

MANTS 2025 Exhibitor Manual

*(Just About Everything Exhibitors Need
to Know about Preparing for MANTS)*

IMPORTANT MESSAGE ABOUT OUR 2025 SHOW HOURS

Please share the following message with everyone who will be exhibiting with or attending MANTS for your company

Beginning this January, our Friday show hours will be 8 am – 1 pm.

Our Wednesday and Thursday Show Hours remain 9 am – 5 pm.

The show hours are:

Wednesday, January 8 • 9am – 5pm

Thursday, January 9 • 9am – 5pm

Friday, January 10 • 8am – 1pm (New Hours for 2025)

REMINDER: THE SHOW CLOSSES AT 1 PM ON FRIDAY ... NOT BEFORE. DO NOT BEGIN PACKING UP YOUR EXHIBIT MATERIALS/BOOTH PRIOR TO 1 PM.

FURTHER, NO BOOTHS MAY BE WRAPPED in colored ribbon prior to the 1:00 pm close of the show on Friday. MANTS show management reserves the right to remove exhibitors from future shows for non-compliance. **We regard early departure from the show as a very serious and unnecessary violation of show rules.** Thank you for your understanding.



Exhibitor Manual 2025

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Exhibitor Checklist – Preparing for MANTS 2025

To help you prepare for MANTS, we strongly encourage you to use the many on-line resources available at mants.com. It is never too early to pre-register, book hotel reservations, order services, and make travel arrangements.

Use the list of items below to help you begin to prepare for the show:

Have you:

- _____ Downloaded the Shepard Exposition [Service Kit](#)
- _____ Submitted your Certificate of Insurance to MANTS (*see page 3*)
- _____ Reviewed the Freight Policy (*see page 9*)
- _____ Confirmed your Pre-and Post-Show Shipping Arrangements

Complete the tasks below using the [exhibitor page](#), the exhibitor manual or the links below:

- _____ [Registered](#) your Booth Staff (*2 comp badges per 8 x 10 or 10 x 10 booth; exhibitors needing additional badges should note that the early bird rates end Dec 6th*)
- _____ [Made Hotel Reservations](#) through Visit Baltimore (*closes January 2nd at 5 pm*)
- _____ Updated your [Exhibitor Profile](#)
- _____ Ordered your [Electric/Water](#), Telecommunication, and [Audio Visual](#) Booth Service(s)
- _____ Ordered your [Wireless Internet Service](#) (*preshow orders close Wed, December 11th*)
- _____ Ordered your [Lead Retrieval System](#) (*Use show code: MANT0125*)
- _____ Submitted your [New Product Information](#) for release to the media
- _____ Ordered your [Buyer's Guide Ad from Naylor](#) (*Sales close: Friday, November 8th*)
- _____ Submitted your [Sponsorship Form](#) and Payment
- _____ Printed the Directions You Need (*pages 25-28*)
- _____ Reviewed the Move-In, Move-Out, and Staging Instructions (*pages 14-15*)
- _____ Ordered your [Mailing USB or Labels](#) (*invite your future customers to MANTS*)
- _____ Submitted your [Post Show Donation Form](#) (*before Wed, Dec. 11th or onsite thereafter*)
- _____ Made your Airline Reservations and other Travel Arrangements
- _____ Considered using [Light Rail](#) (*\$2.00 one way*) for transport between BWI airport and the Convention Center



Master Contact List

Beginning Monday, January 6th, please contact MANTS at the Baltimore Convention Center show office, **410-649-7472**. There is no answering machine at the home office, **and we will NOT be checking e-mail**. Please share this information with your booth staff. If you need to reach show management, you must call **410-649-7472**.

<u>Company or Service</u>	<u>E-Mail or Web Link</u>	<u>Phone</u>
MANTS (<i>Before Friday January 3rd</i>)	info@mants.com	410-296-6959
MANTS (<i>Beginning Monday January 6th</i>)	410-649-7472	410-649-7472
General Contractor	baltimore@shepardes.com	410-737-9270
Shepard Logistics Freight Services	logistics@shepardes.com	888-568-8858
Hotel Reservations (<i>Visit Baltimore</i>)	Make Hotel Reservations	800-282-6632
Registration Customer Support (<i>CDS</i>)	Register Booth Staff	508-743-0507
LEAD Retrieval Orders (<i>Use Show Code: MANT0125</i>)	Contact LR Support	800-746-9734
Edlen Electrical Exhibition Services	baltimore@edlen.com	410-649-7321
<i>The BCC has a new Telecommunications subcontractor – Contact Information coming soon</i>		
Projection A/V Services	bccexhibits@projection.com	410-649-7314
SP+ Parking (<i>Lot C daily and overnight parking</i>)		main # - 410-347-9330
Baltimore Convention Center		main # - 410-649-7000
Levy (<i>Catering Menu</i>)	Contact Catering	main # - 410-649-7072
Visit Baltimore		main # - 877-Baltimore
Charm City Circulator - Free Shuttle	Route Map	main # - 410-350-0456
<i>Business Center – 3rd Floor Pratt Lobby West</i> <i>Temporarily Closed (see link below)</i>		
Local Area Print Shops (<i>by distance from Convention Center</i>)		List available at show office



General Show Information

Show Dates: January 8 - 10, 2025

Location: [Baltimore Convention Center](#)
One West Pratt Street
Baltimore, Maryland 21201

Web Site: www.mants.com

Show Hours: Wednesday and Thursday 9 am – 5 pm; Friday 8 am – 1 pm
*** NEW FRIDAY HOURS ***

Move-In: Monday, January 6: 10 am – 6 pm
Tuesday, January 7: 8 am – 6 pm

Move-Out: Friday, January 10: 1 pm – 10:00 pm (*tear down begins after show closes at 1 pm*)

Decorator / Drayage / General Services Contractor

The exclusive provider of decorating services to Mid-Atlantic Nursery Trade Show is:

Shepard Exposition Services · 1531 Carroll Drive, NW · Atlanta, GA 30318
Phone 404-720-8600 · orders@shepardes.com

Questions regarding furniture rental, shipment of freight, drayage, labor, booth cleaning, or other special services should contact Customer Service at Shepard directly using the contact info above.

Shepard's Kit is available at <https://apps.shepardes.com/olk/intro.asp> or on mants.com underneath the exhibitor tab or as a PDF on the exhibitor page. Information on show services, a list of important dates, order forms, and the Shepard Logistics Trade Show Freight Service form are in the kit.

Ordering Utilities: Utility Services must be ordered separately through the companies who are sub-contracted through the Baltimore Convention Center. Information on ordering utilities is in the Utility Section (*page 11*) of this manual or on the exhibitor page.

Hotel Reservations (Visit Baltimore Housing Bureau)

There is only ONE HOUSING BUREAU for MANTS...

Visit Baltimore operates the official housing bureau for MANTS. They will not call you unless you contact them first. They **DO NOT** take full payment upfront. Beware housing scams!

BOOK ONLINE: Go to www.mants.com • Hotels • [MAKE HOTEL RESERVATIONS](#).

Or, click on Hotels to access the Hotel Page for rates, booking, and reservation information.

TELEPHONE: Housing Bureau operators are available Monday-Friday, 8:30am - 5:30pm E.S.T at 800-282-6632 (toll free) or 410-837-4636 (for international calls)

Insurance Certificate Requirements

Certificate of Insurance should name the Mid-Atlantic Nursery Trade Show and the Baltimore Convention Center as shown below:

Certificate Holder: MANTS Trade Show - Baltimore Convention Center
c/o MANTS
PO Box 818
Baltimore, MD 21022

We request: \$1,000,000 in General Liability for each occurrence
\$1,000,000 in Damages to the premises
\$1,000,000 in Personal and ADV Injury
\$2,000,000 in aggregate coverage

Submit by: Fax to 410-296-8288 or E-Mail to info@mants.com
Or U.S. mail to: MANTS · PO Box 818 · Brooklandville, MD 21022

Cancellation Policy for Exhibit Space – What You Need to Know

By submitting a contract and subsequently paying the invoice to exhibit at MANTS, exhibiting companies and their representatives agree to abide by the MANTS Cancellation Policy set forth. This policy was established to help current exhibitors, show management, and companies who have expressed an interest in exhibiting at MANTS ample time to plan and prepare for the upcoming show. Please know that we appreciate your cooperation in complying with this policy.

***Exhibitor Cancellation Policy:** Any exhibitor who cancels their exhibit space by September 30 will receive a full refund. Any exhibitor who cancels their exhibit space after September 30 will incur a \$200 per booth cancellation service fee and the balance will only be refunded if MANTS is able to resell the exhibit space. Any exhibitor who cancels their exhibit space after October 30 forfeits the entire exhibit fee. In the unlikely event the City or State prohibits the use of the Baltimore Convention Center, exhibitors will receive a full refund. Exhibitors who are no shows at MANTS will not receive a refund and forfeit their opportunity to exhibit at future shows.*

Photograph Permission

On occasion, show management takes promotional photos or video of event related activities. Your registration at MANTS is considered permission for us to use your likeness in such media.

Contacting MANTS during the show

Beginning Monday, January 6, 2025 - Contact MANTS using the show office phone number at the Baltimore Convention Center, **410-649-7472**. There will be no personnel or answering machine at the main office and **WE WILL NOT BE CHECKING E-MAIL**. Please share this information with your staff. If you need to reach show management or the show office, you must call the number listed above between 8 am and 6 pm.



Exhibit Specifications

The MANTS Floor Plan may be viewed either as an [Interactive Map](#), or as an adjustable [PDF](#).

Booth Number: Access your [Exhibitor Console](#) to find your booth number and locate your position on the show floor. Regardless of how many spaces you have, only one booth number (*the lowest number*) will be displayed.

Booth Size: With a handful of exceptions, each exhibit space at MANTS measures 10' x 10'. Two booths in a row will measure 10' x 20'; three booths will measure 10' x 30' and so on.

