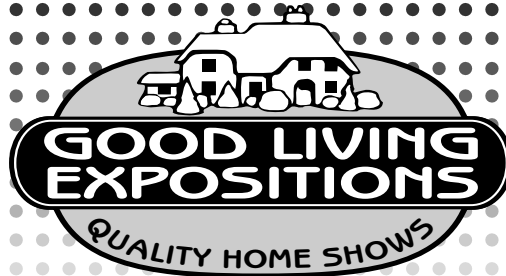


EXHIBITOR INFORMATION PACKAGE



25th ANNUAL SUBURBAN HOME & GARDEN SHOW

Home Improvement • Remodeling • Landscaping • Gardening & More

Rockland Community College • Thruway Exit 14B • Suffern, NY

2012

Fri., FEB. 10, 3PM-9PM

Sat., FEB. 11, 10AM-9PM

Sun., FEB. 12, 10AM-6PM

IMPORTANT!

Please read this Exhibitor Information Package now. It includes important information you'll need prior to, and during the show. Please provide copies to your driver, and booth personnel.

Thank you for your cooperation.

EXHIBITOR INFORMATION PACKAGE

Table of Contents

Exhibitor Parking Lot Information	Page 3
Move In Parking Lot Map	Page 4
Important Exhibitor Early Set Up Information	Page 5
Exhibitor Information (promoter, location, schedule, hours, etc.)	Page 6
Landscape, Gardening & Paving Stone Exhibitors	Page 7
RCC Field House Floor	Page 8
Show Information (security, insurance, badges, equipment, signs, etc.)	Page 9
Exhibitor Insurance Requirements	Page 10
Sample Insurance Certificate	Page 11
Lodging & Directions	Page 12
Be a Good Neighbor (important show guidelines)	Page 13
No Duct Tape Allowed	Page 14
Water Request Form	Page 15
Exhibitor Badge Name List Form	Page 16
Show Decorate Service Order Form (electric, carpet, table, chairs) . .	Page 17
Wireless Internet Form	Page 18
Floor Plan	Page 19
Breakdown and Move Out Information	Page 20
Move Out Parking Lot & Staging Area Map	Page 21

Exhibitor Parking Lot Information –

Front East Parking Lot A -

For exhibitor parking prior to and during the show.

Exhibitors who carry out their display and material at the end of the show, and who's booth is on the **east side** of the exhibit floor, should park here Sunday morning to facilitate easy exit at the close.

Rear West Parking Lot B –

*Open for exhibitor unloading during show **set up only**.*

Lot will be closed from 1pm Friday through Sunday morning.

On Sunday morning the lot will be open ONLY for exhibitors that carry out their display and materials at the end of the show, and who's booth is on the **west side** of the exhibit floor. Do not park in this lot if you plan to drive in the building at breakdown.

Rear West Exhibitor Parking Lot C –

For exhibitor parking prior to and during the show. Exhibitors parking here must enter thru rear exhibitor entry. (**Glass Doors**) and show your Exhibitor Badge to security. This is a gravel lot. No delivery trucks allowed.

Main Rear Parking Lot – D

All mid-size and large size trucks must park on the paved areas of this lot during the show

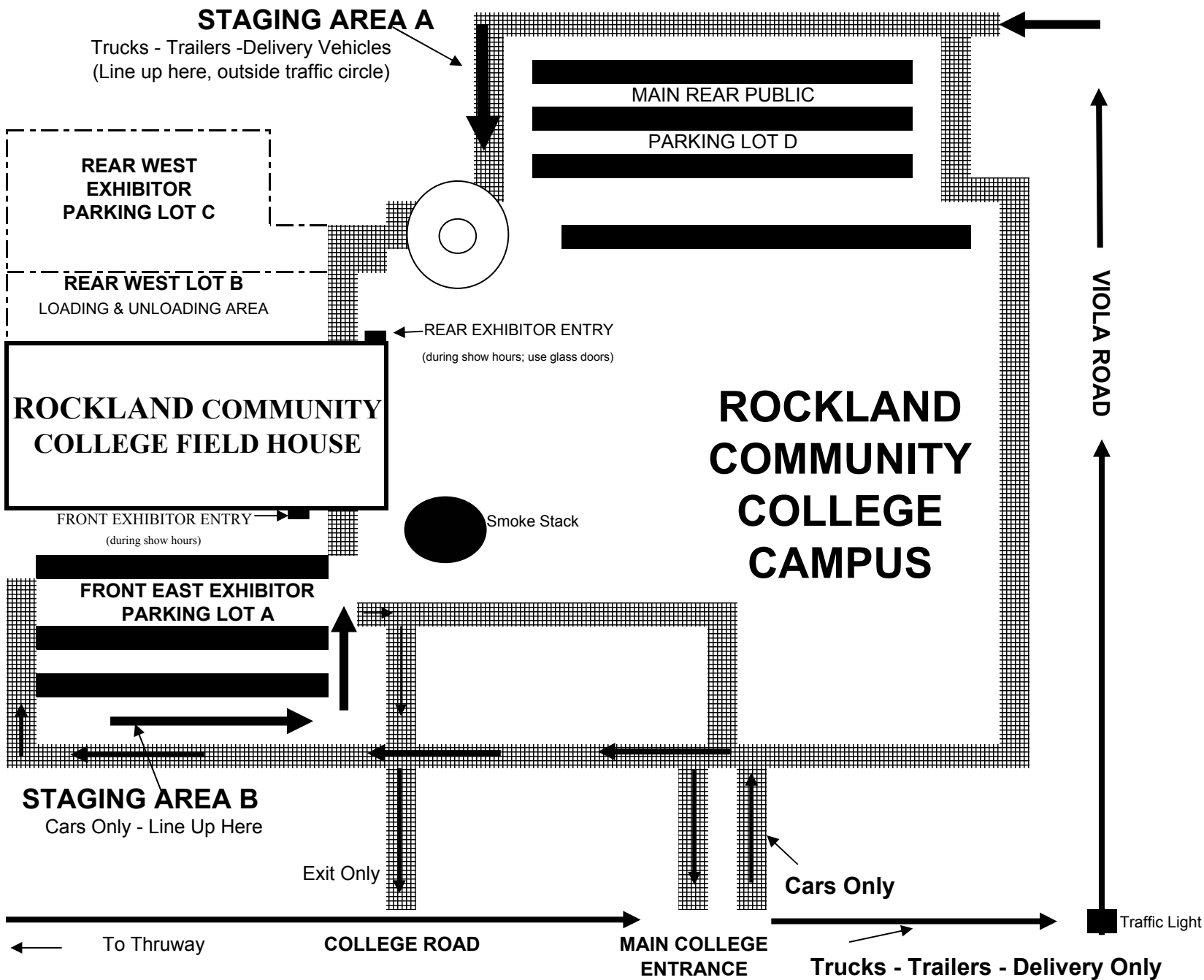
Adverse weather conditions may cause a change to the above procedures if necessary.

