

PHS Philadelphia Flower Show

2019 MARKETPLACE RULES, REGULATIONS & OPERATIONS MANUAL



March 1– 10, 2019

PHS is a not-for-profit organization, founded in 1827, whose programs connect people with horticulture and together creates beautiful, healthy and sustainable communities. Proceeds from the PHS Philadelphia Flower Show support PHS's mission to bring people together from diverse backgrounds to engage in horticultural projects that advance social equity, environmental sustainability, and urban livability.

THANK YOU FOR YOUR SUPPORT!



2019 PHS PHILADELPHIA FLOWER SHOW
MARKETPLACE RULES, REGULATIONS & OPERATIONS MANUAL

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Vice President & Chief, Shows & Events.....	Sam Lemheney
Executive Assistant, Shows & Events.....	Michelle Dean
Vice President & Chief of Business Strategy & Business Operations.....	Don Fox
Vice President, Business Development.....	Jimmy Owens
Vice President & Chief Marketing Officer.....	Lisa Stephano
Senior Director, Communications.....	Alan Jaffe
Director, Creative Design.....	Seth Pearsoll
Director, Membership.....	Suzanne Betts
Director, Events Operations.....	Franzi Petermann
Manager, Marketplace.....	Meredith Colberg
Coordinator, Marketplace.....	Emily O'Malley
Associate Director, Volunteers and Competitive Classes.....	Betty Greene
Event Operations Specialist.....	Andrew Silverman
Operations Specialist, Exhibitors.....	Hannah Mullen
Event Specialist, Programming.....	Alexa Kormos
Event Manager, Early Morning Tours/Junior Flower Show.....	Johanna Schoeller
Data Specialist.....	Elsa Efran
Coordinator, Preview Dinner.....	Ellen Wheeler

The Pennsylvania Horticultural Society (PHS)

100 N. 20th Street – 5th Floor
Philadelphia, PA 19103
215-988-8800 (main)
215-988-8810 (fax)
www.phsonline.org

PHS Philadelphia Flower Show

The Pennsylvania Convention Center
1101 Arch Street
Philadelphia, PA 19107
www.theflowershow.com

Meredith Colberg – Marketplace Manager

215-988-8828 (direct line at PHS)
610-608-9283 (text only)
mcolberg@pennhort.org

Emily O'Malley – Marketplace Coordinator

215-988-8843 (direct line at PHS)
570-235-0816 (text only)
eomalley@pennhort.org

SHOW HOURS

MOVE-IN/SET-UP

- Vendors MUST move in Tuesday, February 26 - Thursday February 28, 2019
 - Vendors may finish setting up Friday March 1 until 11am, but will not be able to move in any remaining pieces to their booth

SHOW DATES:

Friday March 1 – Sunday, March 10, 2019

MARKETPLACE SALE HOURS

PHS is a non-profit organization that is supported in part by members throughout the world. Benefits include an exclusive preview of the PHS Philadelphia Flower Show.

It is mandatory that vendors be open for business during all show hours including Members' Preview:

FRIDAY, March 1 – PHS Members' Preview - 12:00 noon - 3:30 p.m.

- Carts must be off the floor by 11:15 a.m.
- Vendors must be ready to open by 11:30 a.m.

SATURDAY, March 2 – PHS Members' Preview – 8:00 a.m. – 11:00 a.m.; **the FTD world cup competition will also be going on during this time*

Open to the Public – 11:00 a.m. – 8:00 p.m.; **the FTD world cup competition will also be going on during this time*

Flowers After Hours – 8:00 p.m. – 11:30 p.m. (vendors can purchase a ticket)

- Carts must be off the floor by 7:15 a.m.
- Vendors must be ready to open by 7:30 a.m.

SUNDAY, March 3 – 8:00 a.m. – 9:00 p.m.; **the FTD world cup competition will also be going on during this time*

- Carts must be off the floor by 7:15 a.m.
- Vendors must be ready to open by 7:30 a.m.

MONDAY, March 4 – FRIDAY, March 8 – 10:00 a.m. – 9:00 p.m.

- Carts must be off the floor by 9:15 a.m.
- Vendors must be ready to open by 9:30 a.m.

SATURDAY, March 9 – 8:00 a.m. – 9:00 p.m.

- Carts must be off the floor by 7:15 a.m.
- Vendors must be ready to open by 7:30 a.m.

SUNDAY, March 10 – 8:00 a.m. – 6:00 p.m.

- Carts must be off the floor by 7:15 a.m.
- Vendors must be ready to open by 7:30 a.m.

Other Events During the Show Week:

- Members' Preview Gala – Friday, March 1, 2019 7:00 p.m. – 9:00 p.m. Tickets available for purchase.
- Flowers After Hours – Saturday, March 2, 2019 8:30pm – 11:30pm. Tickets available for purchase.
- Fido Friday – Friday, March 8, 2019 in the Grand Hall. More information to come!

No carts are permitted on the floor during Show hours.
For safety reasons, children under the age of 16 are not permitted at any time on the Show floor during set-up or tear down.

MARKETPLACE VENDOR ASSISTANCE

FOR ASSISTANCE WITH:

- Parking at the Convention Center
- Storage
- Signs
- Booth Specifications
- Marshalling Yard Parking/Passes
- Badges
- Complimentary Tickets
- Move-in Date
- Booth Location Changes
- Aesthetic Consultation
- Product Variations
- General Show Questions

CONTACT: Meredith Colberg – Marketplace Manager

PRIOR TO SHOW: 215-988-8828

AT SHOW: 610-608-9283 (text only please!)

mcolberg@pennhort.org

FOR ASSISTANCE WITH:

- Pipe & Drape (special orders)
- Labor: to order service, union jurisdictions etc.
- Set-up/Dismantling of your booth
- Furnishings (Carpet, tables, chairs)
- Sign Installation
- Forklift Service
- Material Handling & Shipping

CONTACT:

General Exposition Services, Inc.

Joe Boyle

205 Windsor Road

Limerick Business Center

Pottstown, PA 19464

Office: 610 495-8866

Cell: 267-495-8886

jboyle@generalexposition.com

After March 1, 2019 and during the Show: Office Located in First Aid Room in the back of Hall B – next to pillar B-1

No carts are permitted on the floor during Show hours.

FOR ASSISTANCE WITH:

- Electric, plumbing and compressed air: PCC/SMG Utility Services utilities@paconvention.com, 215-418-2190
- Internet, wireless and telecom: PCC/SMG Show Services showservices@paconvention.com, 215-418-4800

ALL ORDERS SHOULD BE PLACED ON LINE:

https://iebms.paconvention.com/coe/coe_p1_all.aspx?oc=10&cc=COESOP

FOR ASSISTANCE WITH:

Advertising temporary employment opportunities

CONTACT:

Temple University Department of Landscape Architecture and Horticulture

580 Meetinghouse Road
Ambler, PA 19002-3994
267-468-8181

Before and during the Show: Gracie Laychock gracie@temple.edu

FOR ASSISTANCE WITH:

- Issues with fellow vendors at the show
- ALL VENDORS ARE EXPECTED TO ACT IN A COURTEOUS MANNER WITH REGARD TO EACH OTHER AND WITH THEIR CUSTOMERS. ANY VENDOR VIOLATING THIS POLICY MAY BE REMOVED FROM THE SHOW UPON REVIEW BY THE MARKETPLACE VENDOR ADVISORY COMMITTEE

CONTACT:

Marketplace Manager – Meredith Colberg
610-608-9283 (Text only)
mcolberg@pennhort.org

SHOW REQUIREMENTS

PUBLIC LIABILITY INSURANCE

- Public liability insurance coverage is a requirement to be a Vendor in the PHS Philadelphia Flower Show.
- Dates of coverage must be from the first day of set-up, February 26, 2019, until the end of move-out, March 11, 2019.
- Each Vendor must provide a Certificate of Public Liability Insurance to PHS. The minimum policy limits shall be \$1,000,000 for bodily injury (including death) and \$500,000 for property damage. Additionally, if applicable each vendor must furnish evidence of statutory Worker's Compensation Insurance of \$500,000 for each accident, \$500,000 policy limit and \$500,000 for each employee.