Drape Colors: Booths numbered 1 – 2027 have royal blue and white drapes.
Booths numbered 2100 – 3200 have lime green and white drapes.

All MANTS Exhibitors are furnished with:

- 8' high backing drapes and 3' high exhibit dividers (*see drapery colors above*)
- Two (2) complimentary staff registrations for each booth purchased
- Carpeting of all exhibit hall aisles (*did you know that MANTS has 3 miles of aisle carpet?!*)
- Exhibit booth sign which includes firm name and booth number(s)
- One (1) waste basket for each booth

Exhibitors Shall:

- **BRING** display materials into and out of the premises at entrances and exits designated by the Baltimore Convention Center (hereafter referred to as the Center).
- **Comply with and understand that** the total number and weight of vehicles entering the Center at any one time shall be conclusively determined by the Center; **NO gasoline, acetylene, or any other combustibles will be permitted in the Center without prior approval of the Center.**
- **Ensure that All** decorations and other combustible materials must be flame proofed and a flame proofing certificate acceptable to the Center must be furnished.
- **Review the Convention Center Fire Regulations contained in this manual (p.12-13);**
- **NOT** bring cut trees into the convention center at any time or for any reason.
- **NOT** mark, paint, drill into or in any way mar or deface any part of the Center.
- **NOT** display or erect any lettering, signs, pictures, notices or advertisements upon any part of the outside or inside of the Center.
- **NOT** make any alterations or improvements in or to the Center or any part thereof.
- **NOT** take the chairs that are set around attendee tables by the Convention Center for use in your booth. These chairs are put out for the comfort and convenience of our attendees. If your company needs chairs in its booth, please rent them from Shepard Exposition Services.



Exhibit Guidelines – What you need to know about setting up and exhibiting

By submitting a contract and subsequently paying the invoice to exhibit at MANTS, exhibiting companies and their representatives agree to abide by the exhibitor guidelines set forth. These guidelines were established to help make exhibiting at MANTS simple, easy, and safe. Please know that we appreciate your cooperation in complying with these guidelines.

- **THE SHOW CLOSSES AT 1 PM ON FRIDAY. RESPECT for your fellow exhibitors and attendees is required. DO NOT begin packing up prior to 1 pm.** Vehicles will be brought onto the show floor as soon as the decorator rolls up the aisle carpet and empty crates are returned to exhibitors. This can take up to 2 hours after the show closes.
- **Displays and/or products are not permitted to** extend above the side curtains further than five (5) feet from the back of the booth. This enables everyone to have a line of vision to all neighboring booths.
- **Exhibitors having an end cap must have** the backdrop at least 5 feet in (towards the center of their booths) from each aisle.
- **Booth number and company name must be visible** using the sign provided by the decorator or exhibitors may incorporate a booth number sign into their display. A visible booth number on the side rail or in your display helps customers find you.
- **Exhibitors are not permitted to place booth materials outside** their respective booth boundaries; placing merchandise in the aisles is against show rules and violates Baltimore City Fire Code. **All booth and exhibit materials must remain inside your allotted booth space; repeated warnings may lead to expulsion from the show.**
- **Exhibitors are not permitted to work outside** their purchased booth space. The aisle space belongs to the show. There will be no selling in the aisles.
- **The show reserves the right** to determine the acceptability of sound, light, and smell.
- **Exhibits may extend above the eight-foot (8) back drop but** must be “finished” on each side so that as not to create an eyesore for surrounding exhibitors.
- **Double-sided signs may not be used.**
- **DO NOT** take the chairs that are set around attendee tables by the Convention Center for use in your booth. These chairs are put out for the comfort and convenience of our attendees. If your company needs chairs in its booth, please rent them from the decorator.

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- **Drones, Remote Pilot Aircraft Systems (RPAS) and Unmanned Aerial Vehicles (UAVs)** may not be flown in the center at any time without prior written consent and never on the show floor or in other public spaces during show hours.
- **No Cut Trees** by order of the Baltimore City Fire Marshal's Office.
- **About Hard Goods** - Make arrangements to take home or donate your exhibit material(s). Nothing may be left behind or abandoned at the close of the show. MANTS reserves the right to remove non-compliant exhibitors from future shows or invoice any company for removal or cleaning services related to hard good products left behind at Move-Out.
- **At the close of the show, every effort is made** to move-out exhibitors prior to buyers who have purchased items from the show. If you see a buyer removing items from the floor, please report this activity to a show floor representative or the show office.
- **Trade Shows versus Public Shows:** MANTS Exhibitors are reminded that Maryland law - as in most states - draws a distinct difference between *Trade Shows* and *Public Shows*. Trade shows do not require exhibitors to have traders' licenses or collect sales tax. However, exhibitors at trade shows may not sell "*across the counter.*" Trade show sales are typically those where exhibitors sell for the future delivery of materials in wholesale amounts. The sole exemption to this is the on-site sale of materials in a booth display at the close of the show. *Anyone selling or buying the contents of another booth may not remove any contents of the sold or purchased booth until the show closes.*
- **Exhibitors and Attendees are prohibited from selling of any product,** item or service in the exhibit hall aisle ways. Further, walking through the exhibit halls to distribute literature to other exhibitors or leaving literature in unoccupied booths is also prohibited. If you see anyone in violation of these rules, please report this activity to the MANTS show office immediately by calling **410-649-7472**. The longer you wait the harder it is for us to enforce.
- **Food Service:** All food service distribution must be provided by Levy Hospitality, the exclusive Convention Center Caterer. Please note that no alcohol sales or consumption is permitted in the exhibit halls at MANTS. Marsha Pratt is the Levy representative and she may be reached at 410-649-7009 or mpratt-davis@levyrestaurants.com
- Non-Compliance with any of these Exhibitor Guidelines or Fire Marshal Regulations may result in an exhibitor's removal from the show.

If your questions are not answered in our Exhibitor Information Manual or you require additional information or clarification, please contact us by:

Phone: (410) 296-6959 • **Fax:** (410) 296-8288 • **E-Mail:** info@mants.com



Decorator / Drayage / General Services Contractor Information

The exclusive provider of decorating services to Mid-Atlantic Nursery Trade Show is:

Shepard Exposition Services

1531 Carroll Drive, NW • Atlanta, GA 30318

Phone 404-720-8600

orders@shepardes.com

Shepard's Kit is available electronically on mants.com underneath the exhibitor tab dropdown menu, as a PDF on the exhibitor page, or by typing <https://apps.shepardes.com/olk/intro.asp> into your browser. Information on show services, a list of important dates, order forms, and the Shepard Logistics Trade Show Freight Service form are all in the kit.

Questions regarding furniture rental, shipment of freight, drayage, labor, booth cleaning, or other special services should contact Customer Service at Shepard directly using the contact info above.

Shepard Logistics Trade Show Freight Service is the preferred provider for MANTS. Please see the Shepard Kit or if you have any shipping questions, please call them directly at **888-568-8858** or e-mail: logistics@shepardes.com

On-Site Decorating Assistance:

Shepard Exposition Services will provide an on-site Exhibitor Service Desk, located in [Hall D](#), if you should need assistance with placing, changing, or verifying an order for your booth requirements.

Regarding Shipping, Handling and Freight:

For companies who pre-ship exhibit materials to the show, please refer to the Exhibitor Portal on the Shepard website for complete shipping instructions. [The Freight Policy also appears in this Exhibitor Information Manual on page 9.](#)

Shipping and freight items are important to the success of the show; please give these items the attention they deserve and make the most of your show participation.

While Shepard Logistics is the MANTS preferred freight carrier and warehouse, you may select any carrier you wish for the delivery and/or pick up of your materials, but you must follow the shipping instructions in the Shepard manual regardless of which carrier you choose.

You may use another carrier, if you like, however please note - other carriers may charge additional fees for pick-up since it is a one-night move-out and **shipments are not available until after 6 PM.**

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Please be sure to get all the facts on pricing from your outbound carrier; our intent with using Shepard Logistics is to avoid those additional fees and make shipping out easy for our vendors.

Shepard Logistics will offer special shipping rates for industry shows that follow MANTS and will have a customer service representative at the freight desk to assist you with your shipping paperwork during move-out. You may also call them at 888-568-8858.

SHIPPING NOTICE:

DO NOT SHIP ANYTHING WITHOUT FIRST READING THE SHEPARD EXPOSITION SERVICE MANUAL. DO NOT SHIP ANYTHING DIRECTLY TO THE BALTIMORE CONVENTION CENTER UNLESS IT MEETS THE CRITERIA AND INSTRUCTIONS IN THE SHEPARD EXPOSITION SERVICE MANUAL.



Freight Policy for Move-in and Move-out

Exhibitors who hand-carry/walk in or drive personal vehicles, vans, or rental box trucks on to the show floor may unload themselves. If you are given or offered assistance with move-in or move-out, please take advantage of it. There is no additional labor charge. Exhibitors may rent booth accessories from Shepard (take advantage of the pre-show rates).

Labor:

- Hired labor is required if your set up/dismantle requires the use of power tools. Any use of power tools on the floor will have to hire and pay for labor accordingly. The Labor order form will be found in the Shepard manual.
- Exhibitors must use general services labor if their set up¹ requires more than two of their own staff for one hour. MANTS is covering the expense of this labor for 2025 so it is of no cost to exhibitors, but you must pre-order it from Shepard. **MANTS will not cover the labor charge if the service is not pre-ordered by the Shepard deadline posted in their service kit.**
- Exhibitors may utilize labor on the floor to help unload/load your own vehicles (cars, vans, rental box trucks); there is no charge for this service regardless of the contents: plants, displays, etc.
- Exhibitors who need labor, complimentary or otherwise, should order it from Shepard before arrival. The Labor order form will be found in the Shepard manual.

