on the backside blocked/covered with a solid material. **Please note:** Side wall wind block panels (usually 3' high by 10' deep with advertising) that attach to these pop-up tents should not be used indoors as they create a wall for both your side neighbors and put your display in a garage atmosphere where only your front section is open to the public view.
- ✓ **OUTDOOR SIGNAGE:** Stick flag banner signage (outdoor style) which extends out of your designed booth area (into an aisle, above a neighbors booth or rising above tall curtains, etc. including metal support base) will be decided upon by the show coordinator on a case by case basis depending on booth location. Booth usually needs to be against an outside wall.
- ✓ **PIPE AND DRAPE DISPLAY BOOTH DIVIDERS (Light weight aircraft aluminum):** Exactly as listed these display booth dividers are for designating individual exhibitor display areas and to hang a light weight booth identification plastic sign or a show banner. They are **not** intended to support your display or products.

The decorative drapes are fire retardant and must be dry cleaned. Your company is liable for damage including holes, stapling, wiring or strapping, etc. through the drape material.

- ✓ **UNFINISHED/EXPOSED DISPLAY SUPPORT WALLS:** Side support walls of unfinished raw wood need to be covered with clean finish.

PLEASE RETURN BY FEBRUARY 1ST!

**SUBURBAN HOME SHOW 2019
EXHIBITOR BADGE LIST FORM – WORKING STAFF ONLY**

The contact person should make all badge requests and be the one person who will notify show management of changes or corrections to this list. Exhibitor passes are for the sole use of admitting only those people who are actually working the exhibit. Complete ALL information.
COMPANY NAME _____

CONTACT PERSON (During Event) _____ **Cell Number :** _____

**IN ORDER FOR NAMES TO BE CORRECT ON BADGES;
PLEASE TYPE OR PRINT CLEARLY!**

Please Note: Your Company is responsible for the workers listed below and accepts responsibility that they have coverage under workers compensation while working your exhibit and agree to hold harmless McCarey Exposition Management, Rockland Community College and County of Rockland against any and all claims for loss or injury while participating in this event.

NAMES FOR BADGES:

1 _____

7 _____

2 _____

8 _____

3 _____

9 _____

4 _____

10 _____

5 _____

11 _____

6 _____

12 _____

Please return form to: **MCCAREY EXPOSITION MGMT**
 388 East Main Street
 Middletown NY 10940

Or Fax to 845-344-1203

Or Scan and Email form to info@showoffice.com (subject line ‘SUBURBAN HOME SHOW Pass List’)

NO PASSES WILL BE DISTRIBUTED UNTIL EXHIBIT SPACE IS PAID IN FULL!

WATER REQUEST FORM

Water (hose bib) is available for exhibitors needing it (spas, landscaping, etc.)
Please complete and send this by February 1, 2019.

**Note: You must supply your own hoses
Exhibitors are responsible and liable for any water damage/leaks!**

COMPANY _____

YOUR NAME _____

PHONE _____

“I will require water for _____”
(list items needing water)

Note: Exhibitors requesting water must be set up and filled by Thursday evening 5pm. NO hoses run on Friday! (Aisles are carpeted Thursday evening).

EMERGENCY CONTACT FOR WATER PROBLEMS:

Name: _____

Phone (day) _____

Phone (evening) _____

Phone (cell) _____

Phone (other) _____

RETURN FORM TO:

Suburban Home Show
388 E Main Street
Middletown NY 10940

Or Fax to: 845.344.1203

ACORD CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <i>Your Insurance Agent Info</i>	Contact
	Phone
	Email Address
INSURED <i>Your Company Info</i>	INSURER(S) AFFORDING COVERAGE
	Insurer A
	Insurer B

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	POLICY NUMBER	POLICY EFF	LIMITS	
	GENERAL LIABILITY Commercial General Liability Claims Occur Gen'l Aggregate Limit Applies Policy Project	X	Requirements: \$1,000,000 each occurrence \$2,000,000 aggregate		Each Occurrence \$ Damage to Rented Prem \$ Med Exp (any one person) \$ Personal & Adv Injury \$ General Aggregate \$ Products-Comp/Op Agg \$	
	AUTOMOBILE LIABILITY		SAMPLE		Combined Single Limit (ea) \$ Bodily Injury (per person) \$ Bodily Injury (per accident) \$ Property Damage (per accident) \$	
	UMBRELLA LIAB EXCESS LIAB Occur Ded Claims				Each Occurrence \$ Aggregate \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		Statutory		WC Statutory Limits E L Each Accident EL Disease - Ea Accident E L Disease - Ea Policy

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES
Covering Suburban Home Show, February 20-24, 2019 at the Rockland Community College, Suffern, New York. It is hereby agreed that McCarey Exposition Management Inc. and County of Rockland be included as additional insured.

