

EXHIBITOR ENTRANCE & SHOW OFFICE

The **Exhibitor Registration** will be located at the Show Office, with entry through either the 5th & Elm Street lobby entrance or the loading dock entrance of the Duke Energy Convention Center.

REGISTRATION

- During set-up and the Show – Registration will be conducted from the main Show Office.
- During the Show – Registration will be open **one hour prior to Show opening until one hour before closing.**

An entrance for MAIN FLOOR exhibitors will be open at the loading dock for the **one hour** prior to the Show opening. This is a **pass only** gate. Any exhibitor needing more than one hour prior to opening to work on display, must obtain approval from Show Management at least one (1) day in advance.

FORKLIFTS NEW PROCEDURE

Renfro Productions & Management **will not** be providing forklifts for exhibitor move-in.

- Dealers may bring their own forklifts and use them at the facility. The operators must be forklift certified (OSHA). They must also have their license on them.
- Those who do not have a forklift must contract directly with Fern Expo.
- The chain hoists will be available on a first-come-first-serve basis at no charge, as always.

Your Fern Expo representative is Nancy Guy (nguy@fernexpo.com) and is the one to contact for forklifts.

MOVE-IN / MOVE-OUT and SHIPPING INFORMATION

BOOTH EXHIBITORS: Move-in on Thursday, January 16th from 8:00 AM – 5:00 PM and Friday, January 17th from 8:00 AM – 3:00 PM.



PLEASE DO NOT BLOCK THE FIREHOUSE LOCATED ON FIFTH STREET AT CENTRAL. ANY VEHICLE BLOCKING FIREHOUSE WILL BE TOWED IMMEDIATELY.

- INSTALLATION AND SET-UP OF ALL BOOTHS AND BULK SPACES MUST BE COMPLETED BY 3:00 PM, FRIDAY, JANUARY 17th.
- During set-up, we urge you to avoid downtown traffic between 4:00 PM – 5:30 PM.
- LABOR will be available to help you unload your vehicles.

TRANSPORTING DISPLAYS: Enter dock, Sixth Street at Plum Street (center, rear of building). Labor and equipment will be at dock to help **unload**. Directions are enclosed. After unloading, **YOUR VEHICLE MUST BE IMMEDIATELY REMOVED FROM DOCK AREA.**

SHIPPING INSTRUCTIONS:

Shipments to arrive **PRIOR** to or on **Tuesday, January 14th** should be sent **PREPAID** to the following:

TO: (Exhibit Name)
c/o George Fern Company
645 Linn Street
Cincinnati, OH 45203
FOR: Cincinnati Travel/Sports Show
Booth # _____

Shipments to arrive **AFTER Tuesday, January 14th** should be sent **PREPAID** to the following:

TO: (Exhibit Name)
Duke Energy Convention Center
6th Street Docks
Cincinnati, OH 45202
FOR: Cincinnati Travel/Sports Show
Booth # _____

PLEASE MAKE SURE COMPANY NAME AND BOOTH NUMBERS ARE ON ALL BOXES, CRATES, ETC.

HANDLING: For shipments consigned to the Duke Energy Convention Center or reaching the dock by your transportation, will be accepted on or after January 14, 2020.

EXHIBITS ARRIVING PRIOR TO JANUARY 14th will automatically be sent to the George Fern Company and **WILL BE CHARGED** for shipping and handling.

RECEIVING HOURS: Tuesday, January 14th thru Friday, January 17th, from 8:00AM – 5:00PM

FOR YOUR INFORMATION: The George Fern Company hours are 8:00AM – 4:00PM. If a forklift or any other special attention is needed, please plan your move-in and move-out schedules in advance.

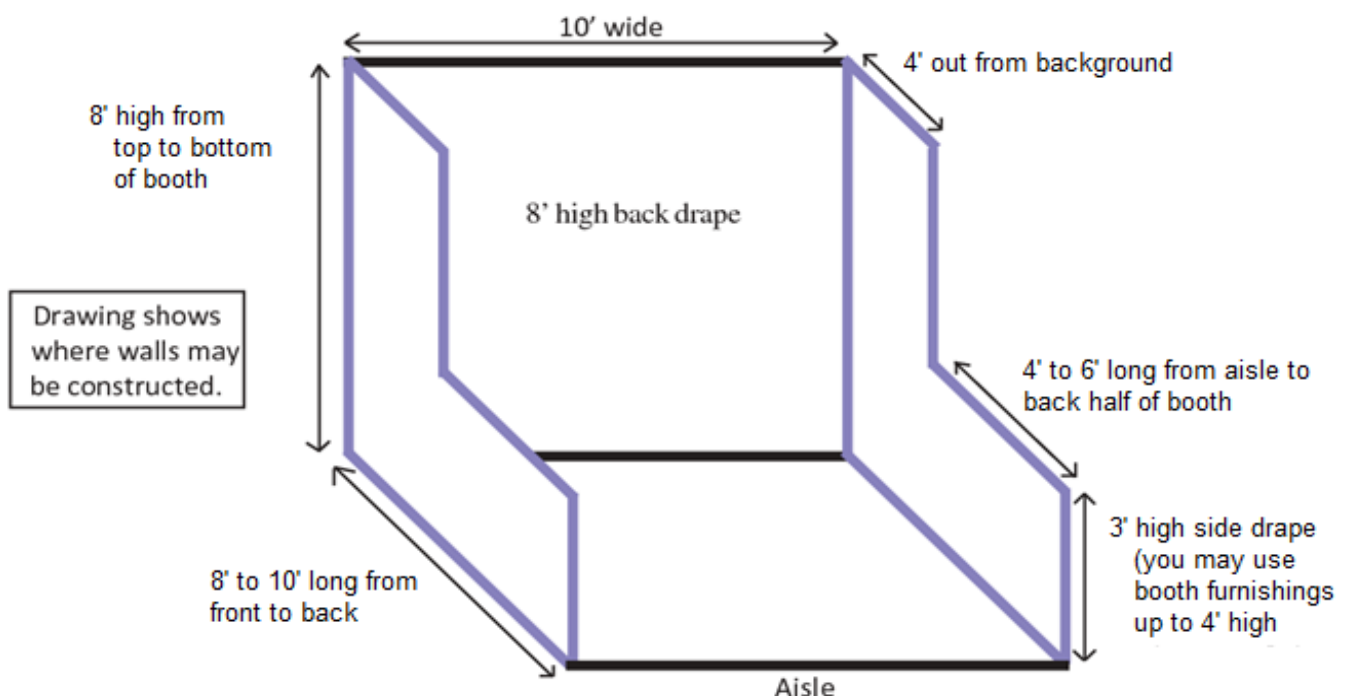
MOVE-OUT INFORMATION: ALL exhibits MUST remain in place until close of show on Sunday, January 19 at 5:00PM. Exhibits may be removed Sunday after 5:00PM or Monday, January 27, from 8:00AM – 5:00PM. Booth exhibits MUST be removed by 5:00PM on Monday, January 27th!