Freight Handling:

- There is no freight handling fee for plant material, no matter the point of entry into the convention center. Please make use of the labor provided to expedite your unloading.
- Freight handling charges will be applied to Advance Shipments, those shipped to Shepard through the warehouse option and to Common Carrier show site shipments. Since Advance shipments will be delivered to and be ready at your booth when you arrive for set up, and both show site and advance shipping freight handling fees are the same, you may want to consider the convenience of advance shipping.
- **Freight handling charges will be applied to non-plant materials, arrival and outbound, on common/commercial carriers (ABF, UPS Freight, Typhoon, Fed Ex Freight, for example), hired/independent trucks (Jones Brothers Trucking, TDH Delivery Service and owner operator truck services), and UPS, FedEx, etc.**

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¹ *Set up includes display/structure assembly, not your product handling or placement of said products.*

- **Do not mix pallets of plant material with non-plant material or you will be billed as if the entire pallet is non-plant material.**
- Concrete/paver/stone and heavy machinery and equipment exhibitors will have a flat rate fee of \$585.15 for roundtrip forklift service per truck load. Pre-order your forklift service through Shepard using the **FORKLIFTS & GROUND RIGGING** form on page 24, of the Shepard Exhibitor Kit. Note that extended forklift service is billable (see next bullet).
- There will be a charge for extended forklift service, unloading, loading or booth work that exceeds 15 minutes.
- If forklift service is required for shipping product or loading it to another carrier, a freight-handling fee is applicable and is payable by the vendor to the general contractor. *This fee is applicable to your product should you sell it to a buyer at the show. The vendor is responsible for the additional fee, not the buyer, and this must be paid to Shepard before the close of the event.*

Notice about ALL Shipments Leaving the Show Floor: It is imperative that every exhibitor submit a bill of lading at the Service Desk in [Hall D](#) at the end of the show. No items can be left on the show floor for pick up without a bill of lading being submitted to our service desk. PLEASE do not assume your carrier will show up with the necessary paperwork. It is the exhibitor's responsibility to provide Shepard with the outbound shipping instructions. In addition, if you choose not to use the shipping containers that you put in "Empty" storage they must be marked as trash to avoid shipping empty crates or container back to you at the close of the show. MANTS and Shepard are responsible for clearing the floor of ALL items and we have no way to determine if a crate or container is empty or full. If we are missing the proper paperwork, we will ship these items to you and you will be responsible for all related costs. You will find labels at the Service Desk for "trash" to avoid this issue.



Utility, Telecommunication and Audio-Visual Service

Utility (electrical, water fill and drain or air), Telecommunication and/or Audio-Visual services for your exhibit space must be ordered directly from the exclusive subcontractors affiliated with the Baltimore Convention Center. Details on how to order one or more of these services is outlined below. While order forms are available in the back section of this manual, whenever possible exhibitors are encouraged to use the on-line ordering links available in this manual.

YOU MUST ORDER BY WEDNESDAY, DECEMBER 11TH TO GET ADVANCE PRICING.

Edlen Electrical Exhibition Services provides electrical, water fill and drains, and compressed air services. Place your order [online](#), or type this link in your browser: <https://ordering.edlen.com/login> to log-in. If you created an account previously, you may use that log-in information. Otherwise, underneath the blue “Login” button, click on “Sign Up” to create a new account. Should you have any questions or need to speak to someone regarding Edlen provided services please call them directly at (410) 649-7321 or email baltimore@edlen.com

Telecommunications: The Convention Center has a new telecommunications subcontractor transitioning as this manual was being finalized. We will publish this information as soon as it is available. *Please see below for wireless internet ordering information.*

Projection Services provides all Audio-Visual Equipment and Service inside your booth. For booth equipment orders, use the telecommunications order form located in the back of this manual or for online users, [linked here](#). To order A/V equipment for meeting rooms, which is separate from booth ordering, see the conference room request form in this manual or on mants.com/exhibitors. Should you have any questions or need assistance with audio visual equipment or service, please call Projection directly at (410) 649-7314 or email bccexhibits@projection.com.

Wireless Internet Service is available on the show floor and may be purchased directly through MANTS at a discount. The cost for this service is available at \$200 connection. [Order on-line](#) or use the faxable order form found in the back of this manual. Should you have any questions regarding wireless internet service, please call us at 410-296-6959 or email info@mants.com.

Wireless Internet orders will not be accepted after Wednesday, December 11.

After this date, the cost increases to \$400 and orders must be placed at the Utility Service Desk in [Hall D](#) next to Shepherd Exposition Services and Shepherd Logistics.



Fire Marshal's Regulations

Below are the Fire Marshal's Regulations for the Baltimore Convention Center that pertain specifically to setting up an exhibit at MANTS. Exhibitor compliance with these regulations is mandatory. **Please be advised that the law in Maryland and in Baltimore City gives broad discretionary powers to the Fire Marshal.** MANTS will strictly enforce these regulations and any decision by MANTS or our designated representatives regarding these is binding and non-negotiable. We appreciate your cooperation, understanding and compliance with these regulations.

- (1) **NO CUT TREES.** Baltimore City's fire code expressly prohibits cut trees in buildings with public assembly. **This rule is not flexible** as per section 31-1.4.5 of the NFPA 101 Life Safety Code, furnishings, or decorations of an explosive or highly flammable character shall not be used. Any cut trees found in displays will have to be removed from an exhibitor's booth, regardless of the impact on the visual appeal of the display.
- (2) Living trees in a balled condition with roots protected by an earth ball may be permitted provided they are maintained in a fresh condition and are not allowed to become dry;
- (3) Balled Christmas trees may have lights upon them;
- (4) Wreaths and garland will be permitted if they are identified or certified as being fire retardant. This means have your real and artificial wreaths and garland tagged by the manufacturer that it is fire retardant or that you've had your products treated with a fire retardant. A certificate of flammability must be provided upon request of the fire prevention captain.
- (5) Corn stalks, straw, hay, Spanish moss, wood chips, bamboo, lumber, and similar materials may be permissible only if treated with a fire retardant and pre-approved by the Center and Fire Department. A certificate of flammability must be provided upon request of the fire prevention captain.
- (6) Crates, boxes, excess literature, etc. **may not** be stored in the hall or behind exhibitors' booths; these must be stored in the loading dock areas. Contact the Shepherd Exposition service desk in [Hall D](#) or contact a MANTS show representative for assistance.
- (7) All draping materials must be fire resistant and a certificate of flammability must be provided upon request of the fire prevention captain. No exits may be blocked by draperies; no combustible materials, merchandise or signs shall be attached to, hung or draped over fire-resistant side and rear dividers of booths or attached to table skirting facing aisles, unless fire-resistant. Any exhibitor who places a canopy over his booth must have a fire extinguisher in the booth.

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- (8) No open flames for demonstration or decorative purposes will be allowed. No flammable and combustible liquids such as gasoline, kerosene, cleaning solvents and other petroleum-based materials or liquefied petroleum gasses shall be used or admitted inside the building. No compressed flammable gases such as acetylene, hydrogen or propane may be used. Cylinders or non-flammable compressed gasses shall be secured in a vertical or horizontal position depending on tank use and design, pending written approval by the Fire Prevention Captain.
- (9) Hazardous chemicals such as pool chemicals, pesticides, corrosives, herbicides, poisons, etc. are prohibited.
- (10) All vehicles or machinery brought into the building for purposes of display shall have no more than five gallons of fuel in the tank; fuel tanks must be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Keys to all such vehicles must be kept in a common accessible location for removal from the Center in the event of an emergency. Vehicles that run on propane are prohibited in the center for display purposes with the tanks attached. You may display the vehicles without the tanks as long as they can be brought in under manual power or by gasoline. Propane tanks, empty or full, are strictly prohibited.
- (11) **Balloons:** Helium balloons are permitted for display purposes but must remain tied down and secure at all times. Exhibitors who display balloons that do 'get away' for any reason are responsible and will be billed for the time and related costs for the removal of all balloons that do not descend from the ceiling by their own means. Exhibitors using helium must also comply with Fire Regulation (8) above, regarding the storage of cylindrical containers and non-flammable compressed gasses. **Please note that Mylar balloons are strictly prohibited.**

The complete Baltimore Convention Center (BCC) Fire Department Regulations may be found in the Baltimore Convention Center (BCC) Event Operations & Event Planning Guide (Section III. A. 1-2/ B. 1. / E. 3. / Section IV. A. 3. / C. 1 - 4 / E. 1 - 3 / F. / Section VI. A. 1.- 9.) at:

https://cdn.saffire.com/files.ashx?t=fg&rid=BaltimoreCC&f=Event_Operations_and_Planning_Guide_2022.pdf



Move-in and Staging Guidelines

Move-In: Monday, January 6: 10 am – 6 pm, and
Tuesday, January 7: 8 am – 6 pm

Staging Information: PLEASE Read carefully as this is extremely important

All staging for MANTS Move-in/Move-out will be conducted from Lot H at M&T Bank (Ravens) Stadium. Directions are on page 25 or you may use this [Google Maps Quick Link](#).

Items listed below apply to **ALL** exhibitor vehicles - No Exceptions.

