



ATTENTION EXHIBITORS

Dear Exhibitor,

You will receive your booth number two weeks prior to load-in. Please look out for an email with the subject line:

“Tennessee Bridal & Wedding Expo: Booth Number”

When placing your order for tables, chairs and electric please use only your exhibiting company name on the order forms.

Thank you,

Show Management.

BRIDAL & WEDDING EXPO



EXHIBITOR KIT

May 5, 2024



Renasant Convention Center
Northwest Hall

Venue Location:

Renasant Convention Center - Northwest Hall: 255 North Main St, Memphis, TN 38103

General:

Our top priority is to produce a quality event and to create an atmosphere where all exhibitors can do business. The following rules allow every exhibitor to work in the best possible environment for conducting business.

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.
- Working in the aisles or distributing brochures, literature, etc. from any area other than your booth is prohibited. All promotional activity must take place inside your contracted space.
- As per venue directive, exhibitors are not permitted to hand carry merchandise through the front doors during move-in or move-out. Exhibitor move-in and out access is permitted via the rear loading area only.
- Please ensure that your display is completely set up one hour prior to the show opening for inspection.
- Exhibitors will be allowed in the exhibition hall one hour prior to the show opening each morning for preparation.
- For security purposes, at least one member of your company should be present at these times. American Consumer Shows personnel will be available during all set-up and show hours at the Information Booth.
- Performers will be contacted individually regarding access for set-up and/or breakdown.
- Each standard booth comes with a white 8’ high back curtain and two 3’ high side curtains (curtains will be omitted from open corners). Placement of curtains will vary for larger booths.
- Should you need carpeting and/or electric, please complete the respective order form and return it to the service provider. **Note: tables, chairs and electric are not included in your exhibitor space.** The decorator has discounted booth packages available (deadlines apply).
- Exhibitors may ship their contents to the decorator’s warehouse prior to the show. Please contact the decorator directly for instructions and costs associated with this service.

Event Time Table:

Move-In

Sunday, May 5, 2024 8:00 AM – 12:30 PM

Show Hours

Sunday, May 5, 2024 1:30 PM – 5:00 PM

Move-Out

Sunday, May 5, 2024 5:00 PM – 8:00 PM

Move-Out will not begin until the official show closing time. Dismantling or removal of exhibits before the show has closed creates a safety hazard, is unfair to the brides who attend the show later in the day, is disrespectful to neighboring exhibitors and makes for a show environment which is not conducive to selling. Loading doors will remain closed until 5 PM. All exhibitor material must be claimed by 6 PM and completely removed by 8 PM on Sunday night, NO EXCEPTIONS.

Facility Details:

- Load-in door dimensions are 12' Wide x 15' High
- The ceiling height it is 40 ft
- This facility is equipped with a loading dock.
- The facility flooring is carpet.
- A tarp or plastic covering must be used to protect the floor in all booths where exhibits are sampling food.
- Exhibitors that are carpeting their own booth or covering the floor must use tape provided by Show Management (visit the information booth during set-up to borrow tape) – **DO NOT USE DUCT TAPE ON THE FLOOR.**
- Trash removal of large items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.
- All covered booths must be fire-rated. A 5lb fire extinguisher and a smoke detector are required in all covered booths.

Vehicle/Limousine Display Requirements:

Exhibitors who have arranged for vehicle display space must adhere to the following safety rules:

- The battery must be disconnected.
- Fuel in vehicles fuel tanks not to exceed one-quarter (1/4) tank or 5 gallons (19L), whichever is less. Motorcycles shall have no more than 2.5 gallons of fuel.
- Fuel tanks and fill openings must be closed and sealed to prevent tampering.
- Vehicles may not be started up or moved during show hours. Keys must remain with Show Management for the duration of the show.
- A drip pan and tarp must be placed under the vehicle(s) in order to protect the floor in the event of a fluid leak.
- To display a vehicle on a carpeted area, the client must first place visqueen/plastic (4mil minimum) on the floor from the loading dock to
- All vehicles must be cleaned of excessive dirt, snow or water prior to being placed on the show floor.
- **Tire cleaning/polishing products are not permitted inside the venue. Please clean/polish all tires prior to entering the exhibit hall.**

Oversized Displays:

