

# EXHIBITOR MANUAL

MUSIC CITY CENTER



**September 6-8, 2024**

This Exhibitor Manual has been compiled to help you and your staff with complete details about all phases of the exhibition process at the Nashville Home Show.

Enclosed you will find helpful information to make your participation in our show successful.

**We strongly urge that you give this manual to those having responsibility for your participation in the show.**

**NashvilleHomeShow.com**

**MARKETPLACE | EVENTS**  
Largest Home Show Producer in North America

# SHOW MANAGEMENT

The Nashville Home Show is produced and managed by:

## Marketplace Events

2000 Auburn Dr, #200 Beachwood, OH 44122

Tami Bailey, Show Manager

P: 615.986.7265

[Tamib@mpeshows.com](mailto:Tamib@mpeshows.com)

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## SHOW TEAM

Tami Bailey                      Show Manager | [Tamib@mpeshows.com](mailto:Tamib@mpeshows.com) | 615.986.7265

Patty Burman                    Exhibit Sales | [Pattyb@mpeshows.com](mailto:Pattyb@mpeshows.com) | 615.986.7266

Heather Newsom                Operations Manager | [heatherN@mpeshows.com](mailto:heatherN@mpeshows.com) | 800.395.1350 ext. 161

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## SHOW FACILITY

The Nashville Home Show is held at:

### Music City Center – Hall D

201 Rep. John Lewis Way South

Nashville, TN 37203

615.401.1400

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## SHOW DECORATOR

**Booth Furnishings: rental of tables, chairs, booth carpeting, tape for flooring, forklifts, signs, labor, etc.**

The decorator's office will be open during move-in, show, and move-out.

Order what you need well in advance of the show to ensure availability of all needed items and to take advantage of the decorator's discounted rates. You may call or email to order. Please order directly with them. These forms are available on our website

<https://nashvillehomeshow.com/Exhibitor-Kit>

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## GEMS

David Rhodes

[david@gemsevents.com](mailto:david@gemsevents.com)

214.388.5722 ext. 3

Jillian Zinkus

[jill@gemsevents.com](mailto:jill@gemsevents.com)

214.388.5722

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## UTILITIES

Telephone, Internet & Electricity

Music City Center

P: 615.401.1440 | F: 615.401.1439

Order online: [www.Nashvillemusiccitycenter.com/exhibitors](http://www.Nashvillemusiccitycenter.com/exhibitors)

All orders placed online will be confirmed by email. Please remember to print out our receipt at the end of your order transaction.

**Deadline for Advance Rate:** Tuesday, Aug. 20, 2024. All orders received after that date will be processed at the Floor Rate.

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# MOVE-IN | MOVE-OUT DAYS AND HOURS

## MOVE-IN DAYS AND HOURS

Tuesday <b>DRIVE IN OR CART AND CARRY</b> (See below for further instructions)	Sept. 3, 2024	12pm- 5pm
Wednesday <b>DRIVE IN OR CART AND CARRY</b> (See below for further instructions)	Sept. 4, 2024	8am – 5pm
Thursday <b>ABSOLUTELY NO DRIVING IN!</b> (See below for scheduled times)	Sept. 5, 2024	9am - 7pm

**\*\*\*DRIVE-IN IS TO UNLOAD ONLY! NO VEHICLES WILL BE ALLOWED TO PARK FOR AN EXTENDED AMOUNT OF TIME**

## TUESDAY & WEDNESDAY

When arriving at Music City Center for move-in, there are two entrance options. Please make sure to know in advance where to enter. Refer to map below:

700 Korean Veterans Blvd entrance  
(loading docks)



Address to enter in GPS to arrive at the DOCK entrance: 700 Korean Veterans Blvd • The dock door measures 16' W x 16' H.

Address to enter in GPS to use ELEPHANT DOOR and street entrance off 8<sup>th</sup> Ave.: 298-200 US-41, Nashville, TN 37203. This door will ONLY be open the following hours: • Tuesday, 12pm – 4pm • Wednesday, 12pm-4pm. The elephant door measures 22'6" W x 32'6" H.

Due to installation of carpet in the aisles, all large items must be placed inside your booth space by 6:00PM on Wednesday, September 4, 2024. Make sure to clear all trash, boxes, crates, etc. from the aisles throughout your move in.