MOVE-IN:

1. The staging lot opens on Monday and Tuesday by 6:00 am.
2. As you enter the staging lot, a MANTS representative will identify your vehicle by booth number and direct you to the appropriate staging lane (staging lanes are further divided by hall).
3. Every driver of every vehicle is required to accurately complete the ***MANTS Staging and Loading Dock Security Pass*** which will be provided by a MANTS representative. **For security reasons**, once this pass is checked and initialed by MANTS, **this pass must be always displayed on the dashboard of your vehicle**. This pass and a valid driver's license must be presented to security when you reach the Baltimore Convention Center.
4. Security requires us to issue vehicle occupants a temporary-colored wrist band which must be worn at all times to enter and remain inside the Convention Center. This is strictly enforced by security. Directions to Staging, Parking and the Convention Center are in this manual.
5. ***Very Important:*** For vehicles allowed on the show floor, ***once you enter the Convention Center, you must unload quickly and move your vehicle(s) to an outside public parking lot; we recommend lot C at Camden Yards Sports Complex where the rates are lowest and our shuttle runs during staging hours. Vehicles may not remain on the show floor or be left unattended, while you set up your booth, register or pick up your badge.*** This will be strictly enforced.
6. **Parking and Shuttle:** See Page 16 for directions to and rates for daily and overnight parking at Lot C located across the street at Camden Yards Sports Complex. During move-in a free shuttle runs during the staging hours on Monday and Tuesday. Shuttle schedule on page 26.
7. **All exhibits must be set up** on Monday from 10 am to 6 pm or Tuesday from 8 am to 6 pm. Move-out must be completed by 10:00 p.m. on Friday.

Booths that are empty as of 6 pm on Tuesday without any prior notification to show management may be reassigned to a wait listed company. Prior notice of late arrival must be received in writing and acknowledged by show management before COB Wednesday, December 11th.

Exhibitors who are no shows at MANTS will not receive a refund and will not be allowed to return to the show.



Move-Out and Staging Guidelines

Move-Out: Friday, January 10: beginning after the show closes at 1:00 pm

Staging Information: PLEASE Read carefully as this is extremely important

Exhibitors who leave the show before 1 pm on Friday will not be permitted to return to MANTS. The show closes at 1 p.m. on Friday. Do not make travel arrangements within the first few hours of the show's closing. Give yourself the time needed to pack up and move out. Having immediate travel plans after the show adds stress to an already frenzied atmosphere.

MOVE-OUT:

1. **ALL Vehicles must report to the Staging Lot, lot H at M&T Bank (Ravens) Stadium, on Move-Out Day. Items listed below apply to ALL vehicles - NO EXCEPTIONS**
2. On Friday, the staging lot opens by 6 am and four shuttles begin running at 7:00 am. MANTS closes at 1 pm and exhibitor vehicles begin coming to the Center after the aisle carpet is rolled and empty shipping containers are returned, roughly 2 hours after closing. Move-out must be completed by 10:00 pm on Friday night.
3. As you enter the staging lot, a MANTS representative will identify your vehicle by booth number and direct you to the appropriate staging lane.
4. Every driver of every vehicle is required to accurately complete the ***MANTS Staging and Loading Dock Security Pass*** which will be provided by a MANTS representative. **For security reasons**, once this pass is checked and initialed by MANTS, **this pass must be displayed on the dashboard of your vehicle at all times**. This pass and a valid driver's license must be presented to security when you reach the Baltimore Convention Center.
5. To expedite move-out and loading, some exhibitor vehicles may be permitted to drive onto the show floor. **However**, vehicles will not be permitted on the floor until all booth materials are packed and organized for rapid loading. Trucks will not be allowed to park on the exhibit floor for long periods as they impede traffic and hinder MANTS' floor staff. For the convenience of all exhibitors, please be prepared to load or be loaded when your time comes.

We recognize that Move-Out may take longer for some than others and therefore ask all exhibitors and drivers of exhibitor vehicles for their cooperation in following these guidelines. If you have any questions or an issue arises during move-out, please see a MANTS staging lot or floor staff representative. Move-Out will run smoothly if we use good communication, patience and teamwork.

Shuttle Service: During Move-out the free shuttle will run from 7:00 am until 7:00 pm. The shuttle runs a circular route from the Staging Lot H to Lot C and then to the Baltimore Convention Center's Security/Loading Dock Entrance. Full Shuttle Schedule available on page 26.



Lot C Parking Rates at Camden Yards Sports Complex

[Lot C](#) is located across the street from the [Baltimore Convention Center](#) at Camden Yards Sports Complex. MANTS runs a complimentary shuttle Monday – Friday during MANTS to and from this lot. These hours are on page 26 of this manual and in the schedule of events. A map of Lot C and the surrounding area is on the next page.

Lot C has some of the lowest and most cost-effective parking rates in the city. The rates are set by the lot owners and MANTS has no ability to affect them. The rates listed below are the lot rates at the time this information is published and may change without notice.

For Cars ONLY - Daily Parking Rates:

Early Bird Rates

In by 9 am and Out by 6 pm, Monday - Friday and all-day Saturday and Sunday: **\$10.00**

Evening Rates

After 5 pm and Weekends: **Flat Rate \$10.00**

Cars per 24-hour period: **\$25.00**

For Oversized Vehicles - Daily and Overnight Rates:

(Oversized Vehicles must be parked on Lot C)

Daily Rate (7 am – 11 pm): **\$30.00**

Evening Rate (11 pm – 7 am): **\$40.00**

Overnight Rate (24-hour rate): **\$70 per day/night, 24-hour cycle**

The overnight rate is calculated using the daily rate of \$30 plus \$40.00 per night for a total of \$70.

Directions to Lot C (see map on next page or use quick link below):

Lot C is located on West Lee Street between Camden Yards Sports Complex and M&T Bank (Ravens) Stadium. To enter the lot, please follow instructions at the entry gate to obtain a ticket and once on the lot, please park your vehicle on the southernmost portion of Lot C (closest to M&T Bank Stadium). Any violators of this will be ticketed and are subject to being towed at owners' expense. To exit the lot, you must pay at the exit with a credit card only or pay at the Pay-On-Foot machine located by the entrance of Lot C with cash or credit card. If you have any questions about parking on Lot C, SP+ Parking may be contacted during business hours and ahead of your scheduled arrival date at 410-347-9330. Parking on Lot C is available 24/7, unless there is a stadium event.

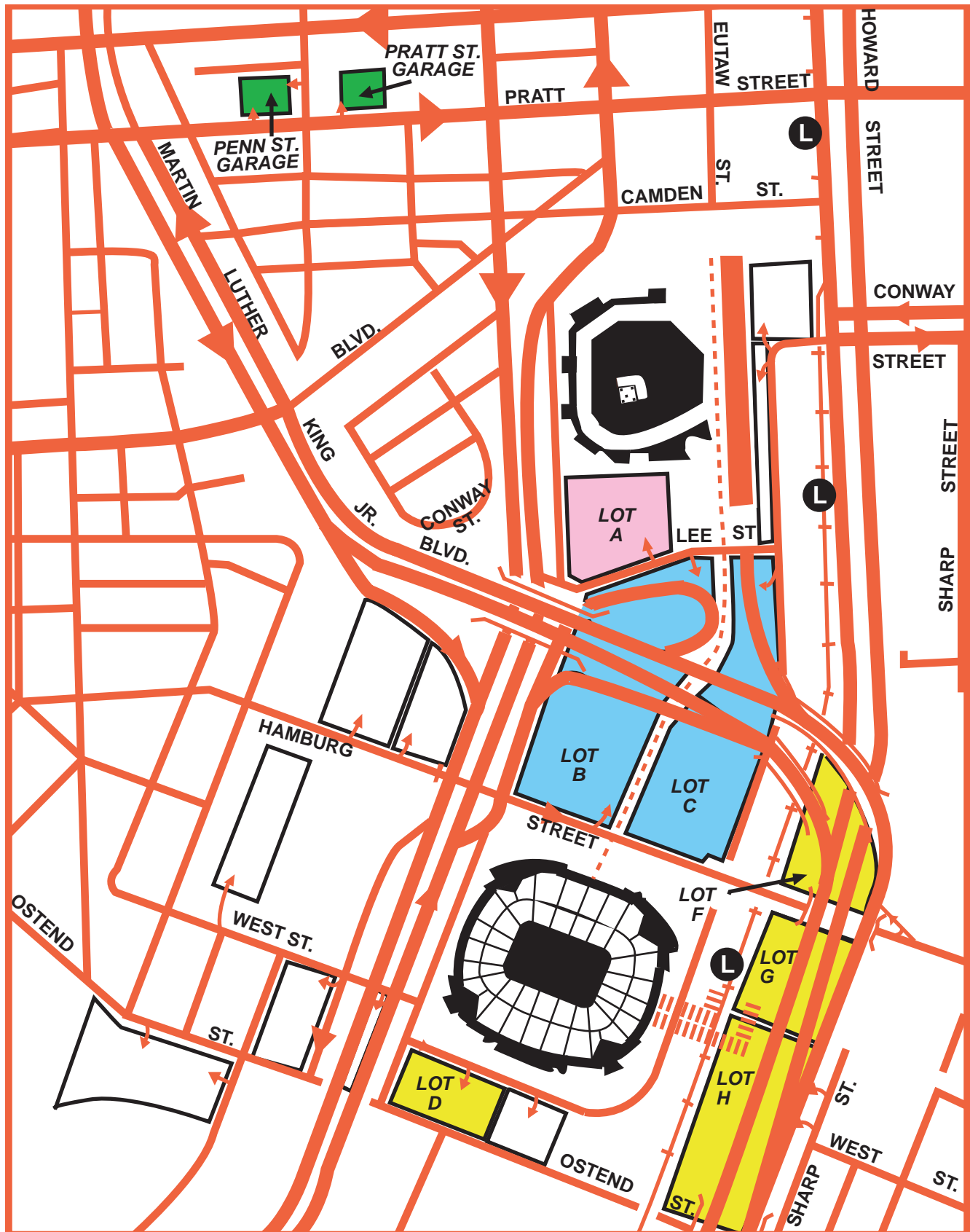
For GPS Users:

Camden Yards Sports Complex
333 West Camden Street
Baltimore, Maryland 21201

[Google Maps Lot B/C Quick Link](#)

ORIOLE PARK

Oriole Park at Camden Yards
333 West Camden Street
Baltimore, MD 21201
(410)685-9800





Shuttle Schedule - 2025

MONDAY, JANUARY 6

10 am - 6 pm Shuttle Bus runs from Lots H to C to Pratt to Sec

TUESDAY, JANUARY 7

8 am - 6 pm Shuttle Bus runs from Lots H to C to Pratt to Sec

WEDNESDAY, JANUARY 8

6:30 am - 6:30 pm Shuttle buses run from Lot C to Pratt to CSL

THURSDAY, JANUARY 9

7 am - 6:30 pm Shuttle buses run from Lot C to Pratt to CSL

FRIDAY, JANUARY 10

7 am - 2 pm Shuttle Bus runs from Lots H to C to Pratt

3 pm - 7 pm Shuttle Bus runs from Lots H to C to Pratt to Sec

STOP KEY

H = Staging Lot at M&T Stadium

C = Parking at Camden Yards Sports Complex

Pratt = Pratt Street Reg / Show Office

CSL = Charles Street Lobby

Sec = Security/Loading Dock Gate



On-line Registration Instructions for Exhibitors

All staff must be registered for the show. Having an exhibit space does not mean that your staff is registered. **Companies who exhibit at MANTS receive two (2) complimentary registrations for each 8 x 10 or 10 x 10 booth.**

Registering on-line is encouraged. To register by fax or mail, please call the MANTS office at 410-296-6959 to request a form. For exhibitors who register additional staff or guests beyond their complimentary allotment, Early Bird Registration ends at midnight on Friday, December 6.

