



January 12 - 14, 2018

Duke Energy
Convention Center

Your Exhibitor Kit Includes:

- **Show Dates/Times**
- **Hotel Accommodations**
- **Booth Regulations**
- **Move-In Information**
- **Show Contact Information**

Any questions regarding the show or information in this kit can be addressed to:

Jaimi Justice, Hart Productions, Inc.
322 E. Main Street • Batavia, OH 45103
Phone: 513-797-7900 • 877-704-8190 • Fax: 513-797-1013
E-mail: Jaimi@hartproductions.com

2018 CINCINNATI GOLF SHOW®

SHOW DATES & HOURS

Friday, January 12.....5:00 PM – 9:30 PM
Saturday, January 13.....11:00 AM – 7:00 PM
Sunday, January 14.....11:00 AM – 5:00 PM

All entrances/box offices will close one hour prior to posted closing time.

ADMISSION

\$12.00 for Adults
KIDS 12 AND UNDER ARE FREE THE ENTIRE SHOW WHEN ACCOMPANIED BY
A PAYING ADULT.

ADVANCED TICKET SALES

The Kroger Co. will be selling advance sale adult tickets at all of their Greater Cincinnati grocery stores beginning December 12, 2017. Adult tickets at Kroger are only \$9.00 each.

HOTEL INFORMATION CO-HOST HOTELS

**Hilton Cincinnati
Netherland Plaza**
35 West Fifth Street
Cincinnati, OH 45202
513.421.9100

RATES: \$81.00/night (Single/Double)
\$111 Junior Suite
Plus Tax (currently 17.5%)
Cut off date: 12/29/17

Hyatt Regency Cincinnati
151 West Fifth Street
Cincinnati, OH 45202
513.579.1234

RATES: \$87.00/night
(Single/Double)
Plus Tax (currently 17.5%)
Cut Off Date: 12/20/17

ATM INFORMATION

An automated teller machine will be located on the first floor of the Duke Energy Convention Center in the Elm Street lobby.

EXHIBITOR ENTRANCE & SHOW OFFICE

The **Exhibitor Registration** will be located in the Elm Street lobby at the Hall A entrance of the Duke Energy Convention Center. The **Show Office** is convenient to the Exhibitor Entrance on the first floor.

REGISTRATION (during set-up and Show) will be conducted from the main Exhibitor Entrance. During the Show, it will be open **one hour prior to Show opening until one hour before closing**.

An entrance for MAIN FLOOR exhibitors will be open at the loading dock for the **one hour** prior to the Show opening. This is a **pass only** gate. Any exhibitor needing more than one hour prior to opening, to work on display, must fill out an **early workers form one (1) day in advance**. Forms will be available at the Exhibitor Registration/Entrance and must be approved by Show Management.

SHIPPING & MOVE-IN/OUT INFORMATION

BOOTH EXHIBITORS:

Exhibitors may move in on Thursday, January 11 from 8:00 AM - 6:00 PM and continue on Friday, January 12 from 8:00 AM - 3:00 PM.

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NOTES:



PLEASE DO NOT BLOCK THE FIREHOUSE LOCATED ON FIFTH STREET AT CENTRAL. ANY VEHICLES BLOCKING FIREHOUSE WILL BE TOWED IMMEDIATELY.

- ALL BOOTHS MUST BE COMPLETED BY 3:00 PM, FRIDAY, JANUARY 12.
- We urge you to avoid Downtown traffic between 4:00 - 5:30 PM.
- LABOR will be available to help you unload your vehicles.

TRANSPORTING DISPLAYS: Enter dock, Sixth Street at Plum Street (center, rear of building). Labor and equipment will be at dock to help **unload**. Directions are enclosed. After unloading, **VEHICLE MUST BE REMOVED FROM DOCK AREA IMMEDIATELY.**

SHIPPING INSTRUCTIONS:

Shipments to arrive **PRIOR** to or **on Tues., Jan. 9** should be sent **PREPAID** to the following:

TO: (Exhibit Name)
c/o George Fern Company
645 Linn Street
Cincinnati, OH 45203
FOR: Cincinnati Golf Show
Booth # _____

Shipments to arrive **AFTER Tues., Jan. 9** should be sent **PREPAID** to the following:

TO: (Exhibit Name)
Duke Energy Convention Center
525 Elm Street
Cincinnati, OH 45202
FOR: Cincinnati Golf Show
Booth # _____

PLEASE MAKE SURE COMPANY NAME AND BOOTH NUMBERS ARE ON ALL BOXES, CRATES, ETC.