- However, if you are a vendor who does not have general liability coverage, there is a cost-effective option available where you can obtain coverage for a short duration (1-3 days, up to, 11-15 days, etc.). You may sign up for this abbreviated coverage on the online portal - <https://www.sigspecialevents.com/Logon.aspx>
- **The following must be listed as additional insured:**
The Pennsylvania Horticultural Society, the Pennsylvania Convention Center Authority, SMG, the City of Philadelphia and the Commonwealth of Pennsylvania

Please mail to:

Pennsylvania Horticultural Society
100 N. 20th Street - 5th Floor, Philadelphia, PA 19103
Attn: Marketplace Coordinator

Fax to: 215-988-8810

OR Email: mcolberg@pennhort.org

PHILADELPHIA BUSINESS INCOME & RECEIPTS TAX

PHS provides the City of Philadelphia with a list of vendors for the purpose of business income and receipts tax collection, required by law for all event producers. If you do not have a Business Income and Receipts Tax License for the City of Philadelphia, you must obtain one before your arrival to the Show. Visit <http://business.phila.gov> Click on "Obtain a Commercial Activity License". **Sales tax in Philadelphia is 8%.**

PA STATE BUSINESS REGISTRATION

PA State Revenue Form – Pennsylvania State Business Registration is a requirement to participate in the Show. If you have not registered your business with the State of Pennsylvania, you must register by visiting <https://www.revenue.state.pa.us> Click on "Forms & Publications", then click on "Online Business Registration", then click on "Online PA-100".

PHS PHILADELPHIA FLOWER SHOW PROMOTER NUMBER: #93-004150.

INTERIOR BOOTH SIGN

All Vendors are required to provide an interior booth sign with the company name submitted for the Show. Please contact Show Management with any questions.

FLOOR COVERING

The bare floor inside your booth must not be exposed to our visitors. All booth spaces are required to have a covering that is the entire length & width of the booth unless special permission is granted by Show Management. If you need to buy carpet for the Show, you may purchase it from a local home improvement store or rent it from the Show Decorator GES.

FIRE PREVENTION CODE

All Marketplace vendors are required to complete and sign a Fire-Retardant Form indicating compliance with the Fire Prevention Code. Please see the Fire Prevention Code in this manual.

REPORTING TO THE CONVENTION CENTER FOR DRIVE-IN/MOVE-IN, UNLOADING, & SET-UP

The Marketplace for the PHS Philadelphia Flower Show is located in Hall C of the Pennsylvania Convention Center. Entrance to Hall C for Vendor move-in is through the back dock of The Pennsylvania Convention Center. On your assigned move-in day and time, vendors are to report to the back dock of The Pennsylvania Convention Center via the Vine Street Ramp which is located at 11th & Vine Street. Once you drive up the Vine Street Ramp, you will be greeted by

our dock crew and directed to Hall C. Please note that the GPS address for the ramp is 1106 Vine Street, Philadelphia, PA 19107.

Move-in days for vendors are Tuesday February 26, 2019 – Thursday February 28, 2019. Please refer to the grid below for move-in hours for these days. For move-in, **vendors are assigned a day and time** to drive their vehicles to their booth to unload. You will receive notice via email & a “loading pass” via “snail mail”. **You will only have access to Hall C within the time frame you are assigned. If you show up expecting to move in or drive onto the floor prior to your designated time, the move-in staff has the right to turn you away.** If you show up after your assigned time, you might no longer be able to drive onto the floor to unload.

When you arrive at the Convention Center for Move-in, you will be greeted by a PHS Representative at the C-Hall door who will give you a Show Packet that will include Show tickets, badges, parking tags & your storage assignment.

Your booth **may or may not be** distinguished by pipe and drape and a sign at the time of your arrival. However, in Hall C, the aisle signs will be hung, booth dimensions will be marked on the floor using tape, and booth numbers will be written on the floor in front of the booth using chalk.

DRIVE-IN: DRIVING YOUR VEHICLE INTO HALL C (Assigned times only; TO BE CONFIRMED AND ASSIGNED IN FEBRUARY) YOU MUST PUT YOUR CELL PHONE NUMBER ON YOUR LOAD IN PASS.

The drive-in time you are assigned means this is the only day and time you will be allowed to drive your vehicle onto the floor. Vendors **must arrive on time** in order to minimize challenges in vehicles navigating through the aisles. You will be asked to park as close to your booth as possible and cart your items to your booth. **Please bring as many dollies/hand trucks as you can in the event that you need to cart items from your vehicle to your booth once inside the hall. WE ARE UNABLE TO PROVIDE DOLLIES OR HAND TRUCKS.**

UNLOADING INTO HALL C

Driving vehicles into Hall C is only to unload your vehicle. After you have unloaded, you must immediately remove your vehicle from Hall C. Vendors are not permitted to unpack boxes, arrange merchandise, set-up, decorate or arrange their booth in any way while their vehicle is still in Hall C. Do not leave your vehicle unattended for any reason. Vendors are not allowed to permanently park anywhere in Hall C. Please show courtesy toward other vendors so they may also unload their vehicles. Please keep aisles clear for other vendors to drive-in. Your cooperation is appreciated.

<i>Date</i>	<i>Set-up Hours</i>	<i>Vine Street Accessibility</i>	<i>*1st Shift for Vehicles</i>	<i>*2nd Shift for Vehicles</i>	<i>Vehicles Off Floor</i>	<i>Vendors Out of Hall</i>	<i>Storage Hours</i>
Tuesday February 26	8:00 a.m. - 6:00 p.m.	8:00 a.m.-4:00 p.m.	8:00 a.m. - 12:00p.m.	1:00 p.m. - 4:00 p.m.	4:00 p.m.	6:00 p.m.	8:00 a.m.- 10:00 p.m.
Wednesday February 27	8:00 a.m. – 8:00 p.m.	8:00 a.m. - 6:00 p.m.	8:00 a.m. - 12:00 p.m.	1:00 p.m. - 4:00 p.m.	6:00 p.m.	8:00 p.m.	8:00 a.m. - 10:00 p.m.
Thursday February 28	8:00 a.m. – 8:00 p.m.	8:00 a.m. – 6:00 p.m.	8:00 a.m. – 12:00 noon	1:00 p.m. - 4:00 p.m.	6:00 p.m.	11:30p.m.	8:00 a.m. – 10:00 p.m.
Friday March 1	8:00 a.m. – 11:00 a.m.	N/A	N/A	N/A	N/A	5:00 p.m.	8:00 a.m. – 4:30 p.m.

NO VEHICLES WILL BE PERMITTED ON THE SHOW FLOOR AFTER THE HOURS HIGHLIGHTED ABOVE.

SET-UP: ARRANGING YOUR BOOTH FOR DISPLAY

After you have unloaded your merchandise, and removed your vehicle from Hall C, you may be able to park temporarily on the back dock with the permission of a member of the dock crew. This determination is based on the availability of parking space. You may also park at the Marshalling Yard (7th & Callowhill Streets) and then return to Hall C via our complimentary shuttle service to begin set-up of your booth.

All vendors and booth personnel must wear a Marketplace badge or a setup/teardown button **at all times**.

HALL F STORAGE DURING MOVE-IN

The storage area for Marketplace vendors is located in Hall F at the Pennsylvania Convention Center.