TO REGISTER EXHIBIT STAFF ON-LINE, PLEASE FOLLOW THESE INSTRUCTIONS:

1. IMPORTANT MESSAGE ABOUT BADGES

MANTS Badges are not mailed. ALL badges must be picked up onsite. Registration opens at 11 am on Tuesday, January 7.

Unique emails must be used to ensure that registrants receive their proper badge. Anyone registering multiple people with a single email will receive all the confirmations, badges, reminders, and associated communications for those registered badges.

During Move-In, exhibitors will be given a color-coded wrist band at the staging lot, security, or the show office to access the show floor.

2. On mants.com, hover over **REGISTER** and select **REGISTER ONLINE**.
3. Go to Exhibitor Registration and select your Company name from the drop-down list.
4. ***Enter the Primary Contact's password.***

If you do not know your password, select '***Forgot Password***' and it will be sent to your primary contact's e-mail address. If you do not receive your password within a few minutes, check your spam folder.

5. Once your complimentary registration allotment has been satisfied, additional registrations may be purchased. Please see the dates and rates listed below:
 - **Early bird through Friday, December 6th for \$20.00 per person**
 - Registrations made after December 6th cost \$30.00 per person
6. Once your registration is complete, you will have the option of going to the Registration Resource Center where you can e-mail a registration confirmation to your staff, print your receipt, invite customers via e-mail, or make hotel reservations.



Hotel Reservations – How to Make Them

Make your reservation(s), using ONE of the following methods:

ON-LINE

Go to mants.com, select HOTELS and then scroll down to MAKE HOTEL RESERVATIONS. You will find the list of participating hotels and their rates on this page as well.

BY PHONE

Call 800-282-6632 (toll free) or for international calls, 410-837-4636. Reservation coordinators are available Monday-Friday, 8:30 am - 5:30 pm EST.

HAVE QUESTIONS

For general inquiries, reservation questions, or block requests, use the numbers above or e-mail: conventionhousing@baltimore.org

HOTEL REWARD POINTS

If you have Hilton Honors, Marriott Bonvoy, World of Hyatt, Sonesta Travel Pass, or any other type of hotel reward points, enter your account number when booking your room for MANTS!

CONFIRMATIONS

The Visit Baltimore Housing Bureau will send you a reservation confirmation. Review it carefully for accuracy. If you do not receive your confirmation via e-mail or mail within 14 days after making your reservation, contact the housing bureau directly at the numbers listed above.

ROOM RATES/TAXES

Hotels offer discounted room rates for MANTS as long as inventory is available. By booking through the housing bureau, you can guarantee availability and your rate. Be sure to book your reservation early to get your hotel of choice. By booking through other means, you may be charged significantly higher rates. All rates are per room night and are subject to applicable taxes. Some hotels may charge additional fees for rooms with more than two occupants.

DEPOSITS

All hotels require a credit card guarantee of one night's room and tax with each reservation request. Requests received without a credit card guarantee cannot be processed.

HOTEL ROOM CANCELLATION POLICY

Hotel room reservation cancellations are subject to the policy of each participating hotel. These policies are available on the hotel website or through the housing bureau.



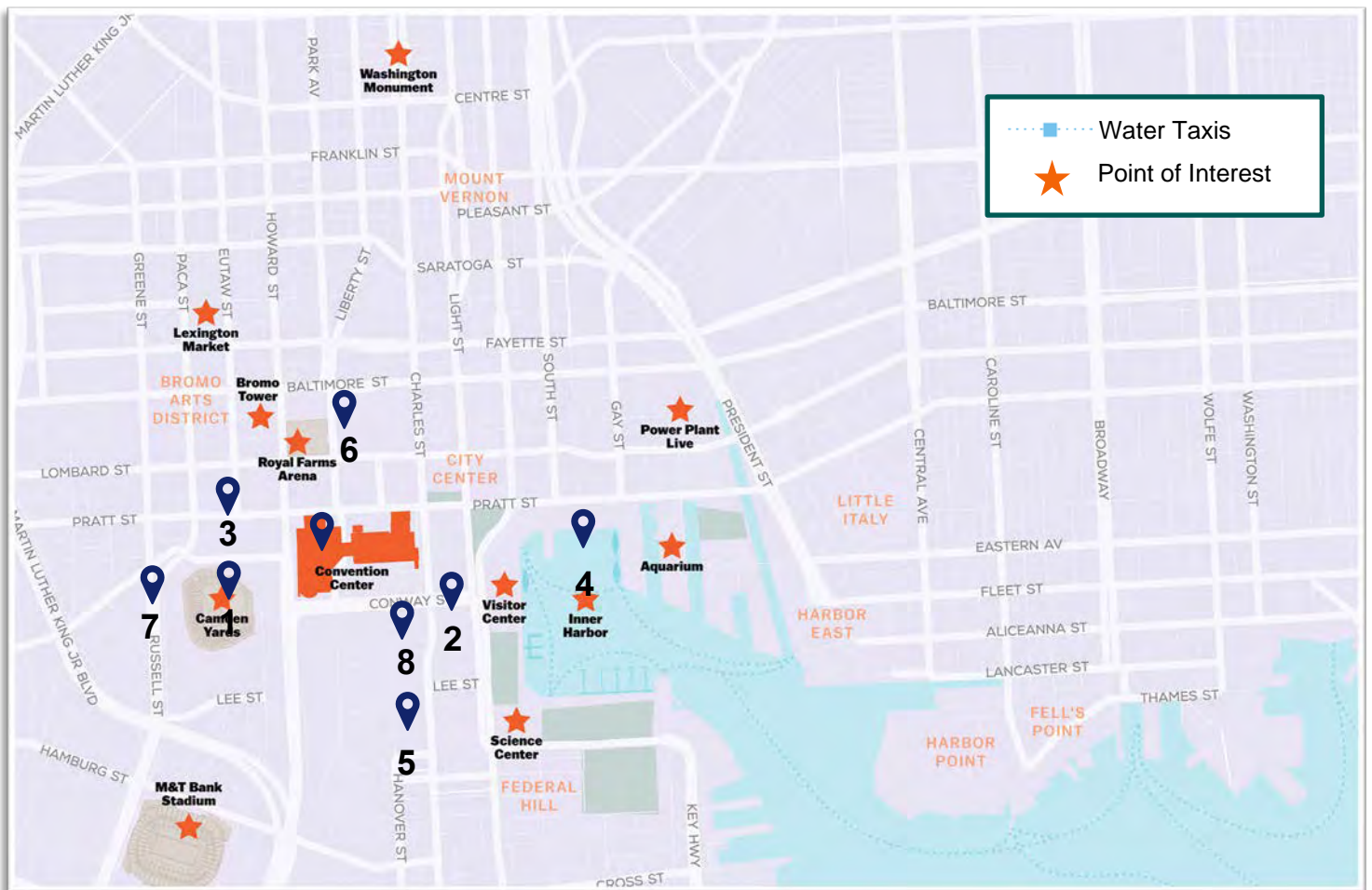
1. Hilton Baltimore Inner Harbor - \$172
Connected to Convention Center
2. Hyatt Regency Baltimore - \$164
Connected to Convention Center
3. Baltimore Marriott Inner Harbor at Camden Yards - \$155
1 block(s) to Convention Center
4. Renaissance Baltimore Harborplace Hotel - \$159
2 block(s) to Convention Center
5. Royal Sonesta Harbor Court - \$131
3 block(s) to Convention Center
6. Lord Baltimore Hotel - \$112
2.5 block(s) to Convention Center
7. Hampton Inn Downtown Convention Center - \$121
3 block(s) to Convention Center
8. Sheraton Inner Harbor - \$164
Connected to Convention Center

To Book Your Rooms:

ON-LINE: Go to mants.com, hover over the word **HOTELS** and from the drop-down menu, select **MAKE HOTEL RESERVATIONS**.

BY PHONE: Call 800-282-6632 (toll free) or for international calls, 410-837-4636. Reservation coordinators are available Monday - Thursday, 8:30 am - 5:30 pm and Friday 8:30 am - 1:30 pm EST. After Labor Day, Friday 8:30 am - 5 pm EST.

HAVE QUESTIONS: For general inquiries, reservation questions, or block requests, use the numbers above or e-mail: conventionhousing@baltimore.org





XPress Connect Family

Exhibiting success is much more than just purchasing a booth and showing up at the event. Meeting qualified prospects and turning them into loyal customers is the true measure of exhibiting success. CDS' XPress Connect lead retrieval equipment and programs are the keys to a highly productive onsite experience.