Deliveries, Pickups, Drop Offs, During the Show -

Front Exhibitor Entry Door Only – can be used to accept deliveries or materials during the show. Customer merchandise can only be picked up here.

Refer to Parking Lot Map

Move-In Parking Lot Map



Suburban Home & Garden Show
Rockland Community College, Suffern, NY

Important Exhibitor Information

Early Set-Up Hours Available on Wed. from 12pm to 6pm

For large display units, trailers, heavy and bulky materials such as pavers, spas, heating units, appliance, etc. Forklift service available.

Extended early show set-up hours have been made available to all exhibitors who require them. During this period it is easier to drive larger vehicles in the exhibit hall. This set-up time is recommended for those dropping off trailers, larger furniture exhibitors, landscapers, sheds, spas, etc. or any larger items. Our fork lift and operator are also more readily available on Wednesday.

You can drive into the Fieldhouse Wednesday from 12 noon to 6pm and Thursday 8am to 7pm ONLY! **No drive in drive in on Friday** due to installation of aisle carpeting Thursday evening..

No appointment is necessary. Just come to the exhibit hall between 12 noon and 6pm and our staff will be ready to accommodate you.

Regular set-up hours will continue on:

Thurs. from 8am to 9pm . (Forklift Service Available)

Friday from 8am to 1pm. (No drive-in on Friday)

EXHIBITOR INFORMATION

SHOW PROMOTER:

Good Living Expositions, Inc.
P.O. Box 266558,
Weston, FL 33326
(888) 581-3976
FAX: (800)-864-9129

SHOW:

Suburban Home & Garden Show
February 10–12, 2012

SHOW LOCATION:

Rockland Community
College Fieldhouse
145 College Road
Suffern, NY 10901

EXHIBITOR SCHEDULE

For large display units, heavy items and bulky materials such as pavers, spas, heating units, appliances, etc.

LIMITED EARLY SET-UP

Exhibitors with **exceptionally large and/or time-consuming display set-ups** (including large trucks, all trailers, etc.) can arrange for early set-up on Wednesday from noon to 6:00pm, by appointment. Call Gary at (888) 581-3976 to arrange.

STANDARD SET-UP HOURS: For smaller Display Units, hand carried items and finishing set up. No heavy equipment.

EXHIBITORS SHOULD ARRIVE BY 10 A.M. FRIDAY AND HAVE ALL MATERIALS IN THEIR BOOTHS BY NOON,

Thursday, February 9, 2012 9:00 a.m. to 9:00 p.m. Forklift service available
Friday, February 10, 2012 8:00 a.m. to 1:00 p.m. Aisles carpeted - No forklift service available
REMINDER: Aisles will be carpeted Thursday evening. (Large wheel dollies ONLY on Friday)

SHOW DAYS AND HOURS:

EXHIBITORS ARE PERMITTED TO ENTER ONE HOUR BEFORE SHOW OPENS.

Friday,	February 10, 2012	3:00 p.m. to 9:00 p.m.
Saturday,	February 11, 2012	10:00 a.m. to 9:00 p.m.
Sunday,	February 12, 2012	10:00 a.m. to 6:00 p.m.

MOVE-OUT HOURS:

NO DISMANTLING OR REMOVAL OF EXHIBITS BEFORE 6:00 PM, SUNDAY.

Sunday,	February 12, 2012	6:00 p.m. to 10:00 p.m.
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NOTE THE FOLLOWING FOR BREAK-DOWN

The fieldhouse floor **must be cleared Sunday evening**; no materials may remain. If you cannot remove your exhibit until Monday, all materials must be packed (ready for loading) and **moved to designated storage area. This procedure must be approved in advance. Call Gary at (888) 581-3976 to arrange an appointment.**

Special Reminder

Landscape, Gardening & Paving Stone Exhibitors

All exhibits containing landscaping, gardening, paving stones, dirt, mulch, ponds, water, etc., must cover the floor of your entire display with plastic prior to setting up your booth.