CERTIFICATE HOLDER McCarey Exposition Management Inc. 388 East Main Street Middletown NY 10940 845.343.2772	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

FACT SHEET

2.4 GHz ("B/G/N") open wireless internet service is available to all at no charge, on an "as is" basis with no technical support, at the Rockland Community College (RCC) Fieldhouse. As well, 5.0 GHz ("A") closed encrypted wireless internet service is available to participating exhibitors for a fee, which includes technical support.

If interested in purchasing a 5.0 GHz ("A") closed encrypted wireless connection, please provide the requested information below. Please understand that although RCC personnel will attempt to assist in connecting to the wireless network, exhibitors are responsible for:

- Providing a computer running an operating system of Windows 7 or later
- Providing a computer with a wireless network adapter with the ability to connect to RCC's 802.11 5.0 GHz ("A") closed encrypted wireless network with WPA2-PSK encryption
- Configuring the computer software settings to successfully connect to the 5.0 GHz ("A") closed encrypted wireless network
- Arriving at least two hours before the event opens, to test connectivity to the network

If an exhibitor is unable to meet these responsibilities, a connection may not be possible.

APPLICATION

I am interested in purchasing 5.0 GHz ("A") closed encrypted wireless internet service during the 2019 Suburban Home Show. I understand that:

- 5.0 GHz ("A") closed encrypted wireless service will be available beginning at the opening of the Show on Fri 22 Feb 2019 and ending at the closing of the Show for a flat rate of \$ 30.00 if ordered by 5:00 PM Sun 10 Feb 2019, and for a flat rate of \$ 50.00 if ordered after 5:00 PM Sun 10 Feb 2019. If it is determined by RCC personnel at the event that a reliable connection cannot be obtained and/or maintained, a refund will be issued
- Wireless service in the Fieldhouse is not secure and should be treated as an "untrusted" wireless internet service, and users should ensure that computer firewall, virus protection, and security programs are updated and active
- An encryption key (password) available as text and QR Code will be issued to me. It is my responsibility to maintain the integrity of the encryption key, and misuse or sharing of the encryption key may be grounds for termination of my service
- Wireless service in the Fieldhouse is sufficient for routine day-to-day needs but was not designed for high capacity use or large commercial functions with multiple users, and there is no guarantee of connectivity to or reliability of a wireless signal in the Fieldhouse. Users are advised to contact Gary Peskin of the RCC Arena Management Office at (845) 574-4378 prior to ordering wireless service, to determine if their needs are compatible with RCC's wireless services
- RCC personnel are not responsible for reconfiguring the computer software settings back to the original state

Vendor Name: _____

Vendor Work Address: _____

Vendor Work Telephone: _____

Vendor Cellular Telephone: _____

Vendor Booth Location / Number: _____

Vendor Signature and Date: _____

PROCEDURE

If purchasing 5.0 GHz ("A") closed encrypted wireless internet service, please remit this entire sheet, along with a check or money order made payable to **Rockland Community College**, to the following. Please note that RCC is unable to process nor accept any other form(s) of payment:

Suburban Home Show
 388 East Main Street
 Middletown NY 10940

Feel free to telephone Gary Peskin of the RCC Arena Management Office at (845) 574-4378 with any questions you may have regarding wireless internet service.

BREAKDOWN AND MOVE-OUT

AS PER YOUR CONTRACTUAL OBLIGATION – PLEASE DO NOT ATTEMPT

to remove any of your display or products from the building prior to the close of the show scheduled at 6pm (unless announced by show coordinator). Please do not dismantle or pack within your booth prior to the close of the show. REMEMBER, according to your contract, the public is entitled to see a complete show until closing.

ALL DISPLAYS AND MATERIALS MUST BE REMOVED FROM THE FACILITY IMMEDIATELY AFTER THE SHOW.

Any exhibit or materials not removed from the building by 9pm will be removed from the building by management staff at the exhibitor's own risk and expense.

Paving stones, rocks, soil, mulch, trees, etc. must be taken with you at breakdown. They cannot be left in the field house or on the college grounds!