### **THURSDAY**

All Thursday move in will enter through loading dock doors. Address to enter in GPS to arrive at the dock entrance: 700 Korean Veterans Blvd • Thursday is cart & carry only. NO DRIVING IN TO HALL.

### **MOVE-OUT DAYS AND HOURS**

Sunday	September 8, 2024	5:00pm – 9:00pm
Monday	September 8, 2024	8:00am – 12:00pm

**NO EXHIBIT CAN BE REMOVED, EVEN IN PART, UNTIL SHOW CLOSE AT 5PM SUNDAY, Sept. 8, 2024**

Aisle carpet will be removed on Sunday night immediately after closing. After aisles are clear of carpet, vehicles may enter the building for loading of heavy items.

**During Move-Out everything that your company brought to the Show must be removed or disposed of after the Show. If not, there will be a charge to your company for cleanup.**

### **SHOW HOURS**

Friday	September 6, 2024	10:00am - 8:00pm
Saturday	September 7, 2024	10:00am - 8:00pm
Sunday	September 8, 2024	10:00am - 5:00pm

**\*You must man your booth each day from show open to show close. Leaving early is a violation of your signed contract.**

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## **ACCOUNT BALANCES**

Final payment for exhibit space must be made by August 15, 2024. Show management reserves the right to refuse entry to any exhibitor whose account has not been paid in full. **Badges & complimentary tickets will not be available until the account has been paid in full.**

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## **PARKING**

**Music City Center** -Covered parking garage attached to Music City Center downtown Nashville with 1800 parking spaces and is equipped with a 24/7 automated system that accepts debit/credit cards upon exit. Three entrances to the garage: 7th Avenue and Demonbreun, and two entrances on 6th Avenue between Demonbreun and Korean Veterans Boulevard.

Click this link [www.parkitdowntown.com](http://www.parkitdowntown.com) for details and availability to these and other options.

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## EXHIBITOR BADGES

Exhibitor badges are required to identify yourself as an authorized exhibitor. Exhibitors will not be allowed access during show days without a badge. Exhibitor badges are not required during move-in. **Make sure you pick up badges before show opening on Friday and make a plan to ensure anyone working your booth will have an exhibitor badge. Workers will have to pay admission if they do not have an exhibitor badge for entry.**

Five (5) exhibitor badges are provided for less than 400 square feet.

Ten (10) exhibitor badges are provided for 400 square feet of space or more.

You are encouraged to drop off your badge each night at will call, so that your company does not run out of badges.

You may buy additional badges for \$5.00 each by completing form on page 12 and returning to [heathern@mpeshows.com](mailto:heathern@mpeshows.com) prior to the show. Or you may bring the completed form to the Show Office during the show.

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## COMPLIMENTARY TICKETS

Each exhibitor will receive complimentary admission tickets to give to friends, family, and customers.

**All exhibitors will receive 25 e-tickets via email only.** No admission tickets will be handed out during move-in.

If you need additional tickets, these can be purchased for \$5.00 each (half price) by completing form on page 12 and returning to [heathern@mpeshows.com](mailto:heathern@mpeshows.com) prior to the show. Or you may bring the completed form to the Show Office during the show.

**Complimentary tickets are NOT to be distributed in the LOBBIES, FOYERS or PARKING LOTS OF the MUSIC CITY CENTER. If complimentary tickets are given to visitors in these areas, the exhibitor will not be allowed to exhibit in future events and may be asked to leave the current show immediately.**

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## WILL CALL

**WILL CALL is at the Show Entrance ONLY.**

Please leave your tickets in INDIVIDUALLY marked envelopes with FIRST AND LAST NAME for your guests.

**EXHIBITOR BADGES ARE ONLY FOR EXHIBITORS. THEY MAY ONLY BE LEFT FOR PEOPLE WORKING YOUR BOOTH. ATTENDEES NEED AN ADMISSION TICKET.**

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## SHOW OFFICE

Our show office will open on Tuesday, September 6 at noon. When you arrive to move-in, please check in and pick up your exhibitor packet. The Show Office will remain open through the end of the Show, on Sunday, September 8, 2024.

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## BOOTH INFORMATION, RULES & REGULATIONS

Exhibit booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at a height of 3'. Drape and aisle carpet color are both **BLACK**.