If your exhibit is an actual trailer, vehicle or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email ops@acsshows.com to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are often the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

Edible Sampling Requirements:

Exhibitors who have been approved to sample cake, food or beverages at the show must adhere to the following rules:

- There is an additional fee to sample.
- Sampling of food or non-alcoholic beverage items will not be permitted if the item being dispensed has no relation to such exhibitor's business.
- Food Product Samples: Maximum 2 oz. (Individual Name Brand Products Only)
- Non-Alcoholic Samples: Maximum 4 oz. (Individual Name Brand Products Only)
- Alcohol sampling: Alcohol sampling is limited to the following:
 - Beer - 2 oz | Liquor - .5 oz | Wine -.5 oz | Spirits - .5 oz
 - Exhibitors sampling alcohol must hire bartending staff (\$150 for 2-hours) from The RK Group
 - Alcohol sampling cannot be used for traffic promotion. Exhibitors sampling must be the manufacturer, producer, or distributor of the alcohol
 - Alcohol is not permitted to be sold onsite.
- Concession stands, restrooms, and/or facility kitchens may not be used as exhibitor clean-up areas.
- Costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling is the responsibility of the exhibitor.
- Securing all necessary licenses, permits, etc., is the responsibility of the exhibitor. Please contact the Shelby County Health Department for permit information. Exhibitors are responsible for complying with all Shelby County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If exhibitors are not in compliance or do not obtain the proper permits the health department can shut down their booth.

Show Management reserves the right to remove any items which do not meet these requirements.

Service Providers:

- Decorator Form(s)
Veal Convention Services: 3016 Reverend Abraham Woods Jr Blvd., Birmingham, AL 35203
P: 800.844.8325 Email: orders@vealco.com

Note: Tables, chairs, and carpeting are not included in our booth. These items can be ordered from the decorator.

- Electrical Form(s)
Renasant Convention Center: 255 North Main St. Memphis, TN 38103
P: 901.576.1200 F: 901.576.1212
- Water, Telephone & Internet Forms
Renasant Convention Center: 255 North Main St. Memphis, TN 38103
P: 901.576.1200 F: 901.576.1212

Electrical & Water Orders are made exclusively online at: <https://www.renasantconventioncenter.com/order-services-online>

All services should be ordered prior to the deadline dates listed to avoid a surcharge by the service contractors. Show Management suggests that you photocopy all order forms prior to mailing and retain copies of each for your records.

[Click Here](#) to view and print additional copies of this Exhibitor Kit and Service Provider Forms.

Utilities:

Electrical Services

The facility is the exclusive provider of all electrical services. [Click Here](#) to register and sign in to order electrical services.

Water, Telephone and Internet Services

The facility is the exclusive provider of all water, telephone & internet services. [Click Here](#) to register and sign in to order electrical services.

Tax Information:

The general state tax rate is 7%. The local tax rate varies by county and/or city. Please visit: <https://www.tn.gov/revenue/taxes/sales-and-use-tax/local-sales-tax-and-single-article.html> for more information about local tax rates.

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 services; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliance with the foregoing requirements is an integral part of its 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 American Consumer Shows.

Hotels:

Hotel: Sheraton Memphis Downtown Hotel, 250 N Main St, Memphis, TN 38103
P: 901.527.7300

Pay Your Bill:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit www.acsshow.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Bridal Registration List:

Exhibitors will receive an email outlining instructions on how to obtain the Bridal Registration List shortly after the show's end. Bridal registration lists are individually seeded to monitor use. Exhibitors who provide their list to a non-exhibitor will be subject to substantial penalties.

Music:

