

Houston Home Show

January 11-12, 2025

**George R Brown Center
Exhibit Hall B**

HOUSTON, TX

Exhibitor Services Manual





WELCOME EXHIBITORS

Houston Home Show

January 11-12, 2025

George R Brown Center
Exhibit Hall B

Houston, TX

WE'RE HERE TO HELP! To enhance your presentation, such items and services as carpet, modular exhibits, custom signs, floral and plants, audio visual and labor assistance are available. If there is anything you need that you don't see, please don't hesitate to call us. We encourage your calls and **we promise excellent service.**

Save money by ordering before the deadline. There are two pricing levels: "discount" and "standard". To receive the "discount" price, a check, money order, or credit card authorization must accompany your order, and must be received by our office no later than the **Deadline Date** printed on the top of each form. When you arrive at the show, stop by our Service Desk in the Exhibit Area during set up. We'll be pleased to answer any questions and assist you with any last minute needs.

All questions regarding trade show policies, display limitations, and the event schedule should be directed to:

American Consumer Shows
info@acsshows.com
516-422-8100

Each 10'L x 10'W Booth Space will Receive:

8' High Black Back Drape
3' High Black Side Drape
1 Identification Sign

The Exhibit Booth Space IS Concrete

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Friday, January 10, 2025
Saturday, January 11, 2025

Show Dates

Saturday, January 11, 2025
Sunday, January 12, 2025

Dismantle Dates

Sunday, January 12, 2025

Setup Times

10:00 AM - 5:00 PM
8:00 AM - 10:00 AM (Late Set Up)

Show Times

10:00 AM - 8:00 PM
10:00 AM - 5:00 PM

Dismantle Times

5:00 PM - 8:00 PM

* All carriers **MUST** check in to pick up Exhibitor freight by 8:00 PM or freight will be brought back to the Phoenix Events warehouse, at the exhibitor's expense.



EXHIBITOR SERVICES

Houston Bridal Show
January 11-12, 2025
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Phoenix Events has a wide variety of rental services available to you for your upcoming event. If you do not see what you are looking for, please call Exhibitor Services at 972-201-5219.

| <u>Exhibitor Services</u> | <u>Discount Deadline Date</u> | <u>Page Number</u> |
|-------------------------------|-------------------------------|--------------------|
| Payment and Pricing Policies | ----- | 4 |
| Order Summary & Payment Form | Monday, December 23, 2024 | 5 |
| Booth Table | Monday, December 23, 2024 | 6 |
| Booth Furnishings | Monday, December 23, 2024 | 7 |
| Booth Accessories | Monday, December 23, 2024 | 8 |
| Booth Carpet | Monday, December 23, 2024 | 9 |
| Labor Jurisdiction Guidelines | | 10 |

* Please contact Exhibit Services at Phoenix Events if you need any help with your order. The phone number is 972-201-5219

* Send all Order Forms to Phoenix Events at:

Email: info@phoenixeventstss.org



PAYMENT & PRICING POLICIES

Houston Bridal Show
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DISCOUNT & STANDARD PRICING

- To take advantage of “discount” pricing, orders **must be received**, with payment in full, no later than the discount dates indicated in the show. All other orders will be charged the standard prices.

**When ordering, forms must be emailed to
info@phoenixeventstss.org**

PAYMENT SCHEDULE

- Phoenix Events requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial order.
- Orders received without full payment or credit card authorization will not be processed or receive the “discount” price.
- All charges must be paid in full before your rental items will be set up.

METHOD OF PAYMENT

- We accept MasterCard, Visa, American Express, check, and bank wire transfers. All payments must be made in U.S. funds drawn on a U.S. bank.
- **A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.**
- Purchase Orders are not considered payment.

CANCELLATIONS & ADJUSTMENTS

- Cancellations are invoiced at 50% of original price if cancelled after deadline date and 100% if cancelled 5 days or less before installation.
- All cancellations on any order will be charged a \$35.00 administration processing fee.
- No adjustments will be made after the close of the show.
- Credits will not be issued for items delivered and not used.

TAX EXEMPTION

- If tax exempt, a copy of your sales tax exemption certificate must accompany your order. This is not a resale certificate.

I & D THIRD PARTY BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

MISCELLANEOUS

- Rental items not ordered and found in the booth space will be invoiced at “standard” pricing.
- Rental items damaged or not found in your booth space following the show will be charged to the exhibiting company, at full market value, and applied to the credit card on file.
- All rental items are subject to applicable taxes and administration fees.



