

BIRMINGHAM  
**HOME  
SHOW**  
**FEBRUARY 15-18, 2018**  
Birmingham-Jefferson  
Convention Complex

**Must  
DO's**

Please be aware of the following standards regarding exhibiting in the show! These are mandatory and will benefit your experience at the show.

- \_\_\_ **I MUST** provide carpet or other clean and professional flooring either by renting from the show decorator or providing my own, ensuring that it covers the entire footprint of my booth from corner to corner. If my booth does not have appropriate flooring, it will be carpeted at my expense by the show decorator. Taping down tarps is not allowed.
- \_\_\_ **I MUST** professionally drape and skirt any tables used in my booth either by renting them from the show decorator or providing my own table covering. Table covering must be floor length and cover all visible sides. Bed sheets and plastic are NOT permitted. If my table is not professional looking, it will be draped and skirted at my expense by the show decorator.
- \_\_\_ **I MUST** have all signs professionally made. No handwritten signs are acceptable.
- \_\_\_ **I MUST** not have a tent or canopy. These are not permitted.
- \_\_\_ **I MUST** have a staff member from my company man my booth at all times. I will not leave my booth unattended during show hours. I will remain in my booth until the close of the show each evening.
- \_\_\_ **I MUST** stay completely within the dimensions of my booth without protruding into the aisles or into other exhibitors' booth space, and I must conduct business only from within my booth (not in the aisle or roaming the show).
- \_\_\_ **I MUST** have the back and side of my booth professionally finished if the sides are higher than 8 ft. at the back and 3 ft. at the sides. (Please refer to the exhibitor manual on our website [www.HomeShowBirmingham.com](http://www.HomeShowBirmingham.com) for a diagram.)
- \_\_\_ **I MUST** adhere to the move-in and move-out policy as laid out in the exhibitor manual (available online at [www.HomeShowBirmingham.com](http://www.HomeShowBirmingham.com)). This policy is designed for your convenience and safety.

SIGNATURE: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

**PLEASE BE AWARE THAT FAILURE TO FOLLOW EACH OF THESE RULES MAY RESULT IN YOUR COMPANY NOT BEING PERMITTED TO EXHIBIT IN FUTURE SHOWS!**