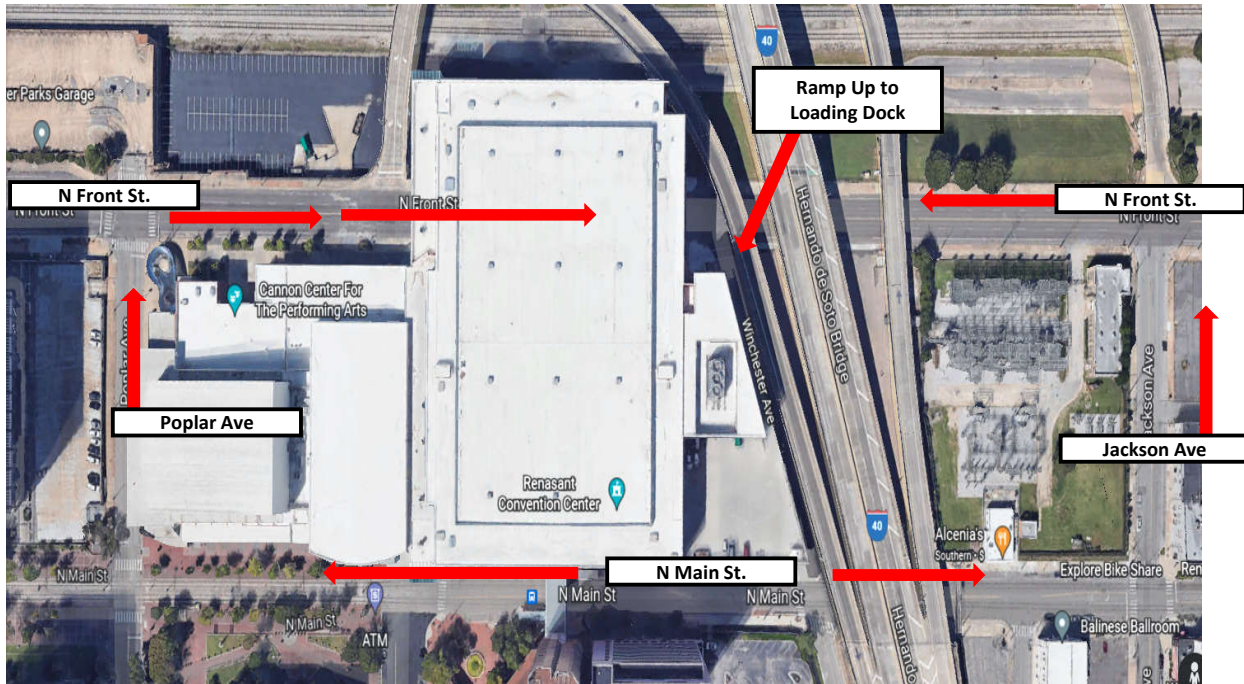
- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.

**Renasant Convention Center
255 North Main St.
Memphis, TN 38103**

The address to the parking garage is 266 N. Front Street

Move-In Instructions

- To access the loading dock, please use the Up ramp off of N Front Street. Entrance to the ramp for this dock is next to the parking garage entrance on Front Street.
- Proceed to check-In at the entrance of the dock.
- Note: Passes issued at move-in must be displayed in your vehicle's front window.
- Parking in the loading area is **PROHIBITED**. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- Once your vehicle is fully unloaded, please remove it from the loading area and park it in the exhibitor parking lot before setting up your booth.
- If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- Parking in any unauthorized location will result in fines and possible towing by local authorities.
- Once inside the venue, the main entrance/exit will be used during the hours of the show. Emergency exits will not be accessible. Alarms will sound if the emergency exit doors are opened.
- There is a fee for parking during Show Days.
- It is strongly suggested that you bring your own hand truck, push cart or dolly to facilitate move-in/out. This will speed up the process.



Move-in Procedures and Policy

Loading Docks

- The RCC loading/unloading docks are available for loading exhibition materials, displays and other show-related materials. When you have completed loading or unloading, promptly remove all vehicles from the loading docks. Dumpsters and open stalls must remain accessible at all times. Blocking access is prohibited under any circumstances.
- Parking of vehicles on the loading docks is prohibited under any circumstances.
- Exhibitors requiring access to the loading docks for refrigerated trailers or material storage must have prior approval.
- Loading docks are not considered part of the leased areas of the RCC. At all times they are considered the property and under the control of the RCC
- Unattended vehicles left in the loading docks are subject to be towed at the owners' expense without notice.

