

GENERAL INFORMATION



LOCATIONS

Venue

Name: Baltimore Convention Center
Address: One West Pratt Street, Baltimore, MD 21201
Telephone: 410-649-7000
Fax: 410-649-7008

Main Entrance: Charles Street Lobby (on Charles Street)

Show Office

Location: Charles Street Lobby – North side Show office
Phone: 410-649-7360
Fax: 410-649-7364
Move-In/Out Hours: 8 AM - 8PM, January 17 - 18 and January 22 & 23 (noon)
Office opens two (2) hours prior to show opening & closes at each day's respective show closing hour.

Exhibitor Lounge

Location: Charles Street lobby South side Show office. *Lounge opens two (2) hours prior to show opening & closes at each day's respective show closing hour.*

Press Office

Location: Inside Show Office – North side Show office
You are urged to deliver press information and report any important visitors, products or other items that might be newsworthy to your company and the Show.

Registration

Location: Inside Show Office – North side Show office
Move-In/Out Hours: 8 AM – 5 PM on January 17-18
8 AM – 5 PM on Show days
Registration opens two (2) hours prior to show opening & closes at each day's respective show closing hour.

SHOW DATES & HOURS

Thursday January 19, 2012	11:00pm to 9:00pm
Friday January 20, 2012	11:00pm to 9:00pm
Saturday January 21, 2012	10:00am to 9:00pm
Sunday January 22, 2012	10:00am to 5:00pm



BALTIMORE SALES TAX

The State of Maryland requires that all exhibitors selling products at a public show have a Maryland Retail Sales Tax Number if you are going to be making any sales at the show.

Maryland Exhibitors: If you represent a business that sells product in a fixed place in the State of Maryland, you probably already have a valid Sales tax number. A copy of this license must be conspicuously displayed by the exhibitor during the show.

Out of State Exhibitors: If you are out of state and qualify with the following conditions:

- 1) You derive less than 10% of your annual income from sales in Maryland.
- 2) You have not participated in more than three shows in the State of Maryland during the previous 365 days.

You are required to have an Exhibitor's Affidavit. **A copy of this form must be conspicuously displayed by the exhibitor during the show.**

If your Out-of State business exceeds the conditions required for an Exhibitor's Affidavit, you must file for a Trader's License with the state. Contact the Maryland State Licensing Bureau at the following address:

Exhibitor's Affidavit/Trader's License:

*Maryland State License Bureau
PO Box 2999
Annapolis, MD 21404
Phone: (410) 260-6240*

Maryland Retail Sales Tax Number: Any exhibitor making a sale in the State of Maryland is required to have either a Retail Sales Tax Number or a 30-Day Temporary Number.

30-Day permits will be issued by:

Retail Sales Tax Number:
State of Maryland
Compliance Division
301 West Preson Street
Baltimore, MD 21201-2382
(410) 767-1544

To Establish a Maryland Tax ID: go to www.marylandtaxes.com or call (410) 767-1300 for a Combined Registration Application.



CONDUCT OF EXHIBITS

Booths must be manned during **all** show hours. Buyers are on the floor until the last minute of the show (Sunday, January 22, 2012 at 5:00 pm) and expect exhibitors to be present. Only firms that have contracted for space are allowed to demonstrate product, solicit orders or distribute advertising at the show. Confine distribution of literature, signage, models and sales to your exhibit space.

EXHIBIT CLASSIFICATION

Exhibit classification is based upon space dimensions (booth: 10' x 10', 10' x 20', etc.; bulk: 20' x 30', '30' x 40', 40' x 50', etc). However, there are a few exceptions. If you have any questions regarding your classification, please contact Show Management.

STANDARD BOOTH EQUIPMENT

Exhibitors occupying in-line booth space are provided with a two line identification sign, and an eight-foot high back drape and side rails at no charge.

DISPLAY REGULATIONS & UNION GUIDELINES

There are important regulations pertaining to exhibit structures and union labor relations in the Baltimore Convention Center and the City of Baltimore. Please pay special attention to them.

STAGING YARD AND PARKING

The staging and parking details will be announced along with the move in schedule by December 23, 2011.