Due to limited space: If you have a parking space at the Convention Center, you **DO NOT qualify** for storage in Hall F. **You must use your vehicle for storage**. All other vendors will be assigned a 10x10 space for storage in F Hall, **ONLY** upon request. Please contact the Marketplace manager by January 18th, 2019.

Vendors are NOT permitted to drive into Hall F at any time for any reason. Instead, vendors are permitted to access Hall F Storage **DURING MOVE-IN** via F-Dock of the Pennsylvania Convention Center:

- F-Dock is the loading area outside of F Hall.
- F-Dock is located at 12th & Race Street. Please enter through 12th Street Gate.

During move-in, VEHICLE access time to F-Dock is limited. **Your drive-in/unload time is your time to also access F-Dock.**

If you are bringing a handcart, please be sure to adequately secure it (chaining wheels). We are not responsible for missing, misplaced, or “borrowed” handcarts, dollies, and etc.

For storage information **DURING SHOW HOURS**, please see the Show hours section in this manual.

NO SOIL, WET PLANTS OR PALLETS IN HALL F STORAGE

Merchandise storage is prohibited from the back dock corridor. Make arrangements to store your merchandise inside your vehicle, booth or in F-Hall storage.

BOOTH PRESENTATION

Vendors are expected to prepare a professional and creative booth presentation. Plan ahead for the backdrop/side staging, flooring, lighting, signage and decoration.

Some booths are located over floor plates and/or next to pillars which house electrical, water, and/or fire extinguishers. Booths in these locations must allow for access to these sources.

STORED MERCHANDISE

Extra stock must be hidden behind a curtain, stored in a vehicle or the storage room in Hall F. ALL GARBAGE MUST BE THROWN OUT; NOT PLACED IN STORAGE AREAS.

The following items are PROHIBITED from exhibition:

- Artificial flowers, artificial flower arrangements, artificial plants or trees, including plastic or silk.
- Economy grade outdoor carpeting
- Plastic table cloths
- Holiday lights
- Construction or industrial lighting including construction and industrial clamp lights
- Boxed stock items in view of visitors
- Exposed duct tape or other adhesive materials
- Easy-up tents
- Lighted candles

RAFFLES

Raffles of any kind are strictly prohibited.

AUDIO & VISUAL

Usage of TV screens is permitted.

Usage of projected audio sound is **NOT** permitted.

LOCAL HARDWARE RESOURCES

THE HOME DEPOT
1651 S. Columbus Blvd.
Philadelphia, PA 19148
215-218-0600

LOWE'S
2106 S. Columbus Blvd.
Philadelphia, PA 19148
215-982-5391

FAIRMOUNT HARDWARE / ACE HARDWARE
2011 Fairmount Ave
Philadelphia, PA 19130
215-765-4500

IKEA
2206 S. Columbus Blvd.
Philadelphia, PA 19148
215-551-4532

WAL-MART
1601 S. Columbus Blvd.
Philadelphia, PA 19148
215-468-4220

TARGET
1 Mifflin Street
Philadelphia, PA 19148
215-463-7311

CVS
1026 Market Street
Philadelphia, PA 19145
215-592-1539

3RD St. Hardware
153 N 3rd St
Philadelphia, PA 19160

SIGNS

BOOTH LOCATOR SIGNS PROVIDED BY PHS

A location sign will be placed approximately 10 - 12 ft. high off the side of each booth so that visitors can locate your booth on the PHS Philadelphia Flower Show Program Map. These signs are provided by Show Management at no extra cost to you. No request is necessary. Please help to make sure your sign is returned to PHS at the end of the Show by not removing it.

SIGNS PROVIDED BY VENDORS

Each vendor must provide their own interior sign in the back of their booth. Your sign must not be larger than 3 ft. high or 4 ft. long. It must be the name that you have given us to represent on the website and map for customers. Signs cannot be higher than your booth specifications unless permission is granted by Show Management.

MANDATORY CUSTOMER SERVICE/VENDOR COURTESY POLICY

The Marketplace is expected to be a “customer friendly” place. This experience includes a visible refund/exchange policy, careful attention to customer pickups, and supportive contact information.

- **REFUND/EXCHANGE/ RETURN POLICY** – All vendors must advise customers of their return policy. We require a posted sign (minimum 4”x6”) placed on or near each cash register. You may supplement this posting with either: a) a policy statement on your receipts; or b) a small flyer placed with the customer’s purchases.
- **ALL VENDORS ARE EXPECTED TO ACT IN A COURTEOUS MANNER WITH REGARD TO EACH OTHER AND WITH THEIR CUSTOMERS. ANY VENDOR VIOLATING THIS POLICY MAY BE REMOVED FROM THE SHOW UPON REVIEW BY THE MARKETPLACE MANAGER.**

NAMES AND MARKS OF THE PENNSYLVANIA HORTICULTURAL SOCIETY

Please be advised that the names and marks listed below are the intellectual properties of the Pennsylvania Horticultural Society. Only organizations, manufacturers or companies officially licensed by The Pennsylvania Horticultural Society are permitted to use these terms on any merchandise or product or in any variation. This includes any endorsements of any product or service.

The Flower Show® ™

Philadelphia Flower Show® ™

PHS Philadelphia Flower Show® ™

PHS Philadelphia Flower Show Merchandise

PHS Store©

The Pennsylvania Horticultural Society™



MAINTENANCE HOURS

During maintenance hours, vendors are allowed the opportunity to maintain and restock their booths and bring more merchandise into the storage room.

FRIDAY, March 1 – PHS Members’ Preview

- **Set-up hours: 8:00 a.m. – 11:30 a.m.**
- Show hours: 12:00 noon – 3:30 p.m.
- Carts must be off the floor by 11:15 a.m.
- Vendors must be ready to open by 11:30 a.m.
- **Evening Maintenance Hours: 3:30 p.m. – 4:30 p.m. *vendors must leave the building by 5:00 p.m.**

SATURDAY, March 2

- Show hours: 8:00 a.m. – 11:00 a.m. (PHS Members’ Preview)
- Show hours: 11:00 a.m. – 8:00 p.m. (Public)
- Evening events: 8:30 p.m. – 11:30 p.m. (Flowers After Hours)
- Carts must be off the floor by 7:15 a.m.
- Vendors must be ready to open by 7:30 a.m.
- **Evening Maintenance Hours: 8:00 p.m. – 11:00 p.m.**

SUNDAY, March 3

- **Morning Maintenance Hours: 6:00 a.m. - 8:00 a.m.**
- Show hours: 8:00 a.m. – 9:00 p.m.
- Carts must be off the floor by 7:15 a.m.
- Vendors must be ready to open by 7:30 a.m.
- **Evening Maintenance Hours: 9:00 p.m. - 11:00 p.m.**

MONDAY, March 4 – FRIDAY, March 8

- **Morning Maintenance Hours: 8:00 a.m. – 10:00 a.m.**
- Show hours: 10:00 a.m. – 9:00 p.m.
- Carts must be off the floor by 9:15 a.m.
- Vendors must be ready to open by 9:30 a.m.
- **Evening Maintenance Hours: 9:00 p.m. – 11:00 p.m.**

SATURDAY, March 9

- **Morning Maintenance Hours: 6:00 a.m. - 8:00 a.m.**
- Show hours: 8:00 a.m. – 9:00 p.m.
- Carts must be off the floor by 7:15 a.m.
- Vendors must be ready to open by 7:30 a.m.
- **Evening Maintenance Hours: 9:00 p.m. - 11:00 p.m.**

SUNDAY, March 10

- **Morning Maintenance Hours: 6:00 a.m. - 8:00 a.m.**
- Show hours: 8:00 a.m. – 6:00 p.m. **ALL SALES MUST END BY 6:00 pm**
- Carts must be off the floor by 7:15 a.m.
- Vendors must be ready to open by 7:30 a.m.
- **Show teardown begins once the public has exited the building. Please listen to the public announcements.**

**PLEASE NOTE THAT BEFORE MORNING MAINTENANCE HOURS AND AFTER EVENING MAINTENANCE HOURS,
NO VENDORS WILL BE ALLOWED TO REMAIN IN THE MARKETPLACE.**

No carts are permitted on the floor during Show hours.

