



**EXHIBITOR MANUAL
CONNECTICUT FLOWER & GARDEN SHOW
FEBRUARY 22nd – 25th, 2024
CONNECTICUT CONVENTION CENTER, HARTFORD, CT**

SHOW OFFICE

North East Expos, Inc.

175 Case Street

Canton, CT 06019

Telephone: 860-844-8461

Fax: 860-693-2410

E-mail: kristie@northeastexpos.com

Web site: www.ctflowershow.com

SHOW LOCATION

Connecticut Convention Center

100 Columbus Blvd.

Hartford, CT 06103

Telephone: (860) 249-6000

www.ctconventions.com

**GPS FOR LOADING DOCK
1 TAYLOR ST.**

This manual should be read by all personnel having any responsibilities within the show.

Move In Time: YOU WILL RECIVE YOUR MOVE IN TIME IN A SEPARATE EMAIL THE WEEK OF JANUARY 31ST.

VECHILE ACCESS TO THE SHOW FLOOR WILL BE ON MONDAY ONLY. MOVE IN TUESDAY – THURSDAY WILL BE FROM THE LOADING DOCK AREA.

Move-Out Time: Sunday, February 26, 2023, 5:30 PM - 11 PM

Please be considerate of our show and our clients. The show is open to the public until 5 PM. You will not be allowed onto the loading dock prior to 5 PM. If you break down your booth early, you will not be invited back to the show in the future.

Vehicles will not have access to the loading dock until 5 PM; if you bring your vehicle to the gate prior to 5 PM you will be turned away. The parking garage door from level 3 also remains locked until 5 PM Sunday evening.

During move-out please keep your merchandise or display off the aisle carpet. The carpet needs to be rolled before vehicles can have access to the facility. If you are placing items on the carpet; you will be holding up the process of removing the carpet from the show floor.

Vehicles will be permitted into the facility when there is safe access and the carpet is removed from the aisles.

All exhibits must be removed off the exhibit floor Monday, February 26th by 12 noon unless special arrangements have been made. Vehicle access will begin at 8 AM on Monday.

The Show will be open to th2 public:

Thursday,	February 22, 2024	10 AM – 7 PM
Friday,	February 23, 2024	10 AM - 8 PM
Saturday,	February 24, 2024	10 AM - 8 PM
Sunday,	February 25, 2024	10 AM - 5 PM

Set up completion and Fire Marshal inspection will take place at 8:30 AM Thursday, February 22, 2024.

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CONNECTICUT CONVENTION CENTER

Dear Exhibitor:

Welcome as an exhibitor in the 42nd Annual Connecticut Flower and Garden Show to be held at the **Connecticut Convention Center**, February 22-25, 2024. Attached is your exhibitor manual detailing move-out information, show times, order forms plus any other important information needed for exhibiting.

Below is a checklist for your convenience. It is designed to ensure you will have all the details that we need to make your experience seamless as possible.

- Submit CREDENTIAL FORM
- **LOADING DOCK GPS ~ 1 Taylor St. HARTFORD, CT 06103 DO NOT USE COLUMBUS BLVD. ADDRESS; THAT WILL TAKE YOU TO THE MAIN ENTRANCE.**
- Insurance Certificate should be emailed to kristie@northeastexpos.com
- Order electric from directly from the Connecticut Convention Center to avoid late charges.
- Order tables, chairs, stools, etc. directly from show decorator.

If you need further assistance or information please feel free to call or email me anytime. I look forward to working with you at the show.

Regards,

Kristie Gonsalves

President of North East Expos, Inc.

ALCOHOLIC BEVERAGES/FOOD:

Exhibitors cannot bring alcoholic beverages into the building at any time. The Connecticut Convention Center is the exclusive provider of all food and beverage services within the Center. Food and beverage from the outside will not be permitted inside the facility. We will have an exhibitor lounge in the pre-function area. Fast food deliveries will not be accepted during show hours.

BALLOONS:

Helium balloons are not permitted to be given away or on display. Balloons filled with compressed air may be used for display only.

CLEANING:

The janitors are responsible for cleaning the aisles only. You should clean your booth and put the debris in the aisle nightly after closing. Cleaning for your booth can be arranged through the building. It is helpful to breakdown any boxes.