VEHICLE PARKING – PERMIT

Your parking permit (given at set up) must be displayed in vehicle window at all times, whenever vehicle is on college grounds **during set up and breakdown**. Do not attempt to park your vehicle within 50 feet of the rear of the building. This is a **FIRE ZONE** violation. It is essential that we keep the loading doors and driving paths to the building clear at all times.

PLEASE DO NOT ATTEMPT TO DRIVE INTO THE BUILDING IF YOU DON'T HAVE TO.

Save time by simply wheeling or carrying your booth out the nearest exit.

IF YOU PLAN TO DRIVE INTO THE BUILDING AT BREAKDOWN:

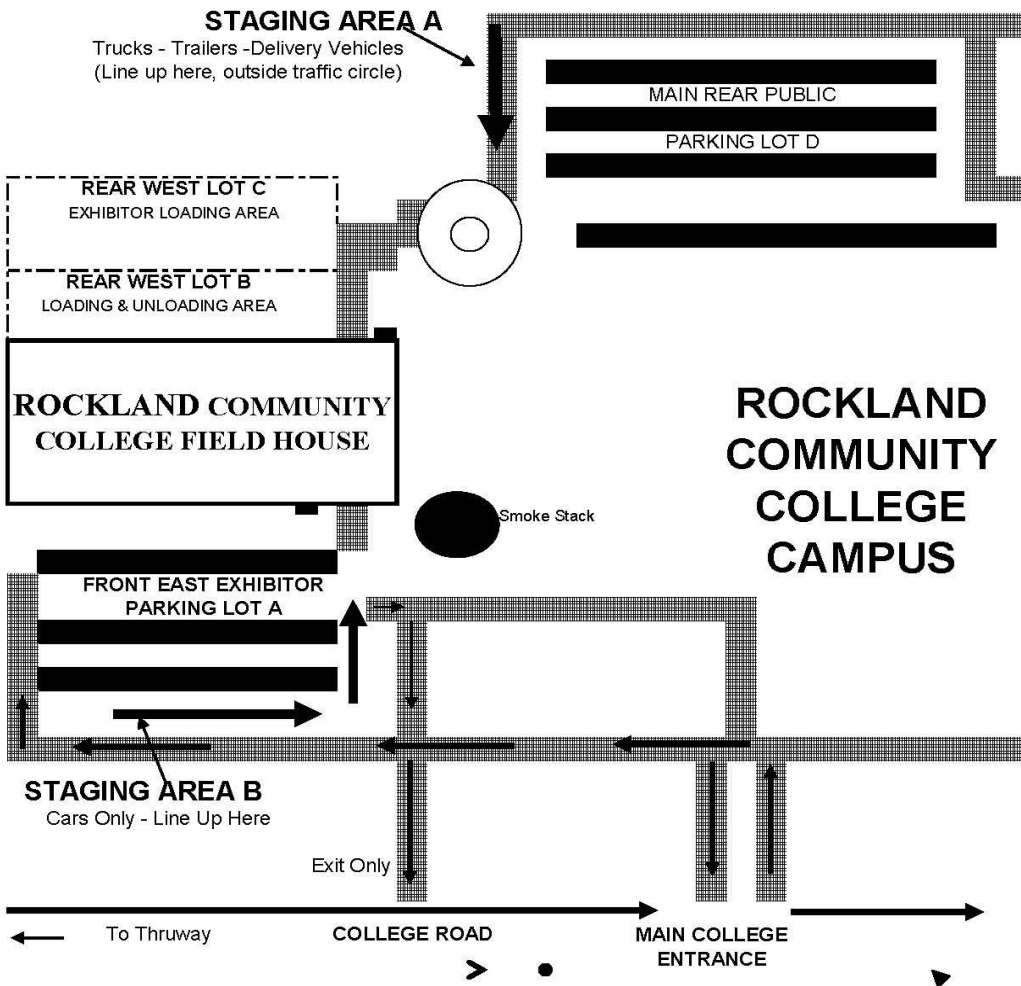
- VEHICLES WILL NOT BE PERMITTED INTO THE BUILDING UNTIL APPROXIMATELY 7:00PM TO ALLOW FOR AISLE CARPETING REMOVAL.
- Prior to driving into the building it is required to prepare and pack your booth completely, ready to be loaded into your vehicle. (Floor manager will verify if ready)
- Bring your vehicle to the staging areas – see map – no permit is needed.
- Load and remove vehicle as quickly as possible.

THANK YOU IN ADVANCE FOR YOUR COOPERATION.

If these rules and regulations are followed, it will ensure a safe and orderly break down.