Vehicles

- Display vehicles are permitted in the building provided they meet all City of Memphis Fire Code Regulations. Minimum standards include:
 - Batteries shall be disconnected in an approved manner
 - Fuel in the fuel tank shall not exceed $\frac{1}{4}$ of tank capacity or 5 gallons, whichever is less
 - Fuel systems shall be inspected for leaks
 - Vehicles shall not be fueled or defueled within the building or surrounding property
 - Fuel tank openings shall be locked and sealed to prevent the escape of vapors
 - The keys will remain with security until the conclusion of the event
- To display a vehicle on a carpeted area, the client must first place (4mil minimum) visqueen on the floor from the loading dock to the final display location of the vehicle and place pieces of carpet under each tire of the vehicle at its final location.

- Note that products such as Armor-All are prohibited from being used in the facility. If any vehicles need to be polished or treated with Armor-All, it should be done outside the facility (either on the loading dock or in the Exhibitor Lot).
- Exhibitors are not allowed to drive a vehicle into the exhibit area for unloading or loading.
- Masonite board is required for all heavy equipment and vehicles for all turning maneuvers. The center will have a limited supply of visqueen and masonite board on site for purchase should you need it
- The location of vehicles and equipment shall not obstruct, or block exits or exit signage

Exhibitors

- You must place visqueen, (at least 4ml thick), on all carpeted areas that will be used for traffic of lifts, pallet jacks and/or other related equipment.
- Forklifts, and any other equipment, without “non-marking” tires are prohibited on carpeted areas
- Exhibits may be transported by pallet jacks, two wheeled dollies or four wheeled rubber-tired carts
- Do not tape, tack, Velcro, or affix anything to any walls, doors, floor or furnishings in the facility.
- The use of high residue tape such as “duct tape” is prohibited on any surface in the facility. Costs involved for removal of such are assessed a fee which is reflected on the Facility Contractor invoice or exhibitor utility service order. Kendall 105, TC1900, or gaffers’ tape are the only tapes approved for carpeted areas
- To protect the carpet from nails, screws etc., no pallets, crates, etc., will be allowed on carpeted areas. You must place these items on 4x4 posts or similar.
- Displays or equipment may not block access to fire equipment, exit or exit signage.
- All curtains, drapes, decorations and decorative or construction materials are to be non-combustible or flame retardant. Documentation affirming non-combustible or flame-retardant properties must be available on-site.
- Outside food or drinks are not allowed in the facility. Sample size food and beverage items as a booth giveaway require approval by Event Management - Fees may apply.
- Utilities are ordered by using the utility order form included in the Exhibitor Kit (Manual). On-site utility service orders may be placed at the utility service desk and charged the Base Rate (on-site rate).
- You are responsible for the removal of any tape and markings during the load out process
- Your group will be responsible for all damages to the carpet during the load in/out process. Applicable charges will apply
- Doorways, carpeted areas and floors must be protected from the movement of crates, registration counters, pallet jacks, plants, sign-hanging activities and all other rolling

stock during move-in and move-out. When off-loading counters, booths and other heavy objects, the use of floor protection and extreme care is required.

- Dispose of all trash in the trash receptacles provided.
- RCC personnel are not allowed to lend out tools or ladders to any Non-MMG personnel.
- The Center is a smoke-free facility. Smoking is allowed in designated places only
- When the exhibit halls are air conditioned during move-in or move-out, door operators may be required (decorators and production companies included). Door operator may not be volunteers or show management staff.

- Minimum lighting is provided during move-in and move-out periods.
- All move-in and move-out of exhibits must be through the service yard, the designated loading docks, freight elevators and freight doors. The lobby areas, side doors, escalators and passenger elevators are not to be used for this purpose.

BRIDAL & WEDDING EXPO

Move-Out and Breakdown Instructions:

Important Note: Please share this document with your breakdown crew!

- Move-out starts at 5:00 PM.
- It is strongly suggested that you bring your own hand truck, push cart, or dolly to facilitate move-out. This will speed up the process.
- Trash removal of construction material and landscaping material, such as pavers, stone, dirt, plants, etc., is your responsibility. Do not leave these items on the show floor; you must take them with you.
- Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please note: first in and LAST OUT. It is imperative that you make arrangements to have your dismantle team arrive at approximately 6:00 PM on Sunday of breakdown to pick up your display, unless your display directly impacts the load out of an event; in which case you will be asked to remove it promptly at the start of breakdown. It is not possible to move-out oversized displays until smaller exhibits, displays and pipe/drape have been dismantled and removed.
- You may ship your exhibit contents to the warehouse, where they can be shipped by a carrier of your choice. Please stop by the decorator's desk after 3:00 PM on Sunday to discuss the details with the service representative. Remember to label all outgoing shipments.
- Never leave your exhibit contents unattended during move-out. This is a difficult time to provide security.
- All exhibitor material must be claimed by 6:00 PM and completely removed by 8:00 PM. Exhibit contents that have not been removed by 8:00 PM will be subject to shipping and storage charges.

