



IMPORTANT EXHIBITOR INFORMATION

Thank you for participating in the upcoming Lehigh Valley Flower & Garden Show! We are excited about what the 2020 show will bring...and that you will be a part of it!

The enclosed EXHIBITOR INFORMATION is also available **ONLINE!!!**

- Go to: www.LehighValleyFlowerandGardenShow.com
- Move your mouse over the Exhibit Tab and you will see a menu drop down, "For Current Exhibitors – Service Forms"
- Click the link and enter the password: **FLOWER20**
(case sensitive/no spaces)

GENERAL SHOW INFORMATION

Show hours:	Exhibitors can access building:	Exhibitors exit:
Friday March 6 th : 12pm – 8pm	8am*	by 8:30p
Saturday Mar 7 th : 10am – 7pm	9a – 9:45a *	by 7:30p
Sunday Mar 8 th : 11a – 4p	10a – 10:45a *	Move out 4pm – 8pm Landscapers also move out : Mon 9am - ASAP

*exhibitors **must wear exhibitor badges at all times** and should enter through the designated "exhibitors entrance" at the front of the hall, front right corner of the building.
Please note the change in hours for Saturday, highlighted above

FLOWER SHOW ADMISSION:

Adult: \$8

Seniors: \$7

Children 12 & under: Free

\$1.00 discount available at <http://www.LehighValleyFlowerandGardenShow.com/admission-coupon.html>

On Friday only, Senior tickets at the door are \$5. No additional discount.

SHOW LOCATION:

Agri-plex, Allentown Fairgrounds
17th & Chew Street
Allentown, PA 18104

GPS address: 1930 W Liberty St -or- 1935 W Chew St

MOVE IN SCHEDULE

Landscapers:

Monday March 2nd: 2pm – 5pm

Tuesday March 3rd & Wednesday March 4th: 8am – 5pm

Thursday March 5th: 8am-8pm

Friday March 6th: 8am – 11:45am

- ALL DISPLAYS SHOULD BE COMPLETE THURSDAY EVENING. Friday morning time should be used to perfect displays.
- Additional hours after 5pm daily are available upon advanced request through BMG Management.
- At 2pm, Thursday March 5th, the roll-up loading doors will be closed in order to maintain the integrity of all displays. **Access through these doors will NOT be allowed after 2pm.** Load-in access will be available through doors on all sides of the building.

Exhibitors in 8x10, 10x10, 10x15, and 10x20 spaces:

Thursday March 5th: 2pm - 8pm

Access before 2pm is prohibited: The decorator will be setting the booth spaces until 2pm and your space will not be available until 2pm.

Friday March 6th: 8am - 11:45am

NOTE: ONE 8' topped & skirted table and TWO chairs are included in your booth space, regardless of the size

Exhibitors in spaces 20x20 or larger:

Wednesday Mar 4: 9am - 5pm (please note: large roll-up doors will be open, mulch can blow around)

Thursday Mar 5: 9am - 8pm (please note: large roll-up doors will be open until 12pm, mulch can blow around)

Friday Mar 6: 8am - 11:45am

She Shed Designers:

Wed Mar 4: 9am - 5pm

Thurs Mar 5: 8am - 8pm

Fri Mar 6: 8am - 11:45am

MOVE OUT SCHEDULE

Sunday March 8th, 4pm - 8pm: all exhibitors

Monday March 10th, 9am – ASAP: Landscapers and booths 20x20 or larger only!!

- All items MUST be removed by the times notes above. Any remaining items left by exhibitors / landscapers will be charged a removal fee.
- Each exhibitor is responsible for its own clean up after the show.

CONTACT INFORMATION:

Sales, Space & Sponsor Inquiries: Linda Zeller, 484.719.9727 lzeller@bmg1.com

Seminars, Attractions, and misc inquiries: Linda Zeller, 484.719.9727 lzeller@bmg1.com

Media & Operations: David Kerper 540.220.3766 dkerper@bmg1.com

BADGES:

- Landscapers will receive 5 badges.
- Vendors / Artisans will receive a maximum of 4 badges per booth.
- All badges will be distributed at the Exhibitor Services Desk at check-in.
- Badges must be worn at all times

FLOOR PLAN & BOOTH ASSIGNMENTS:

- Booths are assigned on a first come, first served basis.
- Please note that your payment is not for a specified space.
- The Ballantine Companies reserves the right to make any changes with or without notice to ensure no company will be placed by its competitors, to ensure positive traffic flow, and to ensure an overall “appearance” of the show.

EVENT HALL RULES & REGULATIONS TO KEEP IN MIND:

- All exhibits must be open, staffed, and accessible for all show hours. No exceptions!
- No pornographic or sexually explicit materials shall be displayed or sold.
- No propane or open flame is allowed.
- Firearms, including fake guns, are not allowed to be sold or displayed.
- Written permission must be obtained for sampling of any food and beverages. No selling food and beverage under any circumstances due to on-site concessions without prior consent from The Ballantine Companies management
- NO alcoholic beverages are to be used in the displays for props or any other reason.

QUESTIONS? Refer to our [frequently asked questions page](#) or email Linda Zeller.