This will facilitate an easier, quicker, and cleaner removal at the end of the show.

No materials can be left behind at the college fieldhouse, either inside or outside, at the end of the show. Everything that is part of your exhibit needs to be removed at breakdown on Sunday after the show. This includes paving stones, dirt, mulch, etc.

Thank you for your cooperation and understanding, and we look forward to seeing you at the upcoming show.

RCC FIELDHOUSE FLOOR

Any exhibitor who damages the RCC Field House floor surface will be held responsible by Rockland Community College Field House management for repairs, and will be required to compensate the Rockland Community College Foundation for such damage and for repairs to restore the Field House flooring to its original condition. ***Exhibitors must take all reasonable precautions concerning the protection of the Field House flooring surface.***

NO SMOKING ON CAMPUS:

Absolutely no smoking is allowed on campus, the exhibit floor, nor anywhere within the Fieldhouse.

Effective 9/1/09 Rockland Community College campus is a smoke free campus. Please advise all show personnel.

BOOTH CONSTRUCTION:

In constructing your booth or display please be careful of tools, nails, sharp objects, or bottom of your display. **The floor can damage easily and cannot be used as a work surface.** All chairs and tables must have a rubber, plastic, or non-pointed, non-sharp base that will not cut or damage the floor. If in doubt, put down something such as a small piece of plywood. Any destruction or marring of this new floor in your booth will be billed to you.

No dragging or pushing of heavy crates or other items on the floor will be permitted. Anything that is to be transported across the flooring surface must be on wheels.

Any items with sharp protrusions or projections (that could puncture the flooring surface) must be padded.

Please take note: Heavy items such as cement statuary, etc. cannot be placed directly on the floor surface. ***Use heavy gauge plastic underneath.***

No paint or spray paint, spray chemicals (including Armor-All or related products), abrasives, cleaners or solvents may be used inside the Fieldhouse.

CARPET TAPE:

No tape, other than that which has been obtained – FREE OF CHARGE AT THE SHOW OFFICE – may be applied to the flooring surface, and must be removed by the exhibitor before move-out.

VEHICLES:

NO VEHICLES MAY ENTER THE FIELDHOUSE AFTER 10:00 AM, FRIDAY.

Any vehicle higher than 9'6" intending to drive onto the Rockland Community College arena floor must use the rear (accessible off Viola Rd.) west overhead door which is 12'4" high. All larger vehicles must be unloaded by dollies thru the outside doors.

No track-laying vehicles (such as ATVs, etc.) will be allowed to drive directly onto the RCC Fieldhouse floor. Any such vehicles brought in on a trailer must be positioned directly on 3/4" plywood.

No vehicles with transmission fluid or oil leaks will be permitted to drive directly onto the show floor.

The wheels of any vehicles which are part of your display must have 3/4" plywood placed directly under them. No weight-bearing object on or off a vehicle, may be allowed to come into direct contact with the flooring surface. Such objects must have a weight bearing surface (such as a piece of plywood) to distribute the weight more evenly over a larger area of the flooring surface.

No vehicle with a gross weight of more than 20,000 pounds may be brought into the RCC Fieldhouse without approval (in writing) from the Director of Plant Facilities.

Management reserves the right to deny vehicular access onto the floor if weather dictates.

SECURITY:

The Show will provide Security Guards at the show location 24 hours per day; **from start of set-up until end of move-out. However, attention is particularly called to the necessity for insurance covering all risks (liability, fire, theft, damage, etc.) on your exhibit from place of shipment to the exhibition facility and return, including the period during which materials remain in the exhibition facility.**

LIABILITY:

The Exhibitor is responsible for the booth area assigned and agrees to pay for any damage caused to floor, walls, doors, etc. during the time he has contracted for the space (move-in and out included).

Exhibitors are advised to see that their regular company insurance includes an extension of coverage for off premises, and that they have their own theft, public liability and property damage insurance.

All curtains, draperies, streamers, surface coverings applied for decoration **MUST BE FLAME PROOFED.**

EXHIBITOR BADGES:

All exhibitors are required to wear badges during move-in, show hours and move-out. Badges are picked up immediately upon entering the Fieldhouse and **before beginning set-up.**

During move-in: badges are available on the exhibit floor at the EXHIBITOR REGISTRATION TABLE located near the food service area. **During show hours:** badges are available at the SHOW OFFICE, in the (upper) MAIN ENTRANCE LOBBY.

Badges are limited to 8 per exhibitor. PLEASE REFER TO SEPARATELY ENCLOSED BADGE NAME FORM.

BOOTH EQUIPMENT:

Standard booths are defined with drapes over pipe frames; 8 ft. high back wall with 3 ft. high side walls. All booths contain 2 chairs and booth sign.

If you will require an 8 ft. high sidewall, call Gary at (888) 581-3976 as soon as possible.

EXHIBITS:

Any constructed exhibit which extends over the 8' back wall must be finished on both sides.

No stickers or helium balloons allowed.

SIGNS & BANNERS:

Only **One-Sided** signs/banners may be put above and within the confines of your booth space.

Signs/banners may only be suspended above outer wall booths (limited to booths #101 thru 162, and booths A thru D). Please note that prior written authorization is required. There may also be an additional cost. Call Gary at **(888) 581-3976** to discuss your requirements.