**8' high x 10' wide x 3' front to back sides**

Exhibitors are allowed to build their booth to the maximum height of 8 feet. This includes backwall and sidewalls.

One 7" x 44" identification sign will be issued to each exhibitor. Your sign will read exactly as your booth was contracted.

**SIGNS:** Sign height may not exceed 8' (top of sign). Exhibitors wishing to hang signs over the 8' height limit are subject to a \$500 sponsorship fee which will include the hanging of the sign. If sign needs to be hung, exhibitor is required to have sign onsite and ready first thing Tuesday morning, as that is when rigging is scheduled. Your sign will be lowered and returned to you on Monday of move out. Music City Center will not schedule any rigging that hasn't been approved by show management. If you plan to have a sign or banner within your booth space and it will go above the 8' pipe and drape, you are still required to pay the \$500 sponsorship fee. And sign may be ONE sided only. Signs with writing or logos on both sides are NOT permitted. Feather flag signs of any kind must stay within booth space and cannot go above the 8' pipe and drape.

**TENTS:** Tents of any kind are not allowed as part of your display.

**TABLE COVERING:** It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all VISIBLE sides. All skirting must be pressed and neat. **Use of plastic tablecloths, sheets, shower curtains or any type of "makeshift" tablecloths are not permitted.** We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.

**FLOORING:** Flooring is not included in the cost of your exhibit booth.

- **It is mandatory that all exhibit booths have floorcovering that covers 100% of the booth's square footage.** Carpeting, Astroturf, hardwood, tile, vinyl flooring etc., may be used.
- Visqueen and plywood must be placed on the floor before laying bricks, patios, mulch, etc. Do not drill holes, paint, nail, glue, or affix flooring to the Music City Center flooring. Any damage to the Music City Center flooring will be repaired at the exhibitor's expense.
- Anything that is taped to the floor must be taped with Gaffer's tape, double-sided carpet tape, or tape obtainable from the show decorator. **NODUCTTAPEOROTHER TAPE ALLOWED!**

**FIRE REGULATIONS:**

- **All material** used in the construction and decoration of an exhibit must be **flame retardant**. This includes scenery, backdrops, drapes, table, and dust covers.
- No hazardous material will be permitted in an exhibit.
- **THE FIRE MARSHALL OF THE STATE OF TENNESSEE RESERVES THE RIGHT TO MAKE ANY FINAL DECISION REGARDING THE ABOVE REQUIREMENTS.**

**NOTE: ALL ABOVE REGULATIONS ARE REQUIRED UNDER THE FIRE CODES OF THE STATE OF TENNESSEE.**

**ADDITIONAL INVENTORY:** All inventory and personal items must be stored COMPLETELY OUT OF SIGHT. Your booth should look professional and inviting to the attendee.

**VEHICLES IN EXHIBITS:** If you plan on having a vehicle in your booth as part of your display, please contact Show Management for approval and move-in instructions.

If approved by show management:

- All vehicles must have a locking gas cap or gas cap sealed with tape and no more than 1/4 tank of gas in the vehicle in accordance with Tennessee State Fire Marshal.
- A set of keys must be left with Show Management for the duration of the show.
- All vehicle batteries must be disconnected, and cables taped.

**FOOD SAMPLING: ALL FOOD SAMPLING MUST BE APPROVED BY MUSIC CITY CENTER**

The food sampling form can be accessed at <https://www.nashvillefallhomeshow.com/Exhibitor-Kit>

**For any questions regarding food sampling, please contact:** Renae Droege, Director of Catering Sales  
P: 615.401.1360 | F: 615.401.1482 | Email: [renae.droege@nashvillemcc.com](mailto:renae.droege@nashvillemcc.com)

**DEMONSTRATIONS AND HANDOUTS:** Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are not permitted to do outside the confines of their rented exhibit area. Working in the aisle is strictly prohibited and will be enforced by show management.

**SALE OF MERCHANDISE AT THE SHOW:** All Exhibitors are reminded that to sell products "cash and carry" during the show, you must comply with all rules and regulations of Marketplace Events.

Exhibitors are responsible for obtaining any such permits as required. Only merchandise approved by the show may be sold. No food or drinks may be sold without the approval of Music City Center.