FIRE REGULATIONS:

Gasoline, fuel oil, propane tanks or any other flammable material or gasses **MAY NOT BE** stored in the exhibit hall. Any use of the above for demonstration and/or operation of an exhibitor's booth must be approved in writing by show management and the State Fire Marshal prior to the show. Rugs, curtains, crepe paper, etc. must be fire retardant. Two hours prior to the opening of the show it will be inspected by the Fire Marshal.

SALES TAX:

All vendors selling products on a cash and carry basis must have a valid Connecticut sales tax number and certificate on display at the show. For further information, please contact the Connecticut State Tax Department at www.ct.gov/drs.

SHOW OFFICE:

The show office will be located at the main entrance. For your convenience, this office will be staffed beginning at 8:00 AM the first day of move-in through the last day of move-out. Please check in first upon your arrival to receive your exhibitor credentials and parking passes. Electrical service and the decorator will have a representative near the show office and/or loading dock to answer any questions.

SIGNS & MATERIAL HANGING:

Taping of signs on walls and columns or hanging any materials, signs, etc. from ceiling is not allowed at the Connecticut Convention Center.

SNOW:

You must clean off snow and ice to eliminate drippings before entering the exhibition hall. Snow creates footing problems and our personnel will not allow any vehicles or equipment into the building unless they are reasonably free of snow.

SOUND

The use of microphones or voice amplifying systems are prohibited and strictly enforced by show management. The level of sound from TV's, computers or sound systems should be set at a level that is considerate of neighboring booths.

STAFFING OF EXHIBITS DURING SHOW HOURS:

Exhibit staff with show identification will be allowed to enter facility one hour earlier than published show hours and allowed to remain one half hour after closing in order to tidy up the booth area. **The exhibitor entrance and exhibitor badges will be located at the exhibitor door at the main entrance.** Friday-Sunday, access to the show floor will be via the main entrance only. For safety and security reasons, you will not be able to access the show floor through the loading dock unless prior arrangements have been made with management. If you need to re-stock throughout the weekend, please let us know during move-in or contact the office prior to the show.

HARTFORD HOTELS AND LODGING ~WEBSITE HAS BOOKING LINKS

Comfort Inn

333 Roberts Street

East Hartford

860-289-4950

\$95.00 plus tax

Free Parking, NO SHUTTLE

Free Hot Breakfast & Internet

Marriott - CTCC

Columbus, Blvd.

Hartford, CT

860-249-8000

\$169.00 plus tax

Plus Parking

Adjacent to Convention Center

The Capitol Hotel

440 Asylum Street

Hartford, CT

860-455-4001

\$93.00 plus tax

Free Parking

Fairfield Inn Marriott

2 Loten Drive

Windsor Locks, CT 06096

860-627-9333

Or

400 New Britain Ave,

Plainville, CT 06062

860-747-1188

\$129.00 plus tax

Remember to tell the sales representative that you are an exhibitor in the Connecticut Flower and Garden Show at the Connecticut Convention Center. **Prices are subject to change without notice.**

Many exhibitors have found lower rates via the internet with many of the other area hotels.

EXHIBITOR ADULT DISCOUNT TICKETS

Exhibitors may purchase exhibitor discount tickets in advance or at the show office. These tickets can be used by family, friends or customers that wish to visit the show. Tickets must be surrendered at the door and are good for admitting one adult.

Orders received by February 12th, 2024 will be returned to you by certified mail. Orders received after the 12th, can be left at will call or picked up at the show office on the first day of move-in.

Ticket purchases at show must be paid for in cash or company check. Neither personal checks nor credit cards will be accepted at the show.

Please use the order form below.

Ticket purchases are non-refundable.

(Please cut here and return bottom portion with payment)

ORDER FORM FOR DISCOUNT TICKETS

Number of discount tickets _____ X \$12.00 each = Total \$ _____

*Tickets ordered via credit card will be charged a 20% service charge per ticket.

No refunds or exchanges for tickets purchased.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of person ordering tickets: _____ Phone: _____

Please return form and payment to:

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