Top Features



Literature Fulfillment

Email links quickly with all the information customers and prospects request



Custom Qualifiers

Customize your qualifying questions and responses to build full prospect profiles



Instant Email Follow-up

Follow-up with hot prospects who visit your booth



Rate Leads

Identify top prospects and customers by assigning a rating



Schedule Appointments

Set up follow-up meetings with leads and close more deals



VIP Alerts

Receive a text alert when anyone you identify as a VIP enters your booth



Exhibitor Portal

Leads, analytics, instructions, and best practices online all the time

Order Today and don't miss a single lead:

www.xpressleadpro.com Showcode: **mant0125**



Our full-featured lead retrieval system running on **YOUR** Apple or Android mobile device.



Full-featured lead retrieval system running on **OUR** large screen Android phone.

Connect Comparison

	App	Plus
Scan anywhere, any time	✓	✓
Custom qualifiers**	✓	✓
Literature fulfillment**	✓	✓
Real-time leads	✓	✓
Reporting portal	✓	✓
Instant email follow-up	✓	
Rate leads	✓	✓
VIP alerts	✓	✓
Schedule appointments	✓	
Add images to leads	✓	
Audio notes	✓	✓
Optional Bluetooth printer*	✓	✓
Online and offline modes	✓	✓

**additional fees may apply *compatible with iOS app only



Sponsorship and Advertising Information

Help Ensure that your current and future customers find you.

[Sponsorship Opportunities](#)

[Buyer's Guide Advertising](#)

3,450 non-exhibiting (buying, shopping) companies were represented at [MANTS 2024](#).

MANTS welcomed over 11,000 paid registrants (including exhibitors) who gathered to do business, network, and learn about the hottest horticultural trends for 2024.

We all love good numbers, but numbers are just numbers without something to back them up. And for this, we rely on our [show demographics](#) for facts like:

Over 82% of attendees make or influence purchasing decisions

65% of attendees were owners, managers, or buyers

Ask yourself the following questions compared to other industry shows:

1. How many shows on a five-, seven-, or ten-year running average offer your company the opportunity to be seen by over 3,000 buying companies each year?
2. Which show is all business and has no classes, tests, tours, or speakers?
3. How many shows are truly exhibitor-focused and attendee-driven?
4. Who helps your exhibit and marketing dollars go further?

Sponsoring and/or advertising with MANTS gives exhibitors a wide range of opportunities to raise visibility, heighten recognition, and advance your company's profile which helps you stand out amongst your competition.

Use the sponsorship and advertising links on the exhibitor page at mants.com to discover the many ways you can increase awareness of your company's brand(s), services, and products.

If you have advertising or sponsorship questions, please call Kelly at 410-296-6959 or e-mail: kelly@mants.com.



Schedule of Events

All meetings are held in the Baltimore Convention Center (BCC) unless otherwise stated in “*italics.*”

TUESDAY, JANUARY 7

- 8 am - 6 pm Shuttle Bus runs from Lots H to C to BCC
11 am - 5 pm **PRATT STREET REGISTRATION OPEN** – 3rd floor West Lobby
1 pm – 5 pm Virginia Nursery & Landscape Association Board meeting; Room 334

WEDNESDAY, JANUARY 8

- 6:30 am - 6:30 pm Shuttle buses run from Lot C to BCC
7:30 am - 9 am **Annual Meeting of the Maryland Nursery, Landscape and Greenhouse Association;**
Pre-registration required thru MNLGA; Room 337
8 am - 5 pm **PRATT & CHARLES STREET REGISTRATION LOBBIES OPEN**
9 am - 5 pm **EXHIBIT HALLS OPEN**

THURSDAY, JANUARY 9

- 7 am - 6:30 pm Shuttle buses run from Lot C to BCC
7 am - 9 am **Annual Breakfast Meeting, Virginia Nursery and Landscape Association;**
Pre-registration required thru VNLA; *Sheraton Inner Harbor*
8 am - 9 am **Annual Breakfast Meeting, West Virginia Nursery and Landscape Association;**
Room 330
8 am - 5 pm **PRATT & CHARLES STREET REGISTRATION LOBBIES OPEN**
9 am - 5 pm **EXHIBIT HALLS OPEN**
5 pm - 7 pm HRI Research Reception, Pratt Registration Lobby West (*next to Coffee Outlet*)

FRIDAY, JANUARY 10

- 7 am - 3 pm Shuttle buses run from Lot C and H to BCC
8 am - 2 pm **PRATT & CHARLES REGISTRATION LOBBIES OPEN**
8 am - 1 pm **EXHIBIT HALLS OPEN**
3 pm - 8 pm Shuttle Bus runs from Lots H to C to BCC

SHOW OFFICE: The Show Management Office, on the 2nd floor of the Pratt Street (one floor below the 3rd floor Pratt West Registration Lobby), opens to exhibitors daily at 7:15 a.m.

BUSINESS CENTER: The business center located in the Pratt Street Registration Lobby is temporarily closed. Use this link to find [Local Area Print Shops \(by distance from Convention Center\)](#) or visit the show office for a paper copy.

FOOD SERVICE is available on show days throughout the exhibit halls and in the Charles Street Lobby.

SHUTTLE STOPS: Lot C = Camden Yards Sports Complex • Lot H = Staging (M&T Bank Stadium) •
BCC = Baltimore Convention Center



Directions to Staging Lot H at M&T Bank (Ravens) Stadium

*For GPS Users, the Staging Lot address at M&T Bank Stadium is: 1200 South Sharp Street
Baltimore, Maryland 21230*

***Parking Information:** If you need to park your vehicle after leaving the convention center either for the day or overnight, are not staying overnight or have an oversized vehicle, we have included daily and overnight parking rates, a map and directions to Lot C at Oriole Park on pages 16 and 17*

Follow the directions below or use this [Google Maps Lot H Quick Link](#)

From the North or South on I-95

- **Follow signs on I-95 for Exit 53**, I-395 North (Downtown)
- Once on I-395 North, **keep in right two lanes** (follow sign for Russell St./MLK Blvd.)
- **Take the Russell St. exit**
- **Turn Left** at flashing light (bottom of exit ramp) and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right)
- **Go through light** at Hamburg Street and **Bear Right**, following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot

From the North on I-83

- **Take I-83 southbound** into the city to the 3rd traffic light (Lombard St.)
- **Turn right onto Lombard St.** and continue to the 10th traffic light (Howard St.)
- **Turn left onto Howard St.** and continue until the 3rd traffic light (Conway St.)
- **Turn right** into the ballpark at Conway St.
- **Bear Left** and go to second stop sign
- **Turn Right**, go through flashing red light and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (*Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right*)
- **Go through light** at Hamburg Street and **Bear Right**, following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot

(Continued Next Page)

From the South on I-295 (Baltimore/Washington Parkway)/ Russell St.

- **Take I-295** / Russell Street north past the ballparks
- **Turn right onto Camden Street** and continue until it ends (Howard St.)
- **Turn right onto Howard St.** (keep right) and continue to the next traffic light (Conway St.)
- **Turn right** into the ballpark at Conway St.
- **Bear Left** and go to second stop sign
- **Turn Right**, go through flashing red light and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right)
- **Go through light** at Hamburg Street and **Bear Right**, following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot

Staging Lot Shuttle:

MANTS runs a free shuttle all week from Monday through Friday. The shuttle times are listed in the Shuttle Schedule for Exhibitors in this manual as well as on the schedule of events for Tuesday – Friday. During Move-in and Move-out, the shuttle runs the following circular route:

- Staging [Lot H](#) at M&T Bank (Ravens) Stadium
- Parking [Lot C](#) at Camden Yards Sports Complex
- Baltimore Convention Center (2 stops) Pratt Street Lobby Registration Entrance and the Public Safety (Security) / Loading Dock Entrance

Parking your Vehicle:

See Page 16 for directions and daily and overnight parking rates for Lot C located across the street from the convention center at the Camden Yards Sports Complex.



Directions from Staging Lot H at M&T Bank (Ravens) Stadium
to the Baltimore Convention Center

For GPS Users, the Convention Center address is: ***1 West Pratt Street
Baltimore, Maryland 21201***

Follow the directions below or use this [Google Maps BCC Quick Link](#)

- Go Straight out of [Staging Lot H](#) onto West Street
- **Turn Left** onto Leadenhall Street at the first intersection
- **Turn Left** onto West Hamburg Street at second stop sign
- Go Straight on West Hamburg Street over the bridge (Ravens Stadium will be on your left) and get into your Right Lane
- **Turn Right** at light onto Russell Street (CAUTION: an immediate right will put you on Interstate 395, so cross over this entrance ramp before turning right onto Russell Street)
- Get into right lane and drive past Oriole Park and West Camden Street
- **Turn Right** onto Pratt Street and stay in right lane
- **Turn Right** onto Charles Street (Charles Street is after Eutaw, Howard, Sharp and Hanover Streets)
- **Turn Right** into Convention Center Security

Directions from the Baltimore Convention Center to
Staging Lot H at M&T Bank (Ravens) Stadium

For GPS Users, the M&T Bank Stadium address is: ***1200 South Sharp Street
Baltimore, Maryland 21230***

Follow the directions below or use this [Google Maps Lot H Quick Link](#)

- **Turn Right** onto Charles Street out of Convention Center Security
- **Turn Right** onto Conway Street and get into right lane
- Go through second light across Howard Street and over the rail tracks into Oriole Park at Camden Yards
- **Bear Left** and go to second stop sign
- **Turn Right**, go through flashing red light and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right)
- **Go through light** at Hamburg Street and **Bear Right**, following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot



*Directions for Leaving the Baltimore Convention Center
and going to I-95 (N & S) and I-83 N*

Directions to I-95 North and South

*** Please note that by using the route to I-95 South below, you may also access Routes 395, 295, 195, 695 and 97 by getting onto I-95 South and following the signs*

- **Exit the Tunnel from the Baltimore Convention Center**; you will be on Conway Street heading East toward the Inner Harbor
 - **Stay on Conway Street** and go to your second light (which is Light Street)
 - **Take a RIGHT onto Light Street**
 - **Go past the InterContinental Harbor Court Hotel** and through the light at West Lee Street, both of which are on your right
 - **Merge into the left-hand lane**
 - **Turn LEFT onto the Key Highway** (which looks nothing like a highway and passes through a commercial and a high rent, high rise district). There is a gas station and convenience store along this route
 - **Follow the Key Highway to I-95 North and South**
-

Directions to I-83 North

- **Exit the Tunnel from the Baltimore Convention Center**; you will be on Conway Street heading East toward the Inner Harbor
- **Stay on Conway Street** and go to your second light (which is Light Street)
- **Take a LEFT onto Light Street**
- **Get into the Right Lane immediately**; the Inner Harbor Pavilions will be on your right
- **Bear Right onto Pratt Street** and move to the center lane
- **You will crossover** Calvert Street, South Street, Commerce Street and S. Gay Street. The Inner Harbor and Aquarium will remain on your right.
- **After you Pass Commerce and Gay Streets, Merge into the Left Turn Lanes** (there are two)
- **Take a LEFT onto President Street** and you will run directly into 83 North in three blocks.

