

## EXHIBITOR INFORMATION

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The Manning House Bead Show provides the perfect milieu for Exhibitors and Attendees alike with an environment ideally suited for serious business and elegant relaxation. The Manning House staff pride themselves on providing exceptional service to their guests. In addition to providing a clean and comfortable setting, centrally located in the mansion are two Snack Bars accessible from the east and west sides of the building. Breakfast and Lunch, along with full cocktail service, is available from 9:00am to 4:00pm daily.

### Show Hours

The Manning House Bead Show (MHBS) will open **Tuesday, February 3, 2009**. Hours daily through closing **Sunday, February 8<sup>th</sup>** are 10:00 A.M. to 6:00 P.M. with the exception of **Tuesday, February 3<sup>rd</sup>** when the Show will remain open one extra hour until **7:00 P.M. on Tuesday night only**.

### Attendance

Attendance at MHBS is open to the public. Registered Buyer's Badges will clearly differentiate Wholesale and Retail Buyers.

### Exhibitor Booths, Showrooms & Fees

The Manning House Bead Show offers over 30,000 square feet of exhibition space within the mansion. Due to the unique configuration of the historic building, spaces are divided into display areas of various shapes and sizes. The fee for each exhibitor space will be based on the size and location of each display location within the Show's boundaries.

### Security

A state-of-the-art, 24-hour electronically monitored security system is installed throughout the entire mansion. Rooms are equipped with motion detectors, glass breakage detectors, door opening detectors and video surveillance cameras. Permission to enter the exhibit area may be denied during the official show days until one hour prior to opening and one hour after the closing of the show. Each booth or exhibit area must be occupied by at least one authorized person at all times. This does not apply to booths closed in observance of the Saturday Sabbath.

### Exhibitor Check-in

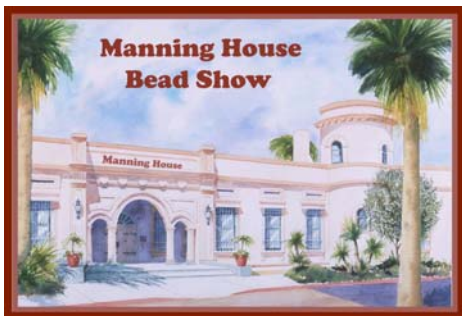
**Monday, February 2, 2009 (2:00 PM to 9:00 PM)**. You must first check in with MHBS registration and obtain your Exhibitor Permit before you can access the exhibition space.

### Signs and Custom Exhibits

Exhibitors may use custom signs and exhibits upon receiving written permission from MHBS; however, the exhibitor must provide MHBS with all dimensions. In no case shall an exhibit restrict or interfere with the neighboring exhibit. Exhibits shall not exceed 6' in height along the back, or 3' in height on the side. Exhibitor's display shall not extend into an aisle or adjacent booth. Custom signs and displays should be professional in appearance. All exhibits shall conform to MHBS rules as determined by MHBS. **NO TAPE (other than Blue Painter's Tape), PINS, TACKS, OR NAILS MAY BE SET INTO MANNING HOUSE WALLS.** EXHIBITORS WILL BE CHARGED A REPAIR FEE OF NOT LESS THAN \$100.00 IF ANY DAMAGE TO MANNING HOUSE WALLS OCCURS WITHIN THEIR EXHIBIT SPACE.

### Closing Early

For security reasons, exhibitors MAY NOT begin packing up their booths until 6:00 P.M. on closing day. The last buyers will be allowed entrance to the show no later than 5:00 P.M. on closing day. No merchandise may be received by any couriers prior to 6:00 P.M. on closing day.



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### Internet

Manning House will make every effort to install Wireless Internet (WI-FI) throughout the entire facility for the show in 2009. Use of Manning House's WI-FI will be offered at no charge to the Exhibitors.

### Complimentary Shuttle and Parking

The MHBS pays to participate in the complimentary shuttle service provided between all the major shows (including AGTA, GJX & Holidome) in the Tucson area. In addition, complimentary on-site parking reserved for Show Attendees is available. The shuttle will stop at the Manning House on regular intervals.

Exhibitor parking is available in the parking garage next door to The Manning Estate. Retrieving your vehicle after 6:00 PM will result in not being charged the daily parking fee of \$5.00, thus parking will be free. **EXHIBITORS PLEASE USE THIS PARKING FACILITY NEXT DOOR SO THAT YOUR BUYERS MAY ACCESS THE MANNING HOUSE EASILY AND COMFORTABLY. THIS SHOULD RESULT IN A MORE SUCCESSFUL SHOW FOR EVERYONE.** PLEASE NOTE: In no event may vehicles or trailers remain on Manning House property after closing time.

Please Note: The City of Tucson routinely issues tickets for parking violations and the TUCSON GEM SHOW is no exception.

### Shipping Merchandise

Exhibitors who are shipping merchandise to the show and cannot be on-site to take delivery personally must inform MHBS personnel to make special arrangements. To assist you in shipping your merchandise, MHBS personnel will be set up to receive your merchandise on or after **Thursday, January 29, 2009** with prior notice. The fee for each package received and stored by Manning House personnel is \$5.00 per package or \$.10 per pound whichever is greater. All merchandise received on the premises is the Exhibitor's sole responsibility and risk. Exhibitors should secure insurance to cover the loss and/or theft of their merchandise.

### Insurance

MHBS or any subcontractor is not responsible for Exhibitor's merchandise whether in or out of the exhibition space. All merchandise on the premises is at the Exhibitor's sole responsibility and risk. Each exhibitor is responsible for obtaining insurance for their merchandise, exhibit and display. For a nominal sum, riders can be attached to your existing insurance policy to cover the loss, theft and/or damage to merchandise and booth equipment.

### Advertising

The Manning House Bead Show will begin a media campaign in **June, 2009** through the Internet and press announcements displaying full color ads running continuously throughout the year in the major Beading magazines. Additionally, MHBS Show Guides will be printed and distributed to attendees of the Manning House Bead Show.

### Website

The Manning House Bead Show Website will include links to Exhibitor Websites, Online Buyer Registration, Class Information, along with all other pertinent information regarding Show specifics.

[www.MHBeadShow.com](http://www.MHBeadShow.com)