Please note: Your cooperation in following the process outlined above will help in facilitating a smooth move-out.

BRIDAL & WEDDING EXPO



EXHIBITOR MANUAL



A member of the American Consumer Shows group of companies
6901 Jericho Turnpike, Suite 250, Syosset, NY 11791-4626
Telephone: (888) 433-EXPO (3976) | (516) 422-8100 | Fax: (888) 850-3977



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Adhesive Stickers & Bumper Stickers:

No stickers of any kind are to be given out at any time, at any location, by exhibitors. Exhibitors distributing stickers of any kind will receive a bill from the facility for custodial personnel.

Balloons & Helium Tanks:

The facility does not allow helium balloons in the building for any purpose. For decorating purposes, you may have balloons without helium.

Booth Information:

- A. **Booths:** Maximum booth height is 8' all around, full cubic content. Island booths have no height restriction. Be sure to check the Exhibitor Kit under "*Facility Details*" for the ceiling height.
- B. **Pipe & Drape:** An 8' back curtain and two 3' side curtains are provided with each booth. Placement of curtains will vary for larger booths. Display material may go up to 8' high on either side of the inline booths.

Decorator Services:

Draped tables, chairs, carpeting, wastepaper baskets, and other items can be rented for the duration of the show. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Directions and Parking:

Directions and parking are venue specific. For information on directions and parking, refer to the "*Directions*" page in the Exhibitor Kit.

Distribution of Literature:

Exhibitors are permitted to hand out flyers, catalogs, circulars, and folders within their booth only. Distribution of such material from booth to booth, in the aisles, or in the lobby is strictly prohibited. Canvassing of any kind or distributing literature in the exhibit facility or parking lot by or for non-exhibitors is forbidden. Exhibitors may display, demonstrate, give away samples, and sell within their booth only. Exhibitors should refrain from confronting those that are not complying with the above. Bring your concerns to show management at the Information Booth.

Electrical Services:

Electrical service is available in most venues. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Food & Beverage:

Exhibitors are not permitted to sell food or drinks for consumption at the show without the prior written consent of American Consumer Shows. Sampling is permitted in most venues; please contact our customer service department at customerservice@acsshow.com for maximum sample size and additional details. It is the vendor's responsibility to obtain any and all permits, including permits required from local Health Departments or agencies. Any exhibitor providing food or drinks must protect the venue floor, no exceptions.

Fire Marshal Rules & Regulations:

Where applicable, please note the following:

- A. Flammable liquids are not permitted.
- B. Liquefied petroleum gases (Butane, Propane, etc.) are not permitted on or in any type of vehicle, boat, trailer, or in any exhibit.
 1. Vehicles that have removable propane tanks are not permitted to enter the building unless the propane tank(s) have been removed.
 2. Vehicles with built-in propane tanks that cannot be removed are not permitted to enter the building unless a notarized affidavit accompanying the vehicle indicates:
 - a. Propane tanks are new and have never contained propane or,
 - b. Propane tanks have been emptied and purged.
- C. If a vehicle is part of a display, where permitted, the exhibitor must ensure that there is ¼ tank of gas or less, the gas cap has been locked, and the battery has been disconnected.
- D. All drapes, curtains, tenting, decorations, tablecloths, etc., must be inherently fire resistant or flame proofed, unless made of non-combustible material. An original notarized certificate attesting to a material's fire resistance or flame proofing must be provided at the exhibit and available for inspection by the Fire Marshal.
- E. All exits, passageways, vestibules, lobbies, and fire passageways must be clear for their full width. They shall not be used for exhibits, tables, or storage.
- F. Open flame devices are not permitted.
- G. Cooking for demonstration purposes, where permitted, shall be by electrical appliances only and in locations approved by the Fire Marshal. If cooking is permitted, it must be kept clear of combustible materials. Deep fat frying is not permitted. Exhibitors are required to keep a working fire extinguisher within their booth. Please note, most Fire Marshals will request to see the extinguisher.
- H. The use of noxious, toxic, flammable substances, such as paint, stain, polyurethane or anything of the like, is not permitted during the show set-up.