WATER:

If your display will require water, see SEPARATELY ENCLOSED WATER ORDER FORM MUST BE DONE THURSDAY.

OPTIONAL FORMS FOR ELECTRIC, DECORATING, DRAYAGE: CALL FOR DETAILS:

Please refer to the enclosed sheet from Rockland Expositions the official Show Decorator. They can provide these optional services if required.

Note: Order forms and payment for Rockland Exposition Services must be sent directly to them in advance of the Show.

HOME IMPROVEMENT LICENSE:

Companies in the Home Improvement Business doing work or advertising in Rockland County must be licensed by the county. To obtain a license, please contact:

**The Rockland County Dept. of Weights & Measures
Office of Consumer Protection
(845) 638-5280**

OTHER RULES & REGULATIONS:

Please refer to back of Contract for detailed show rules and regulations.

Exhibitor Insurance Requirements:

Liability Insurance: Exhibitors must send Good Living Expositions a copy of their Insurance certificate for worker's compensation and liability naming:

Good Living Expositions, Inc., Rockland Exposition, Inc. and County of Rockland as Additional Insured, must be submitted to show office by January 1, 2012. (Mail to Good Living Expositions, Inc., PO Box 266558, Weston, FL 33326). As per back of contract, requirement for general liability is \$1,000,000 each occurrence and \$2,000,000 aggregate and worker's compensation is Statutory.

Please see attached sample copy of certificate of insurance.

General Insurance:

Fire and theft insurance must be provided by each exhibitor at his own expense, if so desired.

INSURANCE: Each exhibitor will insure their own exhibit. The Management will not be responsible for any injury that may arise to exhibitors or their employees or for loss of, or damage to, any material or products from any cause whatsoever while in transit to or from the building or while in exhibition building.

WAIVERS OF SUBROGATION: The exhibitor agrees to waive any rights of subrogation by themselves, their agents, employees or insurance company regardless of other contractual obligation against Good Living Expositions, Inc., Rockland Exposition, Inc., or The County of Rockland and Rockland Community College. (to include their agents, employees or servants or anyone directly or indirectly employed by them) which is named. Additional insured on required certificates of insurance requested and submitted in accordance to this contract.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE - SAMPLE
 (YOU MUST REQUEST ORIGINAL FROM YOUR INSURANCE AGENT)

PRODUCER Your Insurance Agent Info	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <hr/> INSURERS AFFORDING COVERAGE
INSURED Your Company Info	INSURER A: <u>INSURANCE CARRIER NAME</u> <hr/> INSURER B: _____ <hr/> INSURER C: _____ <hr/> INSURER D: _____

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS														
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A	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	Statutory			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">X/WC STATUTORY LIMITS / OTHER</td><td style="width: 20%;"> </td></tr> <tr><td>E.L. EACH ACCIDENT</td><td>\$10000</td></tr> <tr><td>E.L. DISEASE – EA EMPLOYEE</td><td>\$10000</td></tr> <tr><td>E.L. DISEASE – POLICY LIMIT</td><td>\$50000</td></tr> </table>	X/WC STATUTORY LIMITS / OTHER		E.L. EACH ACCIDENT	\$10000	E.L. DISEASE – EA EMPLOYEE	\$10000	E.L. DISEASE – POLICY LIMIT	\$50000						
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E.L. DISEASE – POLICY LIMIT	\$50000																		
	OTHER																		

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Covering Suburban Home Show, Rockland Community College Field House, Suffern, NY, February 10-12, 2012. It is hereby agreed Good Living Expositions, Inc., Rockland Exposition, Inc. and County of Rockland included as additional insured and shall be protected and held harmless against any and all claims for loss or injury as in the contract.

CERTIFICATE HOLDER / ADDITIONAL INSURED; INSURER LETTER	CANCELLATION 10-Day Notice for Non-Payment of Premium
Good Living Expositions, Inc. PO Box 266558 Weston FL 33326 888.581.3976	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

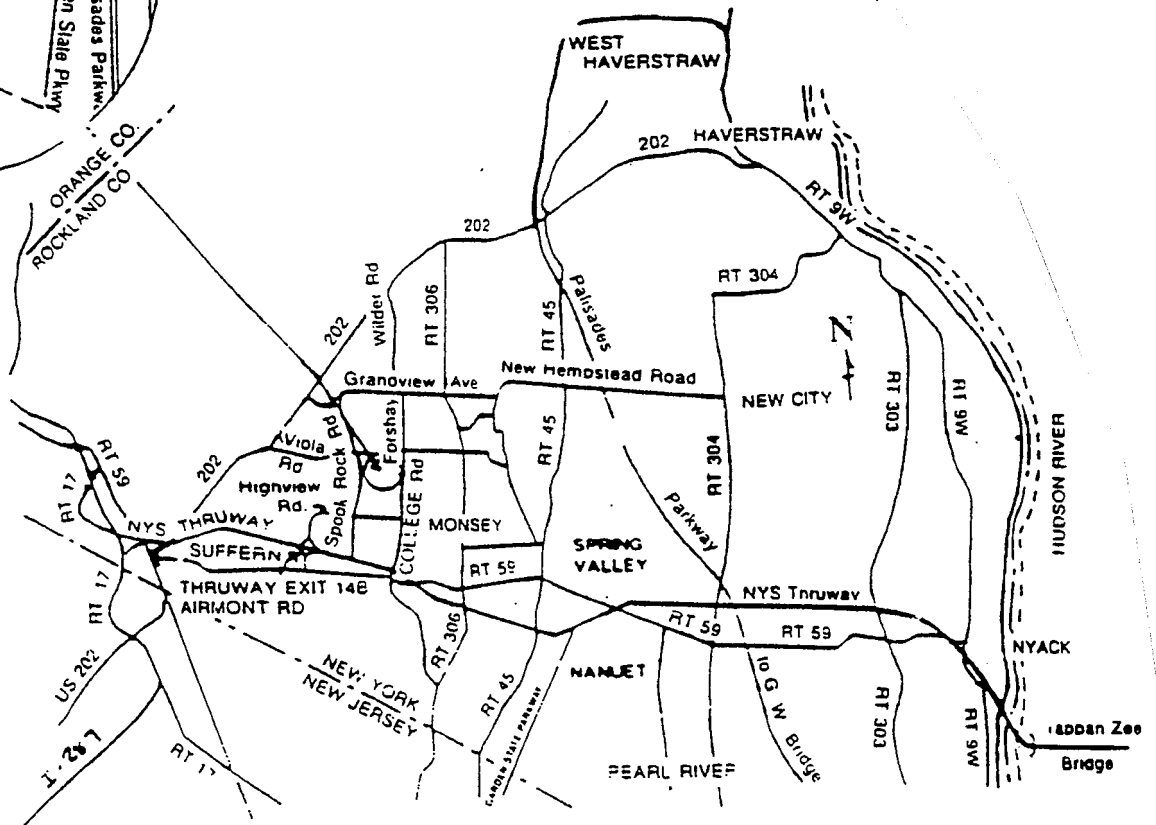
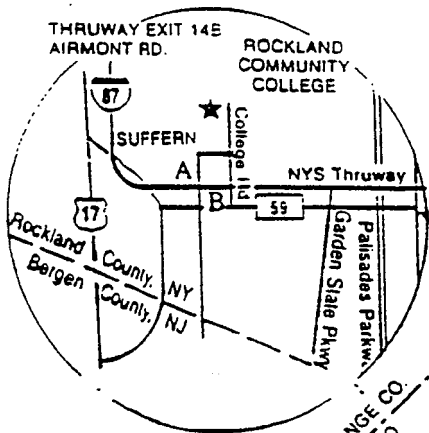
LOGGING:

There are hotels conveniently located of NYS Thruway Exit 14B, within minutes of the Rockland Community College Fieldhouse. Call the hotel of your choice to make your own reservations.

Holiday Inn / Suffern, NY	845-357-4800
Wellesley Inn / Suffern, NY	845-368-1900
Hilton Garden Inn, Nanuet, NY	845-623-0600

DIRECTIONS

- Via NYS Thruway East, Exit 14B...Left onto N. Airmont...
- Via NYS Thruway West, Exit 14B...Right onto N. Airmont (becomes Highview Rd.)... to light at College Rd. Left onto College Rd. to RCC Fieldhouse on left.
- Via Route 59 East. Left onto College Rd.
- Via Route 59 West. Right onto College Rd.



BE A GOOD NEIGHBOR

IMPORTANT SHOW GUIDELINES

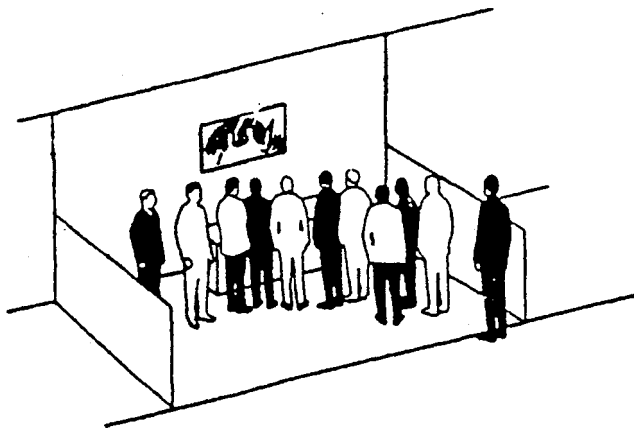
SOLICITATION/SALES LITERATURE — NO SALES SOLICITATION OR DISTRIBUTION OF LITERATURE OUTSIDE OF YOUR BOOTH SPACE.

DISPLAYS — Displays placed along the side drapes that are over 4' high should not extend into the booth more than 4' from the back. This will insure not obstructing the view of neighboring booths.

DEMONSTRATIONS — When sampling, demonstrating and/or entertaining the attendees, booths must be arranged so that attendees coming into your exhibit do not block aisles or overlap into neighboring exhibits.

If you expect many attendees to congregate in one area at one time, you must leave space within your own exhibit area to absorb the majority of the crowd.

The aisles are the property of all exhibitors; therefore, each exhibitor has the responsibility to assure proper flow of traffic through the entire exposition. When large crowds gather to watch a demonstration or entertainment and interfere with the flow of traffic down aisles, or create excessive crowds in neighboring booths, this is an infringement on the other exhibitors' rights. Aisles must not be obstructed at any time.



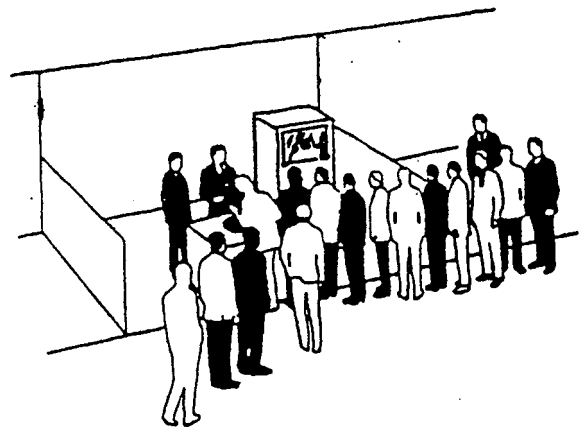
RIGHT

SOUND — Police your own booth so the noise level from any demonstrations or sound system is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with other exhibits and must be discontinued.

GADGETS AND GIMMICKS — The use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise-making devices are restricted to within the booth. Balloons, horns, odors and congestion are subject to the individual expositions' rules. Show Management reserves the right to determine when such items become objectionable.

The exposition is an amalgamation of many diverse selling and promotional activities. To be fair to all exhibitors, the use of sound, gadgets and gimmicks where permitted by exposition rules must not interfere with other exhibitors.

NO HELIUM BALLOONS ARE PERMITTED.
Air filled balloons are allowed.



WRONG

PLEASE.....NO DUCT TAPE!

If You Require Carpet Tape, Do Not Use Any Tape Other Than The Special Carpet Tape Available To You at the Show Office or Exhibitor Registration. The Tape is FREE, and is the Only Tape that can be used on the Floor Without Damaging It.

Please Return Unused Tape.

Thank You!

SUBURBAN HOME SHOW ROCKLAND COMMUNITY COLLEGE

COMPANY: _____

YOUR NAME: _____

WATER REQUEST FORM

Water is available, at no charge, to any exhibitor needing it. (Spas, Landscaping, etc.)
Please complete & send this 2 weeks prior to show.

MAIL TO:

GOOD LIVING EXPOSITIONS

P.O. BOX 266558

WESTON, FL 33326

OR FAX TO: **(800) 864-9129**

“I WILL REQUIRE WATER FOR _____”
(ITEMS TO BE FILLED)

NOTE: Exhibitors requesting water must be set-up and filled by Thursday evening. NO hoses run on Friday! (Aisles carpeted Thursday evening.)

EMERGENCY CONTACT FOR WATER PROBLEMS:

Name: _____

Phone (day) _____

Phone (eve.) _____

Phone (cell) _____

Phone (other) _____

SUBURBAN HOME SHOW ROCKLAND COMMUNITY COLLEGE

COMPANY: _____

YOUR NAME: _____

EXHIBITOR BADGE NAME LIST

PLEASE PRINT CLEARLY TO AVOID MISSPELLED NAMES

- BADGES ARE LIMITED TO A MAXIMUM OF 8 PER EXHIBITOR BOOTH.
- PLEASE INDICATE ON FORM (BY CHECKING BOX) IF BADGES ARE FOR BOOTH WORKERS OR INVITED GUESTS (FAMILY, CUSTOMERS, ETC.).
- CHANGES TO THIS FORM CAN BE MADE AT THE SHOW OFFICE

PLEASE COMPLETE & SEND AS SOON AS POSSIBLE,

FAX TO: (800) 864-9129

OR MAIL TO: **GOOD LIVING EXPOSITIONS, P.O. BOX 266558, WESTON, FL 33326**

	Booth Worker Badge Needed	Invited Guest Admit to Show
1. _____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>
7. _____	<input type="checkbox"/>	<input type="checkbox"/>
8. _____	<input type="checkbox"/>	<input type="checkbox"/>

EXHIBITORS ARE REQUIRED TO WEAR BADGES DURING ALL SHOW HOURS

During move-in: badges are available on the exhibit floor, at the EXHIBITOR REGISTRATION TABLE located near the Food Service area.

During show hours: badges are available at the SHOW OFFICE, in the (upper) MAIN ENTRANCE LOBBY.

Rockland Community College (RCC) Wireless Internet Service Application

Suburban Home & Garden Show

Wireless internet service is now available to exhibitors of the Home Show at the RCC Fieldhouse. If interested in purchasing a wireless connection, please provide the requested information below. Please understand that although RCC personnel will attempt to assist in connecting to the wireless network, exhibitors are responsible for:

- providing a computer running at least Windows 2000. (preferably Windows XP).
- providing a computer with a processor of at least Pentium III or equivalent.
- providing a computer with a wireless network adapter with the ability to connect to RCC's 802.11 b/g wireless network with 64-128 bit WEP encryption.
- Configuring the computer software settings to successfully connect to the wireless network.

If an exhibitor is unable to provide these responsibilities, a connection may not be possible.

To purchase wireless internet service for the 2012 Suburban Home & Garden Show, I understand that:

- The service will be available beginning at the opening of the show on Friday and end at the close of the show on Sunday, at a flat rate of \$100.
- An encryption key (password) will be issued to me; it is my responsibility to maintain the integrity of the password; misuse or sharing of the password may be grounds for termination of the service.
- There is no guarantee that a connection can be made; if it is determined by RCC personnel that a connection cannot be made, a refund will be issued.
- RCC personnel are not responsible for reconfiguring the computer software settings back to the original state.

Company Name _____

Address _____

Telephone _____

Cell Phone _____

Booth Number _____ Date _____

Print Your Name _____ Signature _____

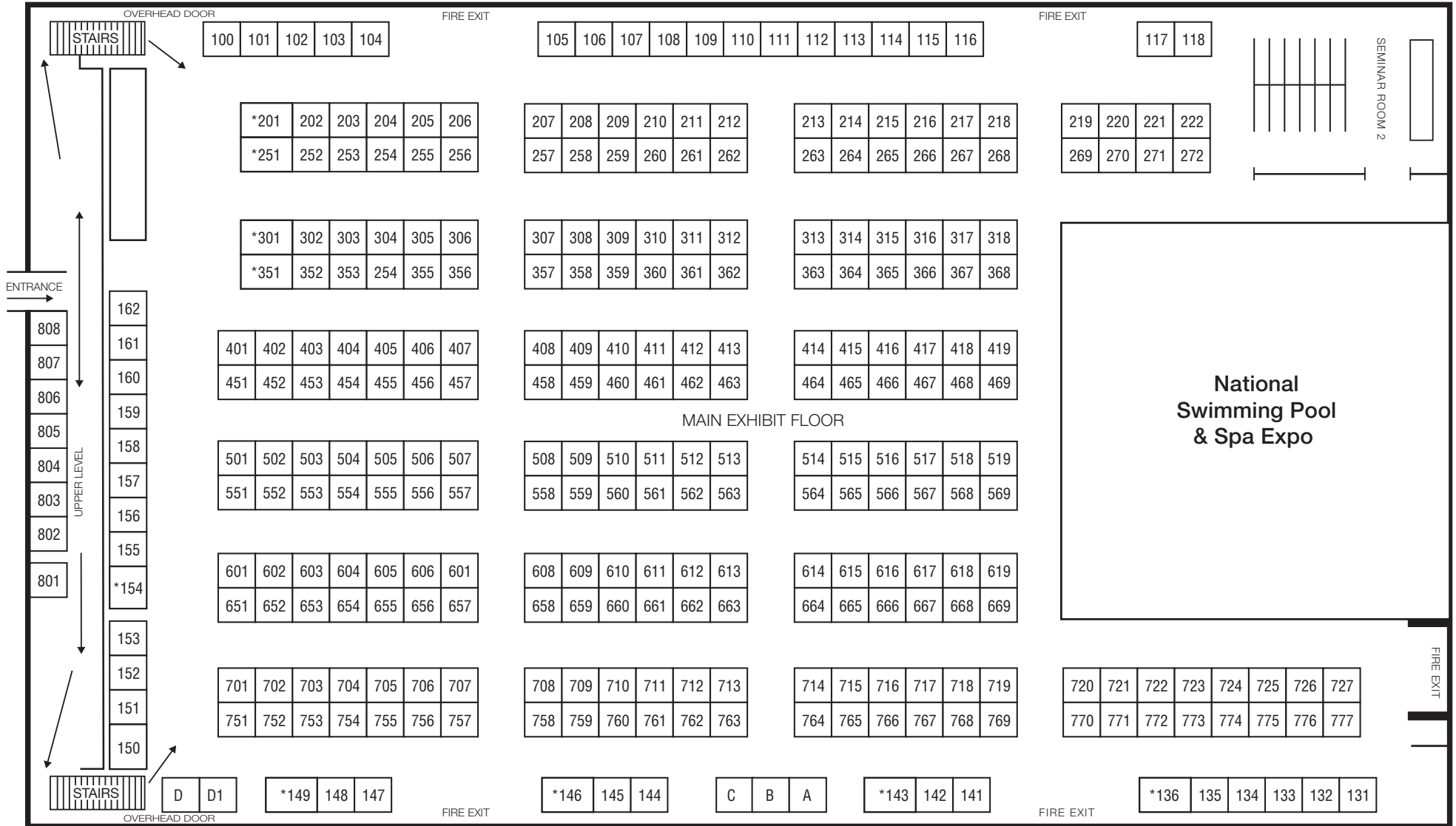
Please remit this entire sheet, along with your check for \$100, payable to Rockland Community College, to Gary Peskin at the below address.

Gary Peskin
Rockland Community College, Arena Management Office
145 College Road, Suffern, NY 10901

Feel free to contact Gary Peskin with any questions you have regarding wireless internet service.
(845) 574-4378 or email: gpeskin@SunyRockland.edu

Suburban Home Show

Rockland Community College Fieldhouse Floor Plan



GOOD LIVING EXPOSITIONS

QUALITY SHOW PROMOTERS

SUBURBAN HOME & GARDEN SHOW IMPORTANT! EXHIBITOR INFORMATION

BREAKDOWN AND MOVE-OUT

AS PER YOUR CONTRACTUAL OBLIGATION – PLEASE

Do not attempt to remove any of your display or products from the building prior to the announced close of the show at 6 PM. Please do not dismantle or pack within your booth prior to the close of the show. REMEMBER, the paying public is entitled to see a complete show until 6 PM.

ALL DISPLAYS AND MATERIAL MUST BE REMOVED FROM THE FACILITY IMMEDIATELY AFTER THE SHOW.

Any exhibit or material not removed from the building by 10 PM will be removed from the building by management staff at the exhibitor's own risk and expense.

Paving stones, rocks, soil, mulch, trees, etc. must be taken with you at breakdown. They cannot be left in the fieldhouse or on the college grounds.

VEHICLE PARKING – PLEASE

Your Parking Permit (given at set-up) must be displayed in vehicle window at all times, whenever vehicle is on college grounds during set-up and breakdown. Do not attempt to park your vehicle within 30 feet of the rear of the building. This is a **FIRE ZONE** violation. It is essential that we keep the loading doors and driving paths to the building clear at all times.

PLEASE DO NOT ATTEMPT TO DRIVE INTO THE BUILDING IF YOU DON'T HAVE TO
Save time by simply wheeling or carrying your booth out the closest exit.

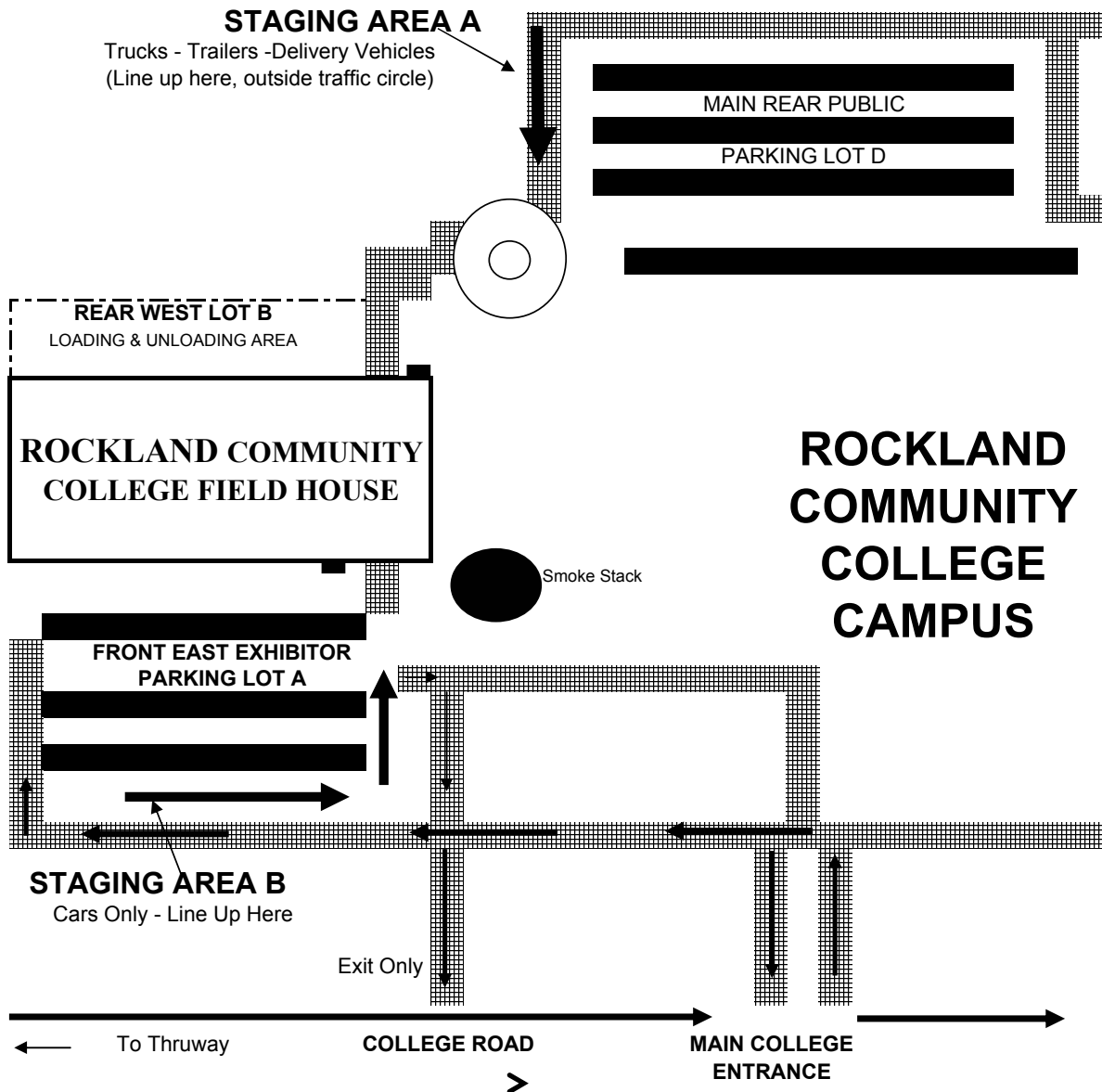
IF YOU PLAN TO DRIVE INTO THE BUILDING AT BREAKDOWN:

- VEHICLES WILL NOT BE PERMITTED INTO THE BUILDING UNTIL APPROXIMATELY 6:45 PM TO ALLOW FOR AISLE CARPETING REMOVAL.
- Prior to driving into the building it is required to prepare and pack your booth completely, ready to be loaded onto your vehicle.
- Bring your vehicle to the staging areas—see map on back—no permit is needed.
- Load and remove vehicle as quickly as possible.

THANK YOU IN ADVANCE FOR YOUR COOPERATION.

If these rules and regulations are followed it will ensure a safe and orderly break down.

Move-Out Parking Lot & Staging Area Map



To drive into the Field House at end of the show:

- * NO Permit needed
- * Pull your vehicle (one per exhibitor) in line as shown on the map above (Note: cars only in Staging Area B)
- * At approximately 6:45 (after carpet is removed) we will allow vehicles to enter as space clears.