ORDER SUMMARY & PAYMENT FORM

DISCOUNT PRICE DEADLINE DATE
Monday, December 23, 2024

This form must be returned by email to
info@phoenixeventstss.org

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| | |
|---|-----------------|
| Booth Table Order | \$ _____ |
| Booth Furnishings Order | \$ _____ |
| Booth Accessories Order | \$ _____ |
| Booth Packages Order | \$ _____ |
| Carpet Order | \$ _____ |
| Cleaning Service Order | \$ _____ |
| Custom Sign Order | \$ _____ |
| Floral & Plant Order | \$ _____ |
| Display Labor Order | \$ _____ |
| Cart Service Order | \$ _____ |
| Audio Visual Order | \$ _____ |
| Electrical Order | \$ _____ |
| Internet Order | \$ _____ |
| Modular Unit Order | \$ _____ |
| Estimated Material Handling Order | \$ _____ |
| Back to Warehouse Order | \$ _____ |
| TOTAL AMOUNT DUE WITH ADMINISTRATION FEE AND TAX | \$ _____ |

Phoenix Events reserves the right to correct orders figured incorrectly.

Company / Exhibitor Name _____

Ordered By _____ Booth Number _____

Address _____

City / State _____ Zip Code _____

Phone () _____ Fax () _____

Email _____

PAYMENT: Payment must be received by the discount deadline date in order to qualify for discount prices. All other orders will be charged standard prices.

Circle One: AMEX MASTERCARD VISA Card Number _____

Name on Card _____ Expiration Date _____ Security Code _____

Address on Card _____

If sending a check it must arrive a week prior to the show. The order form must to be sent to Phoenix Events by fax or email.

A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.

All charges must be paid before delivery of exhibit materials.

No adjustments will be made after the close of the show.



BOOTH TABLE ORDER FORM

DISCOUNT PRICE DEADLINE DATE
Monday, December 23, 2024

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| <u>QUANTITY</u> | <u>TABLES - 24" WIDE x 30" TALL</u> | <u>DISCOUNT</u> | <u>STANDARD</u> | <u>TOTAL</u> |
|--|--|-----------------|-----------------|-----------------------------------|
| _____ | 4' SKIRTED | \$ 85.10 | \$ 114.90 | \$ _____ |
| _____ | 4' UNSKIRTED | \$ 66.65 | \$ 90.00 | \$ _____ |
| _____ | 6' SKIRTED | \$ 96.90 | \$ 130.85 | \$ _____ |
| _____ | 6' UNSKIRTED | \$ 78.70 | \$ 106.25 | \$ _____ |
| _____ | 8' SKIRTED | \$ 111.00 | \$ 149.85 | \$ _____ |
| _____ | 8' UNSKIRTED | \$ 92.55 | \$ 124.95 | \$ _____ |
| _____ | 4TH SIDE TABLE DRAPE | \$ 36.65 | \$ 49.50 | \$ _____ |
| _____ | TABLE SKIRT, 30" TALL | \$ 36.65 | \$ 49.50 | \$ _____ |
| PLEASE CIRCLE DRAPE COLOR: BLACK BLUE BURGUNDY GREY GREEN RED WHITE | | | | |
| <u>QUANTITY</u> | <u>COUNTER HIGH TABLES - 24" WIDE x 42" TALL</u> | <u>DISCOUNT</u> | <u>STANDARD</u> | <u>TOTAL</u> |
| _____ | 4' SKIRTED | \$ 103.30 | \$ 139.50 | \$ _____ |
| _____ | 4' UNSKIRTED | \$ 84.05 | \$ 113.50 | \$ _____ |
| _____ | 6' SKIRTED | \$ 117.40 | \$ 158.50 | \$ _____ |
| _____ | 6' UNSKIRTED | \$ 97.90 | \$ 132.20 | \$ _____ |
| _____ | 8' SKIRTED | \$ 134.55 | \$ 181.65 | \$ _____ |
| _____ | 8' UNSKIRTED | \$ 116.35 | \$ 157.10 | \$ _____ |
| _____ | 4TH SIDE TABLE DRAPE | \$ 41.00 | \$ 55.35 | \$ _____ |
| _____ | TABLE SKIRT, 42" TALL | \$ 41.00 | \$ 55.35 | \$ _____ |
| PLEASE CIRCLE DRAPE COLOR: BLACK BLUE BURGUNDY GREY GREEN RED WHITE | | | | |
| | | | | SUBTOTAL \$ _____ |
| | | | | 3.50% ADMINISTRATION FEE \$ _____ |
| | | | | TOTAL \$ _____ |
| | | | | 8.25% SALES TAX \$ _____ |
| | | | | TOTAL AMOUNT DUE \$ _____ |