Drive Safely and Thank You for Visiting MANTS

Selling and Buying of Booths at MANTS – Guidelines

The selling and buying of booths containing green goods at green industry trade shows, including MANTS, has long been a common practice. It is an opportunity that benefits both the seller and the buyer. Despite the obvious mutually beneficial features of this, there are almost always complaints, primarily from buyers, about the unauthorized or accidental removal of purchased green goods from designated and properly tagged lots of purchased items.

MANTS is not and will not be held responsible for any exhibit material that is removed by mistake or perceived to be stolen from exhibits during move-out.

For the benefit of all concerned, below are the recommended guidelines that show management and our contracted partners suggest you follow in order to protect the integrity of the booth selling/buying process:

- At least one person per company that wishes to buy booths **must** be registered as an “Attendee Post-Show Buyer.” This registration occurs through the normal MANTS badge registration process.
- The buying and selling of booths and their contents is a transaction between the seller and buyer only. Therefore, the responsibility for the goods being sold and bought lies solely with these two parties. **Sellers must give buyers a receipt for the purchase of any and all booths.**
- We strongly recommend and encourage exhibitors to have someone remain with sold booths until they are moved out. If you sell or give away your booth, please pass this information onto your buyer. **MANTS cannot and will not be responsible** for anything that is left unattended after the show closes.
- As a service to our exhibitors, MANTS provides colored ribbon and tags with wire which exhibitors must use to designate whether a booth has been donated (green ribbon), sold (orange ribbon) or donated to the convention center (blue ribbon) and to whom specific goods belong (write name and tag each item). These ribbons and tags are available at the Shepard service desk at the back of [Hall D](#) beginning at 12:00 pm on the last day of the show;
- **Important Reminder: NO BOOTHS MAY BE WRAPPED in colored ribbon prior to the 1:00 pm close of the show on Friday.** MANTS show management reserves the right to remove exhibitors from future shows for non-compliance. **We regard early departure from the show as a very serious and unnecessary violation of show rules.**
- Regarding Move-Out and the coordination of the staging lot at M&T Bank Stadium, MANTS makes every effort to get exhibitors over and into the convention center to move-out before buyers and those who pick-up donated green goods. Vehicles are moved to the center as space becomes available at the loading dock and in the halls on the show floor, which is why there is a wait involved at the lot. We take this responsibility very seriously and while no system is perfect, please know that we are making every effort to service our exhibitors first.
- Please report IMMEDIATELY any issues regarding move-out to a MANTS show representative or floor crew, so that we are aware of and may address the situation as quickly as possible.

ALL Buyers must send their vehicles/drivers to Staging Lot H at M&T Bank Stadium to obtain a Staging Lot Security Pass. NO Vehicles may enter the Convention Center without a Staging Pass. Thank You.



Post Show Cleaning Instructions

Exhibitor Compliance with the following request is essential. MANTS has long partnered with our exhibitors and accepted the responsibility for the cleaning of the halls.

MANTS still contracts, at considerable expense, to have the halls swept and cleaned and continues to rely on our exhibitors to assist us in keeping cleaning expenses controlled by using the large dumpsters for trash placed in the halls during move-out. Please police your area as you wait to move out and if you are amongst those who “*drop and run*” when the doors close, please use the trash cans in your booth and the surrounding areas to assist with this clean-up effort.

The MANTS show staff have forklifts available to haul anything heavy to the dumpsters. You can help us by putting any loose items on pallets. MANTS has and will bill non-compliant and/or negligent exhibitors for cleaning services and MANTS reserves the right to deny violators participation at future shows for gross violations of this policy.

Exhibitors are responsible for:

- **Removing and discarding** all unwanted plants and exhibit materials from their booths. Do not leave anything behind; (sell, donate, take it home or give it away after the show closes) but you must make the necessary arrangements, or you will be billed and not allowed to return to MANTS.
- **Removing all concrete and stone items;** Interested in donating pavers, stone, or other “hard good” items? The Baltimore Convention Center may accept your donations and either recycle or donate to a Baltimore or MD-based non-profit. Please e-mail donate@bccenter.org to arrange to have these items donated. All items must be approved and must be placed on a pallet for transportation. If items are not approved or palletized, there may be additional charges for abandoning your booth. Otherwise, exhibitors are responsible for removing all concrete and stone items.
- **Using the dumpsters provided by MANTS** to dispose of trash.
- **Having someone remain with sold booths until they are moved out. MANTS cannot and will not be responsible for anything that is left unattended after the show closes or for any material that is removed by mistake or perceived to be stolen from booths during move-out.** If you sell or giveaway your booth, please pass this information onto your buyer(s).
- **Provide a Receipt for Sold Booths:** Sellers must provide buyers with a receipt for all booth purchases. It is recommended that all receipts include a business card and/or cell phone number to help us resolve discrepancies. Green goods may be restricted from leaving the center in cases where discrepancies cannot be resolved in good faith.

Any exhibitor who wishes to donate booth contents may do so by filling out the post show donation form and bringing it to the show office. These forms are available online at mants.com, and once onsite at the show office and the Shepherd Decorating service desk in [Hall D](#). MANTS and the BCC work with many non-profit groups who request to participate in the post show donation program. Make sure you receive a receipt for your donation.

If you have questions regarding our cleaning policy, please see the MANTS Floor Manager, Charlie Blocher, a MANTS floor staff representative, or come to the show office. Your cooperation is greatly appreciated and benefits everyone. Thank you.

2025 Exhibitor Forms

(Whenever possible exhibitors are encouraged to use the available online resources and links for ordering through our many allied business partners. However, we have included printable PDF forms for those who prefer paper or are technology adverse)

Conference Room Request

MANTS gets many requests for conference rooms during the show. However, it is MANTS policy not to allow meetings to be held on-site during show hours. Rooms may be reserved, with show management approval, and meetings will be held on show days from 6 a.m. until 9 a.m. or after the show closes at 5:00 p.m. There is no charge for using conference rooms, and requests will be handled on a first-come, first-served basis. **Requests must be submitted by Wednesday, December 11, 2024.**

Please provide the information requested below by PRINTING accurately and legibly:

Company/Meeting Name: _____

Meeting Contact Name: _____

Contact E-Mail Address: _____ Phone: _____

On-Site Contact Name and Cell #: _____

Meeting Day / Date / Time: _____

Expected Meeting Attendance: _____

Requested Room Configuration (*theater, board, classroom, u-shaped, etc.*): _____

About catering for your event: Companies hosting events during MANTS are responsible for coordinating and ordering all meeting amenities, including catering, through Levy. Levy may be contacted by calling Marsha Pratt-Davis at 410-649-7009 or marsha.pratt-davis@levyrestaurants.com. MANTS assumes no responsibility or liability for catering arrangements. Please find the [catering menu](#) for your review.

About Audio/Visual Equipment - An order form for Projection Presentation Technology is available [here](#), or you may contact them directly at 410-649-7314.

About Event Signage—All signage must be pre-approved by MANTS. Please e-mail sign art to info@mants.com. Upon request, we will provide a local contact for your sign needs. Event signage must be provided and placed by the hosting company.

Submit this form via e-mail to info@mants.com or by fax to 410-296-8288.

Date Received

<u>For MANTS Office Use Only</u>
Room Assignment: _____
Assigned by: _____

MANTS 2024 Address Label Order Form

Please **circle** the label or USB set(s) you wish to order below:

<u>Category</u>	<u>Count</u>	<u>Label Cost</u>	<u>USB Cost</u>
All 2024 Attending Companies	3,404	\$775.00	\$950.00
Allied Product Supplier / Distributor	172	\$48.15	\$60.20
Arboriculture	122	\$34.15	\$42.70
Consulting Services	315	\$88.20	\$110.25
Education	196	\$54.85	\$68.60
Equipment Dealer / Manufacturer	101	\$28.25	\$35.35
Garden Center	1,031	\$288.65	\$360.85
Greenhouse Grower	462	\$129.36	\$161.70
Irrigation Specialist	147	\$41.15	\$51.45
Landscape Architect	386	\$108.00	\$135.10
Landscape Contractor / Maintenance	1,173	\$328.40	\$410.55
Landscape / Hardscape Supplier	435	\$121.80	\$152.25
Landscape / Interiorscape Designer	554	\$155.10	\$193.90
Lawn Maintenance	405	\$113.40	\$141.75
Non-Profit / Gov't Organization	208	\$58.24	\$72.80
Nursery Grower / Wholesaler	811	\$227.08	\$283.85
Press / Media / Garden Writer	102	\$28.56	\$35.70
Professional Grounds Maintenance	326	\$91.25	\$114.10
Transportation Services	45	\$12.60	\$15.75

PLEASE **CHECK** ONE OF THE FOLLOWING. Print Labels: _____ Alphabetically; or _____ by Zip Code
 (If A Selection Is Not Made, Labels Will Be Sorted by Zip)

You must complete the contact and payment information section below to receive your labels. Please add \$9.85 to your order for Priority Mail Shipping for U.S. based orders and \$30.90 for all orders outside the U.S. See reverse for postage details and faxing / mailing instructions.