HANDLING for shipments consigned to Hart Productions, Inc. at the Duke Energy Convention Center or reaching the dock by your transportation, will be accepted on or after Tuesday, January 9, 2018.

EXHIBITS ARRIVING PRIOR TO JANUARY 9 will automatically be sent to the George Fern Company and **WILL BE CHARGED** for shipping and handling.

RECEIVING HOURS: Tuesday through Friday.....8:00 AM - 5:00 PM

FOR YOUR INFORMATION: The George Fern Company hours are 8:00 AM - 4:00 PM. If a forklift or any other special attention is needed, please plan your move-in and move-out schedules in advance.

MOVE OUT INFORMATION ALL exhibits MUST remain in place until closing, Sunday, January 14 at 5:00 PM. Exhibits may be removed Sunday after 5:00 PM or Monday, January 15, from 8:00 AM - 11:00 AM. Booth exhibits MUST be removed by Monday no later than 11:00 AM!

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SHOW CONTACTS

- Show Producer:** Vicki Hart
HART PRODUCTIONS, INC.
322 E. Main St.
Batavia, OH 45103
Email: vicki@hartproductions.com
Phone: 513-797-7900 or 877-704-81900
Fax: 513-797-1013
- Show Decorator:** Beth Gindling
GEORGE FERN COMPANY
645 Linn St.
Cincinnati, OH 45203
Email: bgindling@fernexpo.com
Phone: 513-333-7060 or 888-621-3376
Fax: 513-333-7067
- Show Publicity:** Dan Guttridge
VEHR COMMUNICATIONS
700 Walnut St., Ste. 450
Cincinnati, OH 45202
Email: dguttridge@vehrcommunications.com
Phone: 513-381-8347
Fax: 513-651-4101
- Show Advertising:** Kyle O'Daniel
ST. GREGORY GROUP
4000 Executive Park Dr., #200
Cincinnati, OH 45241
Email: kyle@stgregory.com
Phone: 513-956-8363

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BOOTH DECORATION/CONSTRUCTION

All **BULK** exhibitors using drape to divide spaces must seek approval of Hart Productions and the adjoining exhibitor. All sidewalls and exhibit draping must be approved by Show Management.

Booth construction **MUST** be sound so as not to collapse or produce hazardous conditions for occupants and Show patrons. No exhibit (8'x 10' display) structure shall extend more than 8' in height of back line, nor exceed an 8' height from the back line 4' from the rear of the booth to the aisle.

All exhibits extending to 4' from the rear of the space must be properly decorated on both sides. Exhibitor's display/decorations may not obstruct other displays nor project into the aisles. All decorations must have been flame-proofed and pass inspection by all designated authorities of the City of Cincinnati. No cut evergreens shall be used for decorative purposes unless fire-proofed.

Television monitors used must have a screen 12" square in size or less and may be placed on front table 30 inches in height. If front table is more than 30 inches in height, television monitor must be placed to rear of the exhibit.

BUILDING SMOKING REGULATIONS

The Duke Energy Convention Center is a regulated non-smoking facility.

ELECTRICAL CODE

ALL electrical use in the exhibit area **MUST** comply with the OSHA National Electrical Code. Specifically, **ONLY** three-wire ground extension cords are permitted for use. ALL electrical service must be ordered from the Convention Center. Proper requisition forms will be included in the George Fern Company package, mailed under separate cover.

FIRE EMERGENCY PLAN

- 1) An announcement will be made by security in the event of a fire emergency.
- 2) In the event an emergency announcement is made, you and your staff are to proceed and exit through the nearest fire exit.
- 3) If at all possible, encourage everyone exiting to do so in a calm and orderly fashion.
- 4) Do not exit the building via elevators. Use emergency exit steps which are well-marked on upper levels of the Duke Energy Center.
- 5) Once the emergency is over, Exhibitors will be re-admitted prior to the public through the Exhibitor Registration area in the front lobby (Elm Street).

FIRE PREVENTION CODE

ALL materials used for decorations **MUST BE FLAME RESISTANT**, capable of meeting a **MATCH FLAME TEST**. No **HAZARDOUS** equipment or material is permitted in the exhibit area without written approval from the Fire Prevention Bureau.