EXHIBITOR NAME _____ BOOTH NUMBER _____



FURNITURE ORDER FORM

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| <u>QUANTITY</u> | <u>FURNITURE</u> | <u>DISCOUNT</u> | <u>STANDARD</u> | <u>TOTAL</u> |
|-----------------|---|-----------------|-----------------|-----------------------------------|
| _____ | Folding Chair | \$ 19.50 | \$ 26.35 | \$ _____ |
| _____ | Padded Side Chair | \$ 45.00 | \$ 60.75 | \$ _____ |
| _____ | Padded Arm Chair | \$ 54.00 | \$ 72.90 | \$ _____ |
| _____ | Counter Stool with Back | \$ 78.00 | \$ 105.30 | \$ _____ |
| _____ | Padded Swivel Chair | \$ 75.00 | \$ 101.25 | \$ _____ |
| _____ | 36" Round x 30" High Pedestal Table | \$ 95.00 | \$ 128.25 | \$ _____ |
| _____ | 36" Round x 40" High Pedestal Table | \$ 95.00 | \$ 128.25 | \$ _____ |
| _____ | Black Tablecloth for 36" Round x 30" Tall Table | \$ 26.65 | \$ 36.00 | \$ _____ |
| _____ | Black Tablecloth for 36" Round x 40" Tall Table | \$ 26.65 | \$ 36.00 | \$ _____ |
| _____ | White Tablecloth for 36" Round x 30" Tall Table | \$ 26.65 | \$ 36.00 | \$ _____ |
| _____ | White Tablecloth for 36" Round x 40" Tall Table | \$ 26.65 | \$ 36.00 | \$ _____ |
| _____ | Single Step Table Riser - 4' | \$ 47.50 | \$ 64.10 | \$ _____ |
| _____ | Single Step Table Riser - 6' | \$ 52.00 | \$ 72.10 | \$ _____ |
| _____ | Single Step Table Riser - 8' | \$ 62.00 | \$ 83.70 | \$ _____ |
| _____ | White Vinyl Cover for Table Rise | \$ 15.00 | \$ 20.25 | \$ _____ |
| _____ | Grid Wall - 2' X 7' | \$ 55.00 | \$ 35.10 | \$ _____ |
| _____ | Grid Wall Arms | \$ 5.00 | \$ 6.75 | \$ _____ |
| | | | | TOTAL \$ _____ |
| | | | | 3.50% ADMINISTRATION FEE \$ _____ |
| | | | | SUBTOTAL \$ _____ |
| | | | | 8.25% SALES TAX \$ _____ |
| | | | | TOTAL AMOUNT DUE \$ _____ |

EXHIBITOR NAME _____ BOOTH NUMBER _____



ACCESSORY ORDER FORM

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| <u>QUANTITY</u> | <u>ACCESSORIES</u> | <u>DISCOUNT</u> | <u>STANDARD</u> | <u>TOTAL</u> |
|-----------------|------------------------|-----------------|-----------------|-----------------------------------|
| _____ | Aluminum Floor Easel | \$ 35.00 | \$ 47.25 | \$ _____ |
| _____ | Bag Stand | \$ 62.50 | \$ 84.40 | \$ _____ |
| _____ | Crossbar | \$ 15.00 | \$ 20.75 | \$ _____ |
| _____ | Upright & Base | \$ 20.00 | \$ 27.00 | \$ _____ |
| _____ | Super Base | \$ 15.00 | \$ 20.75 | \$ _____ |
| _____ | Drape Panels - 3' High | \$ 12.50 | \$ 16.85 | \$ _____ |
| _____ | Drape Panels - 8' High | \$ 12.50 | \$ 16.85 | \$ _____ |
| _____ | Clothing Rack | \$ 58.15 | \$ 78.50 | \$ _____ |
| _____ | Chrome Sign Holder | \$ 58.15 | \$ 78.50 | \$ _____ |
| _____ | Fish Bowl | \$ 12.00 | \$ 16.20 | \$ _____ |
| _____ | Literature Rack | \$ 78.00 | \$ 105.30 | \$ _____ |
| _____ | Raffle Ticket Drum | \$ 85.00 | \$ 114.75 | \$ _____ |
| _____ | Poster Board - 4' X 8' | \$125.00 | \$ 168.75 | \$ _____ |
| _____ | Waste Basket | \$ 15.50 | \$ 20.90 | \$ _____ |
| _____ | 6' Glass Showcase | \$ 329.00 | \$ 444.15 | \$ _____ |
| _____ | 4' Glass Showcase | \$ 250.00 | \$ 337.50 | \$ _____ |
| | | | | TOTAL \$ _____ |
| | | | | 3.50% ADMINISTRATION FEE \$ _____ |
| | | | | SUBTOTAL \$ _____ |
| | | | | 8.25% SALES TAX \$ _____ |
| | | | | TOTAL AMOUNT DUE \$ _____ |