BADGES & COMPLIMENTARY SHOW TICKETS

Marketplace badges serve as a pass for admittance into the Convention Center and are provided by Show Management.

Badges for entry into the Convention Center **are included in the Show packet that will be issued to you during move-in**. No one will be admitted into the Convention Center without a badge.

- **MARKETPLACE BADGE:** permits entry into Show at all times, including set-up and teardown. These badges are available for those working in the Marketplace area. ****You may not give this badge to anyone who is not working your booth. Vendors violating this policy and using badges to grant access to other parties into the Show will be removed from the Marketplace and access revoked.**
- **SET-UP/ TEARDOWN BUTTONS:** Will be made available for staff only working during this time.
- **BADGE LIMITS:**

Booth Size	Maximum Badges
60 sq. ft. – 100 sq. ft.	2
144 sq. ft. – 200 sq. ft.	6
288 sq. ft. – 350 sq. ft.	6
420 sq. ft. & over	6

***Bringing in visitors using your badge is a violation of your contractual agreement with PHS*
Additional badges are not available.**

- **COMPLIMENTARY SHOW TICKETS** – 2 complimentary Show tickets per booth **are included in the Show packet that will be issued to you during move-in**.

BOOTH STAFFING

Booth staffing is your responsibility. Staff for your booth must have their Marketplace badge to enter the Show **BEFORE** they get to the Show floor. **NO ONE WILL BE ADMITTED TO THE SHOW WITHOUT A BADGE OR TICKET.** PLEASE take the time now to address this issue with your staff and be certain that they have a cell phone number to reach you in case of a problem. The Marketplace Manager will not be able to give out badges during the show or replace lost badges, so please take good care of them!

WILL CALL – The Will Call Booth for Philadelphia Flower Show has been expanded for the use of Marketplace staff and guests to pick-up badges & tickets. The Will Call Booth is located on the 1st floor of the Convention Center in the West Concourse. The Will Call Booth will open 1 hour before the Show opens and closes 1 hour before the Show closes. Vendors may begin leaving badges and tickets at the Will Call Booth on Friday, March 1st at 10:00 a.m.

CONVENTION CENTER PARKING

A very limited number of parking spaces is available at the Pennsylvania Convention Center. These spaces will be assigned to vendors **upon availability** and at the discretion of Show Management. **Parking assignments are renewed annually for existing vendors. Parking permits will be included in the Show packet you will receive during move-in upon your arrival at the Convention Center.** New requests will be honored if space allows. **This permit must be visible in your vehicle window at all times to avoid towing. Towing will be at the owner's expense. A local contact cell phone number must be on the pass.**

Vehicles parked on the back dock of the Convention Center must NOT exceed **20 FT. IN LENGTH - BUMPER TO BUMPER, WITHOUT PRIOR APPROVAL.** Vehicles in excess of 20 ft. **are** permitted to ENTER the dock to off-load and re-load **ONLY**. Your assigned parking space may require to have flexibility as many spaces are shared by multiple vendors.

If you are assigned a parking space at the Pennsylvania Convention Center, this space will not be available until **Friday, March 1st at 12:00 noon.** In the meantime, during the set-up days from Tuesday, February 26 – Friday March 1 **before 12:00 noon,** you may be able to park TEMPORARILY during the day on the back dock with the **permission of a member of the dock crew.** This determination is based on availability of parking space. However, if no space is available or another vendor is moving in that is assigned the space you are occupying, **you must find off-site parking for your vehicle(s) at your own expense or park at the Marshalling Yard.**

NOTE: Recreational Vehicles of any kind are not permitted to be parked at the Convention Center as well as the Marshalling Yard.

MERCHANDISE, TRAILERS, ALL VEHICLES & STORAGE - Vendors are reminded to label all merchandise that is stored in the storage room. All trailers or vehicles parked anywhere on the back dock or in the Marshalling Yard must be identified by business name, cell phone number & booth number using your parking pass. **VEHICLES THAT DO NOT HAVE THE PASS CLEARLY DISPLAYED MAY BE SUBJECT TO TOWING AT YOUR EXPENSE.** Merchandise storage is prohibited in the back dock corridor. Make arrangements to store your merchandise inside your vehicle, booth or in Hall F storage.

MARSHALLING YARD PARKING

In the event you do not receive a parking space at the Convention Center, you will be given a parking hangtag for one **FREE** parking space at the Marshalling Yard. The Marshalling Yard is an off-site location for parking Marketplace vehicles and trailers. It is conveniently located on 7th St. between Vine & Callowhill in Philadelphia. Any additional trailers or **vehicles over 20'** you wish to park at the Marshalling Yard will need an additional hangtag and will cost \$210 per any size trailer for the duration of the Show. Requests for parking additional vehicles need to be submitted in writing by February 11th to the Marketplace Manager. Vehicles parked at the Marshalling Yard are **limited to a total length of 32 ft.**

Marshalling Yard trailer space rentals are limited to one additional space per vendor (in addition to the one free space given).

If you are assigned a parking space at the Marshalling Yard or if you purchase a Marshalling Yard trailer space, that space will be available from the first day of set-up, Tuesday, February 26th until Monday, March 11, 2019 AT 12:00 NOON.

However, please prepare for overcrowding during set-up days. Please see the grid below for opening and closing times.

Once you have parked your vehicle at the Marshalling Yard, there is a **FREE** shuttle that runs between the Marshalling Yard and the Convention Center. Please note that the shuttle bus stop at the PA Convention Center is now located at 12th Street, West entrance. This is NEW for 2019! **Please see the grid below for shuttle hours.**

Please be informed that the use of the Marshalling Yard for any purpose other than parking is strictly prohibited. This includes overnight stay of vendors, employees and/or animals. City Law also prohibits **Recreational Vehicles** of any kind.

DATE	MARSHALLING YARD HOURS	MARSHALLING YARD SHUTTLE HOURS
Monday, February 25	7:00 a.m. – 6:30 p.m.	7:00 a.m. – 6:00p.m (last run from PCC)
Tuesday, February 26	6:00 a.m. – 12:30 a.m.	6:00 a.m. – midnight (last run from PCC)
Wednesday, February 27	6:00 a.m. – 12:30 a.m.	6:00 a.m. – midnight (last run from PCC)
Thursday, February 28	6:00 a.m. – 12:30 a.m.	6:00 a.m. – midnight (last run from PCC)
Friday, March 1	6:00 a.m. – 12:30 a.m.	6:00 a.m. – midnight (last run from PCC)
Saturday, March 2	6:00 a.m. – 12:30 a.m.	6:00 a.m. – midnight (last run from PCC)
Sunday, March 3	6:00 a.m. – 12:30 a.m.	6:00 a.m. – midnight (last run from PCC)
Monday, March 4	6:00 a.m. – 12:30 a.m.	6:00 a.m. – midnight (last run from PCC)
Tuesday, March 5	6:00 a.m. – 12:30 a.m.	6:00 a.m. – midnight (last run from PCC)
Wednesday, March 6	6:00 a.m. – 12:30 a.m.	6:00 a.m. – midnight (last run from PCC)
Thursday, March 7	6:00 a.m. – 12:30 a.m.	6:00 a.m. – midnight (last run from PCC)
Friday, March 8	6:00 a.m. – 12:30 a.m.	6:00 a.m. – midnight (last run from PCC)
Saturday, March 9	6:00 a.m. – 12:30 a.m.	6:00 a.m. – midnight (last run from PCC)
Sunday, March 10	6:00 a.m. – 12:30 a.m.	6:00 a.m. – midnight (last run from PCC)
Monday, March 11	6:00 a.m. – 12:30 p.m.	6:00 a.m. - noon (last run from PCC)