Flyers:

Placement of flyers on cars in the parking lot is strictly prohibited. Exhibitors found placing flyers on cars in the parking lot will receive a bill from the facility for clean up and custodial personnel.

Information and Service Desk:

For any questions regarding the show onsite, please visit the American Consumer Shows' Information Booth, located in the lobby or on the show floor. The electrician will be on-site to help with your electrical requirements. For inquiries related to advance shipping, carpeting, and furnishing, please see the decorator representatives at their service desk, located in the lobby or on the show floor. All representatives will be available on-site during set-up and breakdown to facilitate exhibitor needs.

Janitorial Services:

The general public areas will be cleaned frequently during and after the show each day. Please place all garbage (boxes, papers, etc.) in the facility receptacles. Please note, it is the responsibility of the exhibitor to remove all trash. This includes but is not limited to construction and landscaping materials such as paving stones, dirt, etc. Do not leave large trash items on the show floor; you must take them with you.

Move-In and Set-Up Instructions:

- A. If your exhibit contents were shipped in advance to the warehouse, they will be delivered directly to your booth.
- B. If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- C. As soon as your vehicle arrives at the facility, check in at the VEHICLE CHECK-IN (please follow the signs). Once checked in and on line, ACS or security personnel will instruct you further.
- D. Move-in can be very long and tedious; please be patient. We will move the line as quickly as possible. Some vehicles may be taken out of line based upon clear access to a particular booth.
- E. In many venues, vehicles are not permitted to drive into the exhibition hall to unload.
- F. Once your vehicle has been unloaded, immediately park it in the designated exhibitor parking area. Never leave your vehicle locked or unattended in the loading area. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- G. If your exhibit is arriving by an outside carrier (i.e. UPS, Fed-Ex, or non company/private owned vehicle), a representative from your company must be available to sign for your exhibit contents. Show Management strongly discourages exhibitors from sending packages via UPS/Fed-Ex (or the like) to the facility. Small items tend to get "misplaced." Instead, we suggest sending smaller items to your hotel. Be sure to bring your tracking number.
- H. Please bring your own wagon, cart or dolly for both move-in and move-out.
- I. Independent companies hired to work for an exhibitor must provide a Certificate of Insurance to American Consumer Shows thirty (30) days prior to the show.
- J. All exhibits must be completely assembled one hour prior to the show opening.
- K. Any exhibits extending to the front of the exhibit space above the 3' side curtain must be finished or draped, at the exhibitor's expense. Signage may not intrude upon neighboring exhibits.
- L. Move-in is the most difficult time to provide security because there are so many vehicles and boxes coming in and out. If you have small or valuable items in your exhibit, be certain to have one person remain with your exhibit at all times.
- M. You may store your empties in your own vehicle; ensure that they are available for move-out.
- N. Trash removal of large construction items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster

Move-Out and Breakdown Instructions:

- A. Detailed move-out instructions will be distributed on show-site.
- B. Please ensure that your entire exhibit is dismantled and packed prior bringing your vehicle to the loading area. **DO NOT GET YOUR VEHICLE UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.**
Do not lock your vehicle or leave it unattended in the loading area at any time.
- C. Never leave your exhibit contents unattended during move-out. This is a very difficult time to provide security.
- D. At some venues you have the option to ship your exhibit contents back to the decorator's warehouse for later pick-up via common carrier. Make sure you provide the contractor with the proper paperwork. There is a charge for this service. Please speak with the decorator representative to make arrangements.
- E. All exhibits must be removed by 8:00 PM on the last day of the show. Any exhibit contents that have not been removed by 8:00 PM will be subject to packing, shipping and storage charges.

Noisemaking Equipment:

Devices that produce sound must be operated at levels that will not disturb other exhibitors. The facility and American Consumer Shows reserve the right to determine the acceptable sound level in such instances. Failure to comply may result in ejection from the venue.

