

# HALLOWEEN & PARTY EXPO

Houston TX • Jan 28-31, 2012

## GENERAL INFORMATION

**LOCATION:** George R. Brown Convention Center  
1001 Avenida de las Americas  
Houston, TX 77010

**DATES & TIMES:**

**Event Dates:** 9:00 a.m. Saturday, Jan. 28 through 2:00 p.m. Tuesday, Jan. 31

**Move-In:** See personalized letter sent via email.

**Move-Out:** 2:00 p.m. - 10:00 p.m. Tuesday, Jan. 31  
8:00 a.m. - 4:00 p.m. Wednesday, Feb. 1

**ADMITTANCE TO**

**EXHIBIT HALL:**

No one will be admitted into the exhibit hall prior to the times listed above. Anyone wishing to work late must check in with Show Management before 4:00 p.m. each day or complete a *Before / After Hours Work Request Form*. If you wish to schedule an appointment before or after hours, please contact Show Management.

*Reminder: Children under 18 are not permitted on the show floor.*

**EXPO STAFF:**

Call 877.347.3976 to reach any Expo staff

*Event Oversight:*

Thomas Jones, [thomas@halloweenpartyexpo.com](mailto:thomas@halloweenpartyexpo.com)

Deborah Swift, [deb@halloweenpartyexpo.com](mailto:deb@halloweenpartyexpo.com)

*Promotional Materials, Sponsorship, Advertising:*

Erin Michelle, [erin@halloweenpartyexpo.com](mailto:erin@halloweenpartyexpo.com)

*Meeting Space, Style Show:*

Caitlin Jones, [caitlin@halloweenpartyexpo.com](mailto:caitlin@halloweenpartyexpo.com)

*Booth Services, Payments, Forms:*

Amy Latham, [amy@halloweenpartyexpo.com](mailto:amy@halloweenpartyexpo.com)

*General Accounting:*

Shea Seale, [shea@halloweenpartyexpo.com](mailto:shea@halloweenpartyexpo.com)

*Booth Sales, New Product Area:*

Lou Caiazza, [lou@halloweenpartyexpo.com](mailto:lou@halloweenpartyexpo.com)

*Registration:*

Kari Stubblefield, [kari@halloweenpartyexpo.com](mailto:kari@halloweenpartyexpo.com)

**BOOTH**

**FURNISHINGS:**

Reminder, each 10 foot by 10 foot booth package receives:

- eight foot tall black, silver, plum drapes;
- three foot black side drapes;
- 1 six foot black skirted table;
- 2 chairs;
- 1 wastebasket;
- 1 (7" by 44") ID sign.

**In order to utilize the package, please send show staff your personalized complimentary furniture order form, especially if you have a 400+ sq. ft. booth (4+ 10'X10's).**

For carpet and other furnishings outside the package, please contact Freeman.

To order electricity, internet or helium tanks, see the Other Vendor Forms listed in the exhibitor kit.

Booth cleaning must be ordered from the George R. Brown Convention Center.

**SHOW COLORS:** Black, Silver, Plum

**FIRE REGULATIONS:** A fire marshal will be making inspections throughout the show checking that Exhibitors and Show Management are in compliance with the state and local fire codes. Since the fire marshal can close the show for fire code violations, please make sure that you have not stored any loose trash, empty boxes, or literature behind your booth. Please do not clutter the aisles with similar materials. All materials within your booth must meet local, state and federal fire retardation levels. If a violation is found, Show Management will inform the exhibitor and that violation must be removed immediately. If the exhibitor cannot be found, Show Management will remove the violation at the exhibitor's expense.

**FOOD & BEVERAGE**

**SERVICE:** Aramark is the exclusive provider of in-booth food & beverage services in the exhibition facility. **Move-In:** Show management has arranged with the George R. Brown Convention Center to allow outside food during show move-in hours. This does not apply to show hours. **Show Days:** Outside food **cannot** be brought onto the show floor by exhibitors. Please contact Show Management if you would like additional information on ordering food and beverage service from Aramark.

**HOUSING:** Rooms have been blocked at several downtown Houston hotels. To make your hotel reservation, please refer to the "Hotel Information" section of the Exhibitor Service Manual.

**INSURANCE:** As required by the George R. Brown Convention Center, by December 30, 2011, it is **mandatory** for all exhibitors to provide Show Management with a Certificate of Insurance evidencing Commercial General Liability insurance for protection against damage, loss or theft of materials or displays during move-in, show day, and move-out. To purchase liability insurance, refer to the "Insurance" section of the Exhibitor Service Manual. The General Service Contractor, as well as Exhibitor Appointed Contractors, are responsible for exhibitor's materials only while they are handling them. The General Service Contractor is not responsible for damage to uncrated materials, improperly packed materials or loss / theft after materials have been delivered to the booth space or before material has been picked up at the end of the show.

**SECURITY:** Security guards will monitor the exhibit hall during the entire show period. While general perimeter security is provided, the security of your booth or valuable items cannot be guaranteed. It is advisable to secure or remove valuable items that are easily removed when you leave your booth. Report any missing items to Show Management and to the security supervisor immediately.