STORAGE

A limited amount of secured storage for Marketplace Vendors for stock and small plants is located in the Convention Center in Hall F. One **FREE** 10x10 storage space **per vendor** may be assigned to those Marketplace Vendors who **DO NOT HAVE PARKING AT THE CONVENTION CENTER. YOU MAY NOT TAKE MORE THAN YOUR ASSIGNED SPACE.**

Storage assignments must be requested and assignment numbers will be included in the Show packet you will receive during Move-In. **PLEASE NOTE THAT YOU MUST SIGN IN AND OUT OF YOUR STORAGE AREA. THERE ARE NO EXCEPTIONS TO THIS RULE. SECURITY MAY ASK TO CHECK YOUR ITEMS IN ORDER TO PREVENT ANY MISPLACED MERCHANDISE.**

Please make your storage requests by February 5th, 2019. If we do not receive a storage request from you, we cannot guarantee we will have space for you if requested on site. Please plan ahead.

Show Management will provide a check-in/out service using a security guard during storage room hours, but will not be responsible for items stored in this area. Please refer to the grid below for hours.

Vendors are not authorized to give away any storage space at any time.

F Hall STORAGE ROOM HOURS

Tuesday, February 26	8:00 a.m. - 10:00 p.m.
Wednesday, February 27	8:00 a.m. - 10:00 p.m.
Thursday, February 28	8:00 a.m. - 10:00 p.m.
Friday, March 1	8:00 a.m. - 4:30 p.m.
Saturday, March 2 – Saturday, March 9	6:00 a.m. - 11:00 p.m.
SUNDAY, MARCH 10	6:00 a.m. – 11:00 p.m. *****
MONDAY, MARCH 11	8:00 a.m. – 11:00 a.m.

***** Access to the storage area may be restricted between 3:00 p.m. and 7:00 p.m. **Vendors may keep merchandise in the storage room overnight and return to Hall F to pick it up on Monday, March 11th between the hours of 8:00 a.m. & 10:00 a.m.**

ALL MERCHANDISE MUST BE OUT OF THE STORAGE ROOM BY 11:00 a.m. ON MONDAY, MARCH 11TH

DURING THE SHOW: Vendors may gain access to Hall F storage by taking the dock side freight elevator down to the lower level of the Convention Center. The freight elevator is located by Hall B door (dock side). There will be signage to assist you in finding the freight elevator.

- Vendors are reminded to label all merchandise that is stored in the storage room. Please have your business name AND your booth number on the labels.
- Storage areas **MUST** be kept clean and tidy – please break down and remove all trash. Receptacles will be provided. We will not tolerate lose trash being thrown around the storage area. **If you do not comply with our trash removal policy, you will be charged a cleaning fee.**
- Vendors must keep to their allotted storage area. No vendor may go over the allotted area as everyone getting a storage space needs that space during the show – if another vendor is in your space, please contact the Marketplace manager.
- There will be no facilities for storage before Tuesday February 26th, 2019. Vendors wishing to have materials shipped in advance of the Show must send these materials directly to General Exposition Services' shipping warehouse. Please refer to Shipping Instructions in this manual. Shipments arriving before Monday, February 25th, 2019 at the PA Convention Center will be refused **as will any shipments that are not pre-paid.**
- **Soil & wet plants cannot be kept in Hall F storage.**

PLEASE NOTE: THERE IS ABSOLUTELY NO MERCHANDISE STORAGE IN BACK DOCK CORRIDOR. ANY MERCHANDISE FOUND THERE WILL BE REMOVED. SHOW MANAGEMENT CANNOT GUARANTEE THAT ANY MERCHANDISE STORED THERE WILL BE RETURNED TO THE VENDOR. THE PA CONVENTION CENTER RESERVES THE RIGHT TO DISPOSE OF ANY MERCHANDISE STORED IN THIS AREA.

VENDOR/EXHIBITOR RIGHTS AT THE PENNSYLVANIA CONVENTION CENTER

Please refer to these documents for information on labor jurisdictions and what you can or cannot do in your booth: http://www.discoverphl.com/media/3212048/exhibitor_rights_1_and_2.pdf

THE PENNSYLVANIA CONVENTION CENTER

INDEPENDENCE MADE EASY

The Pennsylvania Convention Center is reinforcing Philadelphia's position as THE BEST VALUE IN THE NORTHEAST. Progressive work rules and streamlined services provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.

All this in our easily accessible, state-of-the-art meeting facility, right in the heart of one of the nation's most dynamic, walkable, historic and visitor-friendly downtowns.

PHL HERE FOR THE MAKING

Unload your personally-owned vehicles, driving right up to our docks.

Unload using your own equipment, including dollies, luggage carriers, non-hydraulic carts, and two-to-four wheel hand trucks.

Place, move, and remove your easels, signs, pop-up signs and poster board displays, as needed, within your booth area.

Open boxes, stock shelves, set up, plug in, hang up, and freely distribute your non-built products/literature within your booth or show space.

Use your own power tools and ladders (up to 6 feet) to set up and tear down.

Within your 600-square foot booth area, you or other full-time staff can set up and tear down your display, hang graphics and signage, and install floor coverings.

LEARN MORE AT MEETPHL.COM

PHLCVB Pennsylvania Horticultural & Floral Society
PHL Pennsylvania Convention Center
PHL PHILADELPHIA HORTICULTURAL SOCIETY

ELECTRICITY, TELEPHONE, INTERNET & WATER & COMPRESSED AIR AT THE SHOW

Utility Services at the Pennsylvania Convention Center are not included in your booth rental fee. If you require any utility services in your booth, you must place an **online order** with the Pennsylvania Convention Center Utility Services Department via the website listed below. For on line ordering:

https://iebms.paconvention.com/coe/coe_p1_all.aspx?oc=10&cc=COESOP

For additional information on electricity, plumbing or compressed air, please contact SMG Utility Services by phone at 215-418-2190 or by email at utilities@paconvention.com

For additional information on telecommunications, Wi-Fi or internet, please contact SMG Show Services by phone at 215-418-4800 or by email at showservices@paconvention.com

Forms are also available at: <http://theflowershow.com/shopping/the-marketplace/marketplace-vendor-information/> under the resources section.

TRASH DISPOSAL

Show Management has provided dumpsters for trash, cardboard and organic material disposal. All Vendors must use them before, during and after the Show. The dumpsters for the Marketplace will be located in the dock area. Trash bins are also placed throughout the Show floor, and it is your responsibility to dispose of all of your refuse before opening to the public and throughout the day.

The Pennsylvania Convention Center provides cardboard compactors for the Marketplace, located east of C door in the dock area. Vendors **MUST** take all cardboard to the cardboard compactor. **All cartons must be broken down FLAT and must be free of plastic, Styrofoam, or any other foreign material.**

At the conclusion of the Show, vendors must dispose of all trash from their booth. **If trash is not removed, you will be billed for the cost of labor and trash disposal.** The same applies for F Hall Storage. During the Show, vendors are asked to keep the space neat and tidy. This is a shared space, and if we find your storage space is overflowing or your trash is laying around, you may be penalized. All trash must also be disposed of and cleaned up by the time you move out after the Show.