(Includes open flame, hot coals, toxic liquid or gasses, flammable chemicals, liquid, solid or gas, LP cylinder, etc.) ALL **COMBUSTIBLES** (cartons, crates, packing materials, etc.) **MUST BE REMOVED** from exhibit area. Storage will be provided. For special approval form or information, contact the Cincinnati Fire Prevention Bureau at 513.352.2301.

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HANGING SIGNS

"Business Name" signs hung from the ceiling may be used over BULK SPACE ONLY. Hanging signs over booths is not permitted. All sign sizes, sign copy and sign locations are at the discretion of Hart Productions, Inc. Hart Productions reserves the right to make changes in sign specifics without prior notice. No other type of signs may be suspended from the ceiling other than Show directional and feature signs except in the sole discretion of Show Management.

INSURANCE REQUIREMENTS

ALL exhibitors **MUST** furnish public liability insurance. Affidavits or other evidence of coverage must be sent to Hart Productions, Inc. This is an important safeguard for your company while exhibiting at a public show. Liability amounts can be found on the back of your contract.

LIQUOR CONTROL POLICY

ALL agents, employees, guests or exhibitors are prohibited from selling, giving away or bringing upon the premises, any intoxicating liquor, liquids or compounds. (Sec. 4301.62) This section does not apply to liquor lawfully purchased through the liquor license holder of the building (concessionaire).

PUBLICITY & PROMOTION

Publicity starts with interesting and newsworthy releases and captioned photos. Alert us now of plans involving unique or exclusive products, history of invention or development of your product or a visiting VIP or celebrity.

Highlight your participation in your TV, radio, newspaper, advertising, general mailings, newsletters or fliers. Treat it with the excitement it deserves!

RAFFLE REGULATIONS

Ohio law prohibits the sale of raffle tickets or the conducting of raffles by any company, corporation, non-profit organization or any other entity in a facility which holds a liquor license. The Duke Energy Center holds such a license, thus prohibiting this type of activity.

SERVICE ORDER FORMS

A complete service package will be sent to the Exhibitor by the Official Contractor, George Fern Company, approximately six weeks prior to the Show.

SPECIAL NOTES ... ATTENTION EXHIBITORS!

Why are you at the Show? **To sell!**

What is the best way to generate a lead for a possible sale? **Your exhibit presentation & qualified exhibit staff!**

How best do you present your exhibit? **In an imaginative & professional manner!**

How do you accomplish that? **By creating a display with floor covering and signage that promptly identifies the company name and your benefits!**

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Banners, handwritten posters and signs, concrete floor under your feet and sloppy display elements show results - *but not what you're looking for!*

Your competitors that have done their homework will out-class and out-sell you every step of the way. Consumer trade shows are made up of your competitors and you can bet they will be gunning for you. *So look alive, vibrant and give an accurate reflection of your business through your exhibit!*

THINGS TO REMEMBER DURING THE SHOW

- 1) Make arrangements to meet your ride outside the Show. They will not be admitted to the Show without a ticket or Show Credential.
- 2) If you spot a lost child, please bring him or her to Exhibitor Registration.

TRANSIENT VENDORS LICENSE

The State of Ohio requires a transient vendor's license when the person who, in the usual course of his business, transports inventory, stock of goods, or similar personal property to a temporary place of business in a county in which he has no fixed place of business, for the purpose of making retail sales of such property.

USE OF SPACE REGULATIONS

All sales, taking of orders for future delivery, conferences, lectures, displays and distribution of literature will be in a dignified manner consistent with the overall theme of the Show within the confines of leased space. No noise making devices, public address systems and/or sound systems of any type shall be allowed without specific prior written approval of Show Management. All exhibits must have attendants during the Show hours unless other arrangements are made with Show Management. All rubbish must be moved into the aisles at the end of each day of the Show. No helium filled balloons or placement of stickers on persons or Center grounds will be permitted.

WHAT ELSE CAN YOU DO?

*** Understand why you're at the Show, make sure your salespeople are of the same philosophical opinion (put the best ones out here!) and you have made every effort to present your company or area through your exhibit presentation.

- 1) Supply your staff with all Show information available.
- 2) Conduct meetings regarding the Show prior to, so that you are assured of your salespeople's responsibilities and capabilities.
- 3) Lay your exhibit booth out prior to the Show to be assured of its quality and components.
- 4) Solicit your current clients to "See you at the Show!"
- 5) Make sure that you have read all the "rules and regulations" of the Show which are spelled out in this kit and on the "Exhibitor's Agreement". Ask questions now, not at Showtime!