**Local Sales tax is 9.5%.**

**MICROPHONE, AUDIO EQUIPMENT & MUSIC:** Use of microphones, audio equipment and musical instruments is permitted, however, sound levels must be kept at a volume that management deems reasonable. Violators will receive one warning. If there are more problems with volume, Show Management reserves the right to prohibit the exhibitor from using sound equipment for the remainder of the show.

**STAFFING YOUR BOOTH:** All exhibitors are expected to be in their booths during all published show hours, as we do receive consumer complaints about un-manned displays. Our visitors pay an entrance fee and expect to be able to do business with our exhibitors at any time during show hours. If you are in violation of this rule, your company may not be permitted to exhibit with us in the future.

**MUSIC, PHOTOGRAPHS & OTHER COPYRIGHTED MATERIALS:** Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitor's booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to Marketplace Events proof that the exhibitor has, or does not need, a license to use such music or copyrighted material. Marketplace Events reserves the right to remove from the exhibit all or any part of any booth or display which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses. The exhibitor shall remain liable for all claims, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation of infringement (or claimed violation or infringement) by exhibitor, exhibitor's agent or employees of any patent, copyright or trade secret rights or privileges.

**ANIMALS/PETS:** Service animals are allowed inside the building during event hours.  
**Personal pets are not allowed.**

**HELIUM ITEMS:**

**NO** HELIUM, PROPANE OR GAS CONTAINERS ARE ALLOWED IN THE MUSIC CITY CENTER.  
HELIUM FILLED BALLOONS ARE NOT ALLOWED TO BE GIVEN OUT TO VISITORS.

**ALCOHOL/DRUGS REGULATIONS:** No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Service Manual and/or on posted signage by the show facility. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.



# MUSIC CITY CENTER SERVICES AND REGULATIONS

## SERVICES INCLUDING OTHERS NOT LISTED:

For a list of Services and PDF Order Forms:

[www.nashvillemusiccitycenter.com/exhibitors/services](http://www.nashvillemusiccitycenter.com/exhibitors/services)

To Place your order online: <https://olo.nashvillemusiccitycenter.com/ordering/order.htm>

It is the responsibility of the Exhibitor to confirm that all orders submitted by fax have been received. All orders placed online will be confirmed by email. **Please remember to print out your receipt at the end of your order transaction.**

**ELECTRIC:** Deadline for the **Advance Rate** is **Tuesday, August 20, 2024**. All orders received after that date will be processed at the **Floor Rate**.

**A/V ORDERS:** A/V orders cannot be placed online. Please print out the A/V order form and fax in. If you do not see what you are looking for on the form, please contact exhibitor services at 615-401-1440

**GAS HOOK-UP:** Deadline for the **Advance Rate** is **Tuesday, August 20, 2024**. All order received after that date will be processed at the **Floor Rate**.

**SMOKING REGULATIONS:** No smoking is permitted inside Music City Center.

## FLOORING REGULATIONS:

- Visqueen and plywood must be placed on the floor before laying bricks, patios, mulch, etc. Do not drill holes, paint, nail, glue, or affix flooring to the Music City Center flooring. Any damage to the Music City Center flooring will be repaired at the exhibitor's expense.
- Anything that is taped to the floor must be taped with Gaffer's tape, double-sided carpet tape, or tape obtainable from the show decorator. **NO DUCT TAPE OR OTHER TAPE ALLOWED!**

## FIRE REGULATIONS:

- **All material** used in the construction and decoration of an exhibit must be **flame retardant**. This includes scenery, backdrops, drapes, table, and dust covers.
- No hazardous material will be permitted in an exhibit.
- No vehicles or other apparatus, which has a fuel tank, will be permitted as a display without written permission from show management.
- **THE FIRE MARSHAL OF THE STATE OF TENNESSEE RESERVES THE RIGHT TO MAKE ANY FINAL DECISION REGARDING THE ABOVE REQUIREMENTS.**

**NOTE: ALL ABOVE REGULATIONS ARE REQUIRED UNDER THE FIRE CODES OF THE STATE OF TENNESSEE.**

**HELIUM ITEMS:** **NO** helium, propane or gas containers are allowed in the Music City Center. Helium filled balloons are not allowed to be given out to visitors.