LABOR & RENTAL ORDERS

General Exposition Services (GES) is the exclusive labor and rental company for the PHS Philadelphia Flower Show.

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

Online Exhibit Kit Instructions:

To access the GES ONLINE kit for the **PHS Philadelphia Flower Show** you have two options.

DIRECT LINK

[General Exposition Services Online Service Kit](#) (click to follow link)

MANUAL ENTRY

Please click the following link or copy and paste the link into your browser's window -

www.generalexposition.com

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

AT THE LOG IN PAGE - Enter the password: **FLOWER19**

Once you enter, you will be given two options: "View and Print Forms" or "View and Complete Forms Online".

VIEW AND PRINT OPTION:

This option provides a complete list of all the forms that can be printed out individually. This option only allows you either to mail or fax your form(s) to General Exposition Services with payment.

To print a form without opening, simply place your mouse over one of the forms, right click, and choose "print to target". Otherwise, you can click to open, then print.

VIEW AND COMPLETE FORMS ONLINE:

This option allows you to fill out the forms and make payment directly online. This option requires a credit card to be submitted prior to entering the forms. We recommend that you print a copy of the order form, for your records, before clicking submit.

GES looks forward to being of service to you. If you have any questions, please call GES at 610-495-8866, mention the upcoming **PHS Philadelphia Flower Show**, and one of the GES Customer Service Reps will be happy to assist you.

SHIPPING INSTRUCTIONS

SHIPPING MATERIAL TO ARRIVE ON OR AFTER MONDAY, FEBRUARY 25TH through MARCH 10TH 2019:

Material shipped to The Pennsylvania Convention Center by Marketplace Vendors must be **pre-paid** and addressed as follows:

PHS PHILADELPHIA FLOWER SHOW MARKETPLACE

c/o General Exposition Services

Vendor's name

Marketplace Booth #.

Pennsylvania Convention Center

c/o General Exposition Services

Vine Street Ramp (between 11th & 12th Streets)

Philadelphia, PA 19107-2299

Packages will be accepted by General Exposition Services, then placed in your booth at **NO EXTRA CHARGE**. If you are expecting deliveries, you will be responsible for checking at the General Exposition Services Counter in the back of Hall C during set-up or at the back of Hall B next to pillar B-1 during the Show to see if they have arrived. Show Management strongly suggests that you inform GES of any scheduled shipments.

SHIPPING MATERIAL IN ADVANCE OF THE SHOW: BEFORE MONDAY, FEBRUARY 25, 2019

If you wish to ship products in advance of the Show, you may send all materials to the advance shipping warehouse at:

Vendor's name

PHS PHILADELPHIA FLOWER SHOW - MARKETPLACE

Marketplace Booth #.

c/o General Exposition Services, Inc.

205 Windsor Road

Limerick Business Center

Pottstown, PA 19464

Please make sure the materials are clearly marked with your name, business name and Marketplace booth number. **THERE IS A CHARGE FOR THIS SERVICE**. Please see the Material Handling & Shipping Cost form on the General Exposition Services website. If you have any questions, please call General Exposition Services, Inc. at (610) 495-8866.

SHIPPING MATERIAL AFTER THE SHOW: AFTER SUNDAY, MARCH 10TH, 2019

If you wish to ship product after the Show, please see the **General Exposition Services'** office located in First Aid Room in the back of Hall B – next to pillar B-1, or the General Exposition Services counter at the back of Hall C during Tear-Down or you can call General Exposition Services, Inc. at (610) 495-8866.

There is also a shipping label in the GES Service kit to help you plan your shipping. In all cases, please secure a tracking number from your shipping vendor.

UNDER NO CONDITIONS SHOULD ITEMS BE SENT THROUGH US POSTAL SERVICE AS THEY GET DELIVERED TO A GENERIC PENNSYLVANIA CONVENTION CENTER AREA AND MAY NOT BE ABLE TO BE LOCATED.

SECURITY

The Pennsylvania Horticultural Society and the Pennsylvania Convention Center are **not responsible for vendor materials**. Uniformed security guards will be on duty day and night while the Show is in progress for the protection of exhibits. Please note that vendors are responsible for their own booths; no responsibility is accepted by Show Management for booth and/or contents, nor for items in storage or on the dock. The following suggestions are offered to reduce the opportunities for loss:

- Never leave booth unattended.
- If possible, always have at least two people working in the booth.
- Do not leave valuables in the booth overnight.
- At night, cover the booth with sheeting as a deterrent against theft.
- Do not leave cash in registers overnight.
- Secure handcarts.

IF YOU SEE SOMETHING, SAY SOMETHING. Please report any suspicious activity or items to the closest security guard.

◆ THEFT

If you suspect a theft, please go **immediately** to a security guard and **file an incident report**.

Remember:

- Secure your cash, keep your cash box out of reach.
- Do not “flash your cash”, use zippered money aprons.
- Do not keep large amounts of money in your cash box or apron. Turn cash into cashier’s checks.
- Use a standard money bag with a lock when transferring money.

FOR SECURITY EMERGENCIES

USE CELL PHONE OR OTHER OUTSIDE LINES – DIAL: **(215) 418-4911**

OR

USE CONVENTION CENTER HOUSE PHONES – DIAL: **4911**

Please keep in mind that this is a major public event in the City of Philadelphia and that you should always be aware of your surroundings. If at any time you see something or someone that appears out of place, please notify security or call 215-418-4911.

FIRST AID

DURING MOVE-IN: First Aid during move-in is located in the First Aid Room at the back of Hall A (dockside) on the main Show Floor.

DURING THE SHOW: First Aid during the Show is located in the First Aid room at the back of the Marketplace in Hall C (dockside) and in the First Aid room at the back of Hall A (dockside) on the main Show floor. Additionally, there are several mobile First Aid responders stationed throughout the Show.

FOR MEDICAL EMERGENCIES

USE CELL PHONE OR OTHER OUTSIDE LINES – DIAL: (215) 418-4911

OR

USE CONVENTION CENTER PHONE – DIAL: 4911

FIRE PREVENTION CODE

In compliance with Philadelphia Fire Prevention Code requirements, all vendors and exhibitors of the PHS Philadelphia Flower Show using cut trees, drapery of any kind and combustible materials in their displays MUST treat those materials with an approved flame-retardant chemical in accordance with National Fire Protection Association Standard 701. However, this does not include the background drapery provided by General Exposition Services, Inc.

Any chemical used must have “Standard 701” on its label. All Marketplace vendors MUST complete and sign a Fire-Retardant Form indicating compliance with this Code.

If you do not have any combustible materials in your booth, you must still complete and sign the form.

In accordance with fire regulations, empty cartons cannot be stored anywhere and must be removed. Aisles must be free for easy flow of traffic and must not be obstructed at any time.

HOTEL RESERVATIONS

We have secured a number of hotel room blocks with area hotels at preferred rates. For hotel information, please click here for our booking engine: <http://reservations.arestravel.com/hotel/list/7787>

Additional options are available at: <http://www.visitphilly.com/find-a-hotel/>

MARKETPLACE INFORMATION BOOTH

A Marketplace information booth is located in the Center of Hall C. Guests can be directed there if they have specific Marketplace questions.

FLOWER SHOW WEBSITE

The PHS Philadelphia Flower Show website is: www.theflowershow.com. Please ensure that the information about your company is accurate as many of our visitors use this as a valuable resource. It is also a great resource for you to check daily activities at the show.

PREVIEW PARTY

CELEBRATE THE POWER OF FLOWERS AT THE 190th PHILADELPHIA FLOWER SHOW

Philadelphia's premier social event, the Philadelphia Flower Show Preview Party, will welcome Spring on **Friday, March 1**, when the Show will pay tribute to the enormous impact of flowers on our lives. Exhibits will take a holistic approach to the theme with sweeping landscapes and artful interpretations that inspire, convey emotions, examine fragrance and color and convey a universal language.