Outstanding Balances:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit acsshow.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Oversized Display:

If your exhibit is an actual trailer, vehicle, sunroom, shed, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or e-mail ops@acsshow.com to make move-in arrangements at venues that can accommodate oversized displays. Please double check measurements to ensure that your display will fit through the door of the facility and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult with the move-out coordinator on-site regarding move-out procedures. Note: this section applies only to venues where oversized displays are permitted. Please contact the Operations Department if you are unsure.

Products & Services to be Exhibited:

Only those products and services listed on the exhibitor contract may be exhibited at the show. Should different and/or additional items be displayed, Show Management has the right to ask that they be removed. Failure to comply may result in ejection from the show and forfeiture of booth cost.

Refunds for Exhibit Space:

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied within two hours of the show start on the opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

Sales Tax & Permits:

All exhibitors are required to collect sales tax where applicable. The 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, applications can be completed online; refer to the Exhibitor Kit under "*Tax Information*" for additional information. Please remember to print a copy of each page during the online registration process to keep for your records. It is the obligation of the exhibitor to obtain and clearly display a copy of the Certificate or License within their booth.

It is the responsibility of any exhibitor playing music at the show to obtain any necessary permits from ASCAP. Failure to obtain the required permits will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Security:

At the close of each show day, American Consumer Shows management will walk the show floor to ensure that everyone is out of the exhibition hall, at which time the facility is deemed secure and will be locked down. Doors will open to exhibitors each morning one hour before the show opens to the public. For preparation and security purposes, at least one member of your company must be present at these times. American Consumer Shows does not guarantee exhibitors against loss, nor does it imply any assumption of liability for exhibitor's property.

Shipping Information:

- A. **Advance Shipping to Warehouse:** Exhibitors may ship their exhibit contents to the decorator's warehouse prior to the show for a fee. Such contents will be stored and delivered directly to your booth before the show. Please contact the service provider directly for detailed instructions and costs associated with this service.
- B. **Direct Shipments to the Facility:** Exhibitors may ship by common carrier of their choice directly to the facility, only on the move-in day, during the move-in hours. Freight will not be accepted prior to this date. Under this shipping method, there are no additional warehouse charges. All exhibit materials that are shipped directly to the facility must be delivered to the loading area of the exhibition hall. Employees of American Consumer Shows and the facility are not authorized to sign and accept any shipments whatsoever. If personnel from your company are not available to sign and accept your exhibit contents, your carrier will not be permitted to leave your exhibit contents at the facility.
- C. **POV:** Personal Occupancy Vehicles are the most common form of to-show shipping. If you are bringing your own exhibitor contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.

** Important: Do not ship your exhibit contents directly to the facility prior to the move-in day. The facility will not receive any advance shipments (unless otherwise specified).*

Signs & Banners:

Signs and banners may be suspended from the back wall curtain of your booth. The decorator will have sign hooks available that fit around the 10' pipe holding up the back curtain. Please ensure that your banner or sign has grommets along the top. Written approval from Show Management is required for any signage extending above 8' high. Please note, sign copy is limited to one side only and should be displayed above your booth. Signage must not encroach on neighboring displays, no exceptions.



Dear Exhibitor,

The Renasant Convention Center is happy to extend electrical and internet services for your booth. All these services can be ordered through our website, on our [Online Services Form](#). We do not accept orders over the phone or via email.

To place an order, you can simply click [HERE](#), or you can visit our website at www.renasantconventioncenter.com > Exhibit at an Event > Order Services Online. Click "Exhibitor Store" and select the appropriate event. Select the item and quantity of services you wish to receive. If you have not ordered through the online portal previously, you will be prompted to create a new account before checking out.

To receive advanced rates, your order must be placed a minimum of ten (10) calendar days prior to the first exhibitor move-in day. All payments, made through the online services form or on-site, must be made at the time of your order via credit card. We accept Visa, Mastercard, Discover, and American Express.

If you have any questions or need assistance placing your order, please do not hesitate to contact the event manager, Jennifer Cherep. Her contact information is listed below. We look forward to servicing you!

Jennifer Cherep
Event Manager
Renasant Convention Center
255 N Main Street
Memphis, TN 38103

Direct: (901) 779-8596
Email: jcherep@memphisrcc.com