

## 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 25 - 26 and January 24 & 25 (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 25-26

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 27, 2011	11:00pm to 9:00pm
Friday January 28, 2011	11:00pm to 9:00pm
Saturday January 29, 2011	10:00am to 9:00pm
Sunday January 30, 2011	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 display 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](http://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 30, 2010 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. Please complete the BOOTH IDENTIFICATION SIGN ORDER form in the Service Order Forms section of this kit. If a sign is not ordered, it will not be provided.

## **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 January 7, 2011.