EXHIBITOR NAME _____ BOOTH NUMBER _____









CARPET ORDER FORM

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| <u>QUANTITY</u> | <u>STANDARD CARPET</u> | <u>DISCOUNT</u> | <u>STANDARD</u> | <u>TOTAL</u> |
|-----------------|------------------------|-----------------|-----------------|--------------|
| _____ | 10' X 10' CARPET | \$ 138.00 | \$ 186.30 | \$ _____ |
| _____ | 10' X 20' CARPET | \$ 276.00 | \$ 372.60 | \$ _____ |
| _____ | 10' X 30' CARPET | \$ 414.00 | \$ 558.90 | \$ _____ |
| _____ | 10' X 40' CARPET | \$ 552.00 | \$ 745.20 | \$ _____ |

CARPET COLOR (PLEASE CIRCLE): BLUE HUNTER GREEN RED MAROON GRAY BLACK

SPECIAL CUT CARPETING—32 OZ WT

| | | | | |
|-----------------------|---------------------------|---------------------|-------------------|----------|
| _____ SQ FT | FULL COVERAGE CARPET | \$ 3.20 PER SQ FT | \$ 4.31 PER SQ FT | \$ _____ |
| | SIZE: _____ FT X _____ FT | (100 SQ FT MINIMUM) | | |
| <u>OPTIONS</u> | | | | |
| _____ SQ FT | CARPET PAD | \$ 1.16 PER SQ FT | \$ 1.63 PER SQ FT | \$ _____ |
| | SIZE: _____ FT X _____ FT | | | |
| _____ SQ FT | VISQUEEN COVERING | \$.84 PER SQ FT | \$ 1.10 PER SQ FT | \$ _____ |
| | SIZE: _____ FT X _____ FT | | | |

TOTAL \$ _____

3.50% ADMINISTRATION FEE \$ _____

SUBTOTAL \$ _____

8.25% SALES TAX \$ _____

TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



LABOR JURISDICTION GUIDELINES

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Phoenix Events is certain you will appreciate knowing prior to your arrival that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions of various unions throughout the nation, we ask that you read the following information.

GRATUITIES ARE PROHIBITED, IN ANY FORM, INCLUDING CASH, AND GIFTS.

INSTALLATION AND DISMANTLE LABOR

Phoenix Events will provide the proper union personnel to perform labor for the installation and dismantling of your exhibit. Full-time, bona-fide employees of the exhibiting company, which are properly badged by show management, may set their own exhibits without union assistance. Any additional labor needed beyond this must be performed by union personnel. Display labor may be ordered in advance by returning the Display Labor Order Form enclosed or at the Phoenix Events Service Desk at the exhibit site.

MATERIAL HANDLING LABOR

Phoenix Events will provide the proper union personnel, as needed, for the handling of all materials within the convention facility. Union personnel will unload all trucks or vehicles, deliver materials to your booth and remove and reload materials at the close of the show.

EXHIBITOR OWNED VEHICLE- PERSONALLY OWNED VEHICLE (POV)

Exhibitors and show organizers may handle their own material if it can be carried in within 15 minutes without the use of dollies other than small two wheeled dollies such as airport luggage dollies. Exhibitors may not borrow, rent or bring onto the exhibit floor, hand carts, flat trucks, pallet jacks or other material handling equipment. Any items that cannot be carried in must be handled by the Official Service Contractor.

To ensure orderly and safe move-in and move-out, all docks and vehicle traffic is under the exclusive control of the Official Services Contractor. As conditions and time permits, space may be made available to exhibitor owned vehicles to load and unload. One person must remain with the vehicle at all times. Due to time constraints, vehicles must be loaded or unloaded within 15 minutes. A timed dock pass will be issued. Unattended vehicles will be towed at the owners expense. The above will be strictly enforced.

UTILITIES LABOR

All connections, wiring, laying of cables, assembly and attachment to facility services are handled exclusively by union personnel or facility employees. Utilities labor and services may be ordered on forms enclosed or from the facility. Exhibitors may do technical adjustments, programming and cleaning once the initial connections are made.

Any questions regarding union jurisdictions or individual laborers should be directed to Phoenix Events Please refrain from voicing any concerns or complaints directly to union personnel. Should any union personnel raise any issues or concerns, please inform the onsite Phoenix Events personnel.

All work orders should be carefully reviewed and signed by company personnel, as no adjustments will be permitted after the closing of the event. Please direct any questions directly to Phoenix Events personnel.