The fundraiser, which benefits the exceptional greening initiatives of the Pennsylvania Horticultural Society, provides an exclusive opportunity to experience the Show before it opens to the public.

2019 PREVIEW PARTY HIGHLIGHTS

- Benefactors are welcome to enter at 6:00 p.m. and enjoy a full hour of exclusive access to cocktails, food and the entire Flower Show before Patrons enter at 7:00 p.m.
- Guests have full access to a wide range of food and beverages until 10:00 p.m.
- Presentation of the Best in Show awards at 7:45 p.m.
- We offer a limited number of reserved dinner seating for Benefactors and Patrons
- Complimentary parking is included

- Attire is black tie optional
- NEW THIS YEAR → Special “first time attendee” rate, regardless of age.

For any questions, please contact Ellen Wheeler at ewheeler@pennhort.org or 215-988-8839.

Tickets can be purchased through our website - <https://theflowershow.com/experiences/preview-party/>
(pricing on the next page)

2019 PREVIEW PARTY

Friday March 1, 2019

7:00 p.m.

Individual Benefactor with Optional Seated Dinner **\$650**

(1 registrant)

\$375 tax-deductible. Preview at 6 pm. Exclusive cocktail reception on Exhibit Floor and seated dinner in The Overlook. Preferred complimentary parking. Recognition on website, in Program and PHS annual Report.

Individual Benefactor **\$650**

(1 registrant)

\$450 tax-deductible. Preview at 6 pm. Exclusive cocktail reception. Preferred complimentary parking. Recognition on website, in Program and PHS annual Report.

Individual Patron with Optional Seated Dinner **\$500**

(1 registrant)

\$225 tax-deductible. Ages 45 and under. Entry at 7 pm. Cocktail reception on Exhibit Floor and seated dinner in The Overlook. Complimentary parking

Individual Patron **\$500**

(1 registrant)

\$300 tax-deductible. Entry at 7 pm. Cocktails and food stations on Exhibit Floor. Complimentary parking.

Young Friend Subscriber **\$300**

(1 registrant)

\$100 tax-deductible. Ages 21-35 only. \$100 tax-deductible. Entry at 7 pm. Cocktails and food stations on Exhibit Floor. Complimentary parking.

First Timer **\$300**

(1 registrant)

\$100 tax-deductible. For first time attendees only. Entry at 7 pm. Cocktails and food stations on Exhibit Floor. Complimentary parking.

Daffodil Benefactor Table **\$10,000**

(10 registrants)

\$7,250 tax-deductible. Preview at 6 pm. Exclusive cocktail reception on Exhibit Floor and seated dinner for 10 in the Skybox. Preferred complimentary parking. Full-page ad in event Program and recognition on event signage and website.

Tulip Benefactor Table **\$15,000**

(10 registrants)

\$12,250 tax-deductible. Preview at 6 pm. Exclusive cocktail reception on Exhibit Floor and seated dinner for 10 in the Skybox. Preferred complimentary parking. Full-page ad in event Program and recognition on event signage and website.

FLOWERS AFTER HOURS

Saturday, March 2, 2019

8:30 p.m.-11:30 p.m.

The Flower Show hosts a groovy way to experience the exhibits and excitement of the show on opening night, **Saturday, March 2**. From 8:30 p.m. to 11:30 p.m., the show floor turns into a giant dance party for a 60s-styled evening of fun. Highlights will include performances by The Beat-Tells, the region's top Beatles tribute band, music from DJ Robert Drake, producer and host of "Land of the Lost" on XPN, wine and spirits samplings, cash bar, and interactive games and activities from The Franklin Institute, the Philadelphia Museum of Art, Young Involved Philadelphia, and much more!

Tickets: \$75 in advance; \$85 at the door.

theflowershow.com/experiences/flowers-after-hours/

FTD WORLDCUP

Friday, March 1, 2019

Starting at 9am

PHS is proud to welcome the FTD World Cup 2019, the world's most prestigious event for the floral industry, to the 2019 Philadelphia Flower Show. Illustrating this year's theme of "Flower Power," the FTD World Cup brings together the world's top floral designers, representing 23 countries, for an intense floral design competition where the winner will be named Interflora World Cup champion.

A total of five design tasks will occur within the Entrance Garden on the Flower show Floor. Preliminary rounds of competition will take place between March 1-2 with a private reception held on Saturday evening to announce our 10 semi-finalists. The semi-final round will be held on the Show floor where competitors will complete a surprise package design task. A private event on Sunday night will feature the five finalist in a design competition on the stage followed by judging and at trophy presentation to the FTD World Cup Champion.

CLOSING, TEARDOWN, DRIVE-IN, LOADING & MOVE-OUT

MOVE-OUT PASS

Your Marketplace manager will be assigning you a move-out time slot based on location of your booth. All booths will need to be packed up and moved out of Hall C on Sunday March 10th by 11:30 p.m. If any special requirements for pick-up on Monday are needed, we will work with you, only if we can. We will ask that any vendors who usually move out on the Monday following the show, pack and move all of their items to their storage in Hall F for Monday morning pick-up. This will help us get out of Hall C on time as there is another show entering the hall on the 11th.

On or before Sunday, March 10th all vendors will be issued a timed, color-coded permit for move-out. The pass for move-out should be placed on the dashboard of your vehicle to help our dock crew identify you as a Marketplace vendor on the Vine Street dock. Dock crew will allow you access to the area based upon the time on your permit. If you already have a parking space at the Convention Center, you may begin to dolly your merchandise to your vehicle once teardown begins. **PLEASE BE PREPARED TO DOLLY YOUR MERCHANDISE TO YOUR VEHICLE IF NECESSARY.** If you wish to drive your vehicle onto the floor: completely pack your booth, go to your vehicle, place your Drive-In/Move-Out Permit on the dashboard of your vehicle and report to the back dock of the Pennsylvania Convention Center via the Vine Street Ramp which is located at 11th & Vine Street. ****Again, you may not drive onto the floor before your allotted move out time! There are many vendors moving out at the same time. Not following the move-out schedule will jeopardize a timely move-out for everyone. You will be sent to the back of the line if you arrive with your vehicle prior to the time allotted on your move-out pass. C HALL WILL CLOSE AT 11:30 P.M. ON SUNDAY, MARCH 10th AND WILL RE-OPEN AT 8:00 A.M. ON MONDAY, MARCH 11th. NO VENDORS WILL BE ALLOWED TO REMAIN in C HALL AFTER 10:00 A.M. MONDAY.**

SHOW CLOSING

The PHS Philadelphia Flower Show will close at 6:00 p.m. on Sunday, March 10th. **All sales in the Marketplace must cease at 6:00 p.m.** Vendors are not permitted to sell or give away any plants or other materials or to make deliveries while in the hall after the Show has closed.

TEARDOWN

Teardown begins once the public is cleared from Hall C. Vendors must dismantle their booth at that time. Marketplace badges must be worn by all vendors and employees during teardown. **Carts are not permitted on the floor while visitors are still on the Show floor.**

DRIVE-IN: PLEASE PAY ATTENTION TO THE INSTRUCTIONS OF THE MARKETPLACE STAFF DURING THIS PROCESS. DRIVE SAFELY AT ALL TIMES!