Refer to Move-Out Parking Lot & Staging Area Map (page 18)

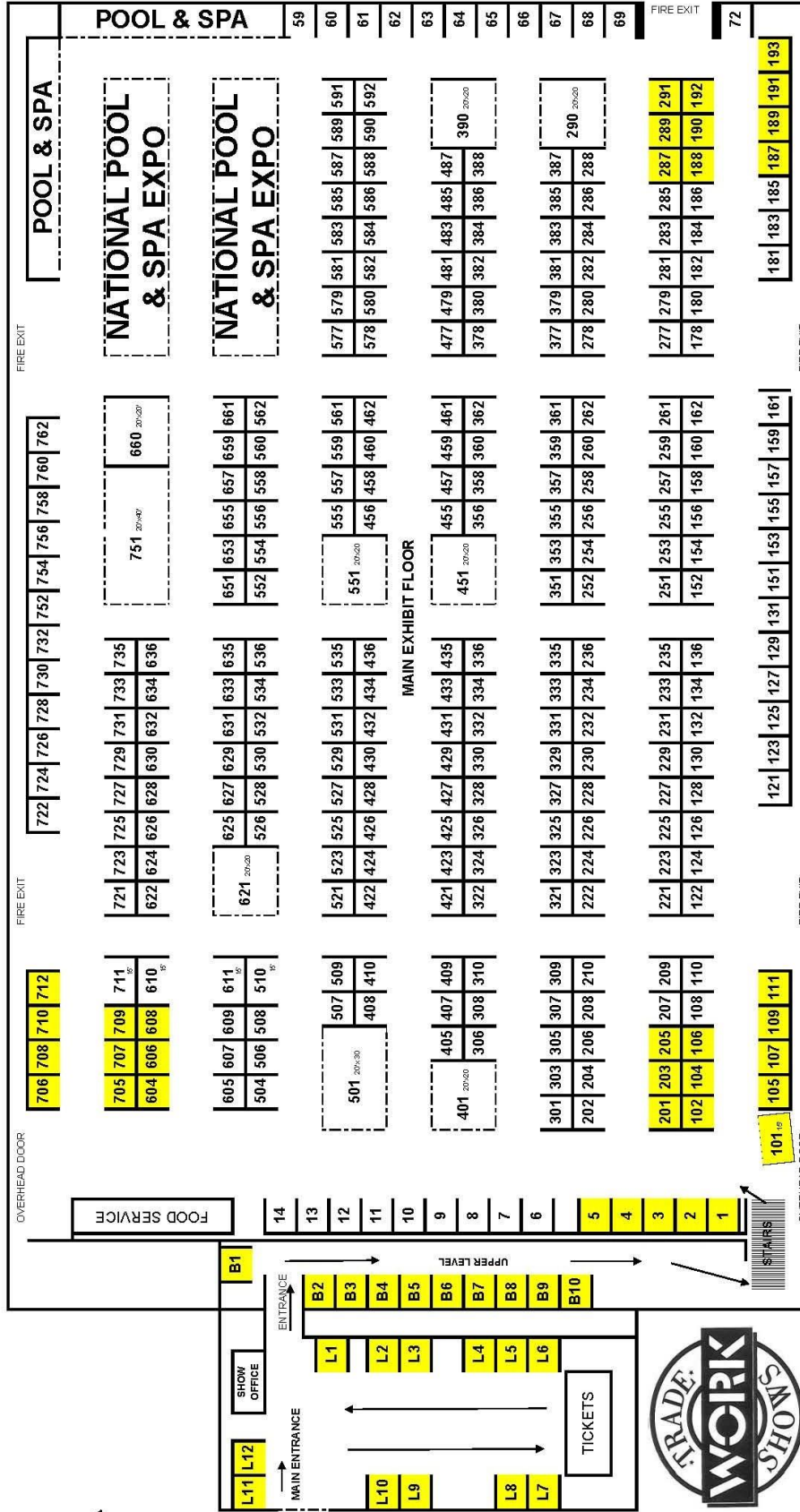
Move-Out Parking Lot & Staging Area Map



To drive into the Field House at end of the show:

- * NO Permit needed
 - * Pull your vehicle (**one per exhibitor at a time**) in line as shown on the map above (Note: low vehicles only in Staging Area B)
- * At approximately 7:00PM (after carpet is removed) we **will only allow vehicles to enter as space clears if your display material is ready to load and weather permits.**

SUBURBAN HOME SHOW Floorplan, Entrance Flow & Exit



Note: Shared booths are Friday Setup Only!

Rockland Community College Field House
145 College Road, Suffern, NY 10901