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## SECURITY

Show Management provides 24 hours security each day during show days. However, neither Show Management nor the Music City Center is responsible for lost, damaged or stolen articles. We encourage you to take all valuables with you when the show closes each evening. A tarp/sheet covering your booth after show hours goes a long way in securing your belongings.

Most thefts happen during move-in, move-out and within 30 minutes of show closing. Staff your booth accordingly and when the show does close, wait for the attendees to clear out.

**Report anything of a suspicious nature to Show Management and/or Security.** Leads can be followed up to avoid incidents of theft.

**Ensure you are adequately insured.**

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## INSURANCE

Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk. Every reasonable precaution will be taken to protect exhibitors' properties but Show Management nor Music City Center accept responsibility for any losses due to fire, theft, robbery, damage, accident or other causes.

**Ensure you are adequately insured.**

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## SHIPPING INFORMATION

**All shipments must be prepaid.** Address shipments for the show as follows:

**Music City Center  
700 Korean Veterans Blvd.  
Nashville, TN 37203  
Attention: Nashville Home Show**  
**SHIPMENTS CANNOT ARRIVE PRIOR TO Tuesday, Sept. 3, 2024**  
**Booth# & YOUR Company Name and Onsite Contact**  
\*\*Items will not be delivered without this information\*\*

- **All shipments must be prepaid and should be clearly marked with your company name, booth number and Hall D.** Special arrangements may be made with GEMS. on items that need special care.
  - Please make arrangements to dispose of or store shipping crates with the show decorator.
  - **Show Management is not responsible for your packages; please do not send packages before your arrival as you MUST be present to sign for them.**
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# PROMOTIONAL OPPORTUNITIES

## Who will win this year's coveted Marketing Partner Award?

### Here are some ideas to put yourself in the running!

- Post a graphic, homepage highlight, or blog on your company website promoting your businesses involvement in the show (noting show name, dates, venue) and drive traffic to your booth.
- Post on social media (ex. Facebook, Instagram, Twitter, LinkedIn) about being at the show in the month lead up to show, and while you are on site. Help interested buyers know what you have to offer and where to find you on the show floor.
  - Tag the show in social media posts and use the shows designated hashtag for greater traction: Facebook = [@NashvilleHomeShow](#) | Instagram = [@NashvilleHomeShows](#) | [#NashvilleHomeShow](#)
  - Do you have a local following of 1k+ on one or more of your social media platforms? Let us know! We would be happy to discuss providing an exclusive discount for your followers as well as ticket giveaway opportunities for you to gauge excitement and interest.
- Utilize your email list. Looking to send out a mass email to your customers/partners promoting your involvement with the show? Our show team would be happy to provide a graphic for you with a custom show ticket discount for you to gift to your email list.
- Prefer to put a flyer up at your location? Let our team know! We can create an easy to print flyer for you to put up at your location so your customers don't miss their opportunity to see you at the show.

**NASHVILLE HOME SHOW  
SEPTEMBER 6-8, 2024**

**ORDER FORM FOR ADDITIONAL SHOW BADGES & TICKETS**

EXHIBITOR BADGES DO NOT NEED SPECIFIC NAMES OF EMPLOYEES WORKING THE EXHIBIT. BADGES ARE FOR DAILY SHOW ADMITTANCE. EACH EXHIBITING COMPANY RECEIVES 5 EXHIBITOR BADGES AND 10 TICKETS FREE AND 10 EXHIBITOR BADGES AND 10 TICKETS FREE (400 SQ. FT AND OVER). **IF YOU NEED MORE THAN THAT ALLOTTMENT, PLEASE ORDER HERE.**

Number of Badges requested: \_\_\_\_\_ X **\$5.00** = \$ \_\_\_\_\_

Number of Tickets Requested: \_\_\_\_\_ X **\$5.00** = \$ \_\_\_\_\_

**TOTAL AMOUNT DUE: \$ \_\_\_\_\_**

Company Name \_\_\_\_\_

Name on card \_\_\_\_\_

Charge My Credit Card: **VISA | MC | AMEX | DISCOVER**

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

**Payment by check:**

**Name on check:** \_\_\_\_\_ **Check number:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

TELEPHONE 800.395.1350 Ext. 161 EMAIL: [heathern@mpeshows.com](mailto:heathern@mpeshows.com)  
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