Company Name: _____

Contact Person (PLEASE PRINT): _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email Address: _____

_____ Please charge my credit card \$ _____ for our MANTS Order _____ Master Card _____ Visa

_____ Enclosed is a check for the amount of \$ _____ for our MANTS Order

Credit Card No: _____ Expiration Date: _____

Security Code: _____ (3 digits on back of Visa or MasterCard)

Card Billing Address (if different from above): _____

Signature: _____ Print Name: _____

See Reverse Side for Additional Important Ordering Information

* No matter how many label sets you order, your entire cost will not exceed the full USB cost of \$950.

PLEASE NOTE: LABEL FILES CANNOT BE E-MAILED.

DO NOT E-MAIL CC INFO

For security reasons, you are encouraged not to e-mail this form with credit card info.

ORDER ONLINE

To order online, please use the link contained in our February e-mail. Or contact Kelly at kelly@mants.com or call 410-296-6959 to have the link sent to you.

FAX AND MAILING INSTRUCTIONS

Fax this form with your credit card info to 410-296-8288. Or mail it with your check or credit card info to: MANTS Address Labels • PO Box 818 • Brooklandville, MD 21022

POSTAGE COSTS

Postage: ALL orders are shipped using USPS Priority Mail.

Please add \$9.85 to your order for Priority Mail Shipping for U.S. based orders and \$30.90 for all orders outside the U.S. These are the minimum USPS charges for Priority Mail and any shipping cost difference will be paid by MANTS. For rush orders using FedEx, UPS, or USPS Xpress, please call for costs.

Post Show Exhibit Donation Form

There are two donation programs at MANTS. Donations may be made to non-profits approved by show management for plants only. You may donate directly to the Baltimore Convention Center for any other type of donation, including lumber, brick, pavers, carpet, exhibit furnishings, and promotional items. ALL donations must be registered no later than **Thursday, January 9, 2025**.

Important Reminder: As a service to our exhibitors, MANTS provides colored ribbon and tags with wire, which must be used to designate whether a booth has plant donations (green ribbon) or has been sold (orange ribbon) (write the name and tag each item) or is a BCC donation (light blue). **NO BOOTHS MAY BE WRAPPED in colored ribbon before the 1:00 pm close of the show on Friday.** MANTS show management reserves the right to remove exhibitors from future shows for non-compliance. **We regard early departure from the show as a very serious and unnecessary violation of show rules and we appreciate your cooperation.** Ribbons and tags are available at the Shepard Expo Services booth at the back of Hall D and Show Office starting at 11:00 am on Friday.

Plant Donations (goes through MANTS show management):

I/We wish to donate the plant material listed below to one of the MANTS-approved non-profit agencies. I understand that only plant material may be donated via this form. I will provide a receipt for the donee.

Please Print (accurately and legibly):

Firm Name: _____

Contact Person: _____

Approximate number of plants (evergreens, shrubs, trees) being donated: _____

Contents being donated: _____

My Booth Number(s): _____

Authorizing Signature: _____

(by signing this form, I verify that I have read and will comply with the information below)

Please Print Signed Name above: _____

Fax this form to: 410-296-8288

Questions? Please call us at 410-296-6959 / After January 3rd, please come to the Show Office.

All Other Donations (goes through the BCC):

The BCC works with several local non-profit organizations to reuse/ recycle/ repurpose non-plant material. If you want to donate something, please email donation@bccenter.org with a description of the item, a photo (if possible), and your booth number. For more information on what is accepted, see **page 2**.



DIVERSION BY DONATION PROGRAM

The Baltimore Convention Center cares about the environment and the local Baltimore community. Please help us towards increasing our waste diversion by donating specific leftover items to local organizations.

The BCC works with several local non-profit organizations that could benefit by receiving the items listed below. BCC staff will collect this material and distribute it to non-profits.

The following may be donated:

- Lumber, Brick Pavers, Planters
- Uncut carpet
- Promotional items like pens, pencils, pads of paper, clothing, lanyards, tote bags
- Exhibit booth furnishings, such as tables, chairs, and display cases, light fixtures etc.

Have something that you'd like to donate?

Send an e-mail with an item description and photo (if possible), along with your booth number, to donation@bccenter.org.

What you have isn't listed? Send us an e-mail and we will try to match your items with a local organization.

Some organizations we work with:



Are you donating items to another organization? Please send photos or a list of items to donation@bccenter.org so that we may track it in our diversion numbers!





Wireless Internet Order Form

Wireless Internet Service is available, and you may order directly through MANTS, to receive a discounted rate.

Cost: \$200 per connection if you order by Wednesday, December 11th

After Wednesday, December 11th, all orders must be placed onsite at the IT/Telecom Service desk in [Hall D](#) for \$400 per connection.

If you have any questions regarding wireless internet service, please call us at 410-296-6959 or email us at info@mants.com.

Contact INFO

Company Name: _____

Contact Person (PLEASE PRINT): _____

Booth #(s): _____ Email Address: _____

Address: _____ City: _____

State: _____ Zip: _____ Telephone: _____

PAYMENT INFO

_____ Enclosed is a check in the amount of \$ _____

_____ Please charge my Master Card Visa in the amount of \$ _____

Credit Card No: _____ Expiration Date: _____

Security Code: _____ (3 digits on the back of Visa or MasterCard)

Card Billing Address (if different from above): _____

Signature: _____ Print Name: _____

Please fax this form with your credit card info to 410-296-8288. Or, mail it with your check or credit card info to: MANTS • PO Box 818 • Brooklandville, MD 21022

EXHIBITOR AUDIO VISUAL ORDER



Email: bccadmin@projection.com

Phone: 410-649-7314

Fax: 410-649-7061

*Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.*

Computers & Accessories

Equipment	Qty	Advance Rate	Standard Rate	Total
PC Laptop: 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$550	\$650	\$
Mac Laptop: 15.4" Display, Current OS, iWork, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$900	\$1075	\$
Wireless Keyboard & Mouse Set		\$100	\$125	\$
Computer Audio Speakers		\$100	\$125	\$
Wireless Slide Advance Remote		\$75	\$100	\$

Computer / Video Flat Panel Displays

Equipment	Qty	Advance Rate	Standard Rate	Total
24" 4K / HD LCD: 1280x1024 Resolution Table Stand Only		\$550	\$650	\$
32" 4K / HD LED: 3840 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$750	\$900	\$
42" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$950	\$1150	\$
48" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$1150	\$1375	\$
55" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 74" Floor Stand		\$1350	\$1625	\$
55" Touchscreen HD LED: 3840 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 74" Floor Stand		\$2550	\$3050	\$
70" HD LED: 3840 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 74" Floor Stand		\$1750	\$2100	\$
Monitor Floor Stand Shelf		\$125	\$150	\$

* Monitor Stand / Shelf / Mount Hardware are not available for a la carte rentals.

Video Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
USB Media Player		\$200	\$250	\$

Audio Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
Wireless UHF Mic Kit Please check / circle option <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier <input type="checkbox"/> Headset		\$350	\$425	\$
Small Booth Sound System Includes (1) Speaker, Floor Stand, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$540	\$650	\$
Large Booth Sound System Includes (2) Speakers, Floor Stands, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$740	\$890	\$

* Audio Operator labor available - call for pricing.

Projection offers a complete turnkey solutions for all exhibit AV needs

LED / Projectors / Screens / Audio / Lighting / Rigging

Email us your RFP: bccadmin@projection.com

Equipment Rental Subtotal	\$
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Booth Number	
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EXHIBITOR AUDIO VISUAL ORDER



Email: bccadmin@projection.com

Phone: 410-649-7314

Fax: 410-649-7061

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Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.*

Totals	
1) Equipment Rental Sub Total: from page 1	\$
2) Maryland State Sales Tax: 6.00%	\$
3) Equipment Set / Strike: 50% of Equipment Total or \$435 flat fee - whichever is greater. <i>** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, On-Site Assistance, Strike, and Return.</i>	\$
4) Order Total:	\$

Order Instructions

Customer / Exhibitor Information

Company Name:	Ordered By:
Show / Event Name:	Phone:
Delivery Date:	Email:
Delivery Time: <input type="checkbox"/> 9AM-12PM <input type="checkbox"/> 1PM-4PM	On-Site Contact Name:
	On-Site Contact Cell Phone:

***A representative of your company MUST BE PRESENT at the time of delivery for set up instructions and delivery verification.
Please note that equipment will not be left / set up in an unattended booth.***

Payment Information

***Complete this form and email it to bccadmin@projection.com.
A Projection representative will share an order summary and secure credit card payment link to confirm.
Let us know if you prefer an ACH payment option when you place your order.
Purchase Orders are not considered a form of payment.***

Orders are not confirmed until full payment is received.

**Questions?
Call: 410-649-7314
Email: bccadmin@projection.com**

EXHIBITOR AUDIO VISUAL ORDER



Email: bccadmin@projection.com

Phone: 410-649-7314

Fax: 410-649-7061

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle. Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

Rental Agreement

All equipment rentals are based on event rates and apply to event days only. Equipment rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and / or damage to said property. All rental equipment must be returned to PROJECTION in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR's care, custody and / or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION in each instance.

Cancellation

Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

PLEASE NOTE:

ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement

I HAVE READ THE FOLLOWING TERMS AND CONDITIONS

Authorized Signature:

Date:

Company Name:

Booth #: