

MUST DO's

**CAPITAL
HOME
SHOW**
SEPT. 22-24, 2017
Dulles Expo Center
Chantilly, VA

**HOME
+REMODELING
SHOW**
JAN. 19-21, 2018
Dulles Expo Center
Chantilly, VA

**CAPITAL
REMODEL
+GARDEN
SHOW**
FEB. 23-25, 2018
Dulles Expo Center
Chantilly, VA

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.

I MUST adhere to the move-in and move-out policy as laid out in the exhibitor manual (available online). 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!