*****Tape placed on the concrete floor by Exhibitors must be removed at the end of the Show. If tape is not removed, Exhibitor will be invoiced for the labor to do so.*****

BOOTH DECORATION/CONSTRUCTION

All **BULK** exhibitors using drape to divide spaces must seek approval of Renfro Productions and the adjoining exhibitor. All sidewalls and exhibit draping must be approved by Show Management.

Booth construction MUST be sound so as not to collapse or produce hazardous conditions for occupants and Show patrons. No exhibit (8' x 10' display) structure (display, boat, raft, signs, etc.) shall extend more than 8' in height of back line, nor exceed an 8' height from the back line 4' from the rear of the booth to the aisle.



All exhibits extending to 4' from the rear of the space must be properly decorated on both sides. Exhibitor's display/decorations may not obstruct other displays nor project into the aisles. All decorations must have been flame-proofed and pass inspection by all designated authorities of the City of Cincinnati. No cut evergreens shall be used for decorative purposes unless fire proofed.

Television monitors used must have a screen 12" square in size or less and may be placed on front table 30 inches in height. If front table is more than 30 inches in height, television monitor must be placed to rear of the exhibit.

SHOW DATES & HOURS

Friday, January 17 th	5:00 PM – 9:00 PM
Saturday, January 18 th	10:00 AM – 9:00 PM
Sunday, January 19 th	10:00 AM – 5:00 PM
Monday, January 20 th	CLOSED
Tuesday, January 21 st	CLOSED
Wednesday, January 22 nd	1:00 PM – 9:00 PM
Thursday, January 23 rd	1:00 PM – 9:00 PM
Friday, January 24 th	1:00 PM – 9:00 PM
Saturday, January 25 th	10:00 AM – 9:00 PM
Sunday, January 26 th	10:00 AM – 5:00 PM



All entrances/box offices will close one hour prior to posted closing time.

ADMISSION

- \$14.00 for General Admission
- KIDS 12 AND UNDER ARE FREE the entire Show when accompanied by a paying adult

ADVANCED TICKET SALES

The Kroger Co. will be selling advance-sale adult tickets at all of their Greater Cincinnati grocery stores beginning December 17th through 1:00pm on January 26th. General Admission tickets at Kroger will be \$13.00 each.

Online “e-tickets” will be available in advance and during the entire run of the Show. E-tickets are \$12.00 each at: <https://cincysportshow.com>

HOTEL INFORMATION

Hilton Cincinnati Netherland Plaza

35 W Fifth St.
Cincinnati, OH 45202
(513) 421-9100

RATES: \$86.00/night (Single/Double)
\$116.00 Junior Suite
Plus Tax (currently 17.5%)
Cut-off date: December 26,2019

Booking Website: <https://book.passkey.com/go/TSBG0120>

You may also make reservations through the Hilton toll-free number (1-800-445-8667). Our Group is listed as **TRAVEL, SPORT, BOAT, AND GOLF SHOW** and the group code is **TSBG** which will help ensure that you receive our group rate.

Hyatt Regency Cincinnati

151 W Fifth St
Cincinnati, OH 45202
(513) 579-1234

RATES: \$92.00/night (Single/Double)
Plus Tax (currently 17.5%)
Cut Off Date: 12/28/2019

Booking Website: <https://www.hyatt.com/en-US/group-booking/CINCI/G-ACSB>

You may also make reservations through the Hyatt toll-free number (1-888-421-1442). Our group code is **G-ACSB** which will help ensure that you receive our group rate.

Please be aware that the hotels listed above are **THE ONLY** official host hotels associated with our event. While other hotel resellers may contact you offering housing for your trip, they are not endorsed by – nor are they affiliated with – our event.

ATM INFORMATION

An automated teller machine will be located on the first floor of the Duke Energy Convention Center in the Elm Street lobby.