1. Vendor move-out is through the back dock of the Pennsylvania Convention Center.
2. At the Vine Street Ramp, you will be directed by our dock crew.
3. Driving on the floor to load your merchandise is solely at the discretion of Show Management based upon your timed move-out pass. Pull as close to your booth as possible. Turn off your ignition. Pack your booth quickly and pull out of Hall C so other vendors may gain access. Never leave your vehicle unattended. Please do not block aisles.
4. The purpose of driving into Hall C is only to load your vehicle. When your vehicle is loaded, you must remove your vehicle from Hall C. Vendors are **not permitted** to pack boxes or disassemble their booth in any way while

their vehicle is still in Hall C. All merchandise must be packed FIRST. Vendors are not allowed to permanently park their vehicles anywhere in Hall C.

5. Marketplace vendors may leave immediately after teardown so long as their booth has been completely cleaned up, and no trash is remaining behind.

THE SHOW FLOOR WILL BE CLEARED AND CLOSED AT 11:30 P.M. ON SUNDAY, MARCH 10TH AND WILL REMAIN CLOSED UNTIL 8:00 A.M. ON MONDAY, MARCH 11TH. THERE ARE NO EXCEPTIONS TO THIS RULE.

ASSIGNED PARKING AT THE CONVENTION CENTER

If you have an assigned a parking space at the Convention Center, you may keep your vehicle in the space through teardown, UNLESS one of our dock crew members asks you to move. You may need to dolly your merchandise to your vehicle once teardown begins.

ELECTRICITY SHUT-OFF

Once the Show closes on Sunday, March 10th, power to your booth will remain on until 7:00 p.m. to allow you to run credit card sales at the close of the Show. Please be sure to begin the process of settling credit card transactions immediately following the close of the Show.

STORAGE

The storage area must close on Sunday, March 10th at 3:00 p.m. to allow for the Compleitive Classes Exhibitors to access Hall F during teardown of the Show. It will reopen at 7:00 p.m. **Vendors may keep merchandise in the storage room overnight and return to Hall F to pick it up on Monday, March 11th between the hours of 8:00 a.m. – 10:00 a.m.**

**ALL VENDORS AND MERCHANDISE MUST BE OUT OF THE CONVENTION CENTER BY
11:00am MONDAY, MARCH 11th, 2019.**

**ANY MERCHANDISE REMAINING IN THE CONVENTION CENTER AFTER THIS TIME WILL
BE DISCARDED, EXCEPT FOR FREIGHT SCHEDULED TO BE PICKED UP BY A CARRIER.**

RULES AND REGULATIONS

The vendor agrees to all Rules and Regulations as described below:

- (a) **Application for Space:** All persons, firms, associations or companies desiring to exhibit must file a space application with the Marketplace Manager or others duly authorized by the Management. The Management has the right to refuse any product or application, for any reason whatsoever, in the best interest of the Flower Show and shall have power at all times to remove any exhibit which is not properly maintained or which, in their opinion, is a detriment to the Show. Contract ends on March 11th, 2019 at 12 Noon.
- (b) **Payment for Space:** All final payments must be remitted on or before January 15, 2019. All payments are subject to late fees. If licensee fails to comply in any aspect with respect to the terms of the agreement, including failure to return the contract, signed and witnessed, PHS Management shall have the right to retain all payments for each booth space contracted and offer the space(s) for resale. Additionally, the Vendor agrees to pay any deficiency, loss or damage suffered by PHS Management.
- (c) **Sub-letting and Exclusive Rights:** No Vendor shall assign, sub-let or apportion the whole or any part of the said space allotted, nor exhibit therein any other goods than those sold in the regular course of business by the Vendor. No Vendor shall be awarded the exclusive right to exhibit any particular item, product or service. No agreement to grant exclusive rights either expressed or implied shall be made.
- (d) **Exhibition Material and Construction:** Exhibit backgrounds may not exceed 8 ft. in height unless with the permission of Show Management. No signs, floor coverings or other materials shall be pasted, cemented, nailed, tacked, stapled or otherwise attached to columns, ceilings, walls or floors. All Vendors are encouraged to use fresh flowers and plants to decorate their exhibits. No artificial flowers or plants are permitted.
- (e) **Care of Exhibits:** All coverings of exhibits must be removed before opening time each day. The Management will arrange for sweeping and cleaning the hall, but Vendors must, at their own expense keep their own spaces cleaned and in good order. All Vendors must arrange for the disposition of their own trash, through the Management of the Pennsylvania Convention Center, and any expense involved must be assumed by the Vendors.
- (f) **Shipments:** Merchandise shipped by freight or express must be properly packed and sent prepaid.
- (g) **Lighting and Power:** Vendors must arrange, through the electrical contractor at the PA Convention Center, for any additional electric power or lighting other than the general illumination already in the hall. The cost involved must be borne by the Vendor and paid to the electrical contractor.
- (h) **Restrictions:** No Vendor may show goods in operation if noisy or objectionable to surrounding Vendors. The use of microphones or other means of amplification is strictly prohibited. The Management reserves the right to prohibit any exhibit which in its opinion is not suitable. This reservation concerns persons, decorations, conduct, printed matter, catalogues, special features, souvenirs and all other things which affect the character of the exhibition. All Vendors who sell live plants are cautioned that all live plants sold should be in good condition. The sale of diseased or insect-infested plants, unrooted cuttings, or otherwise unhealthy material is strictly prohibited. It is implied that all material has received proper cultural requirements and has been sold with a money-back guarantee. The Management reserves the right to inspect material to be sold and to close down any exhibit found selling unhealthy horticultural material. No food or drink is to be sold for consumption on the licensed premises except by the official concessionaire who has been granted this right by the board of the Pennsylvania Convention Center.
- (i) **Fire Regulations:** No gasoline or other fuel will be permitted in the building. No exhibit shall be so arranged as to conceal or prevent access to fire- fighting equipment. Cloth, paper decorations, pine boughs, leaves, tree branches and all other decorations must be flame-proofed according to Philadelphia Fire Code Requirements. Fire Code Compliance must be signed. No smoking will be permitted in the building.

- (j) **Liabilities:** The Pennsylvania Horticultural Society will not be responsible for any injury that may arise to Vendors or their employees, or for the loss or damage to any goods from any cause whatsoever while in transit to or from the building, or while in the exhibition building.
- (k) **Closing of Exhibition:** For the protection of Vendors and as a safeguard against loss, guards will be stationed at all doors entering Hall C during set-up and teardown and no one except Show Management and Vendors and their employees will be permitted to enter, and then only by special button provided by the Management.
- (l) **Delivery:** Delivery of any and all stock sold from exhibits must be made by the Vendor. No outsider will be permitted to take delivery of the goods in the hall.
- (m) **Packing and Final Removal of Exhibits:** No material exhibited may be taken down or packed until after the close of the Show by 6:00 pm. on Sunday, March 10th, 2019. All material used in the staging of exhibits must be removed in its entirety **by 10 a.m. on March 11th, 2019**. Vendors will be billed a fee of \$2500.00, as well as dumpster charges and any union labor required to remove any staging left on the floor caused by their failure to observe this rule.
- (n) **Amendments:** The Management shall have full power in the interpretation and enforcement of all rules contained herein, and the power to make such amendments thereto, and such further rules and regulations as they shall consider necessary for the proper conduct of the exhibition.
- (o) **Pennsylvania and Philadelphia Taxes:** Licensee agrees to obtain any licenses, registrations, permits or other documents required by the Department of Revenue of the Commonwealth of Pennsylvania and the City of Philadelphia in connection with activities to be conducted on the licensed premises, and to comply with the requirements of any Pennsylvania or Philadelphia tax that may be applicable to those activities.

Thank you and we wish you a happy & most successful Show!



The Pennsylvania Horticultural Society's mission is to motivate people to improve the quality of life and create a sense of community through horticulture. Proceeds from the PHS Philadelphia Flower Show including space payments, tickets and sponsorship contributions, directly support City Harvest and other vital PHS programs.

Thank you for your support!