HOME SHOW

EXHIBITOR KIT

December 19 & 20, 2026

DTC Expo & Event Center



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Welcome to the Exhibitor Kit

We're excited to have you join us at the show. This kit was created to help you feel confident, prepared, and ready to make the most of your experience.

Inside, you'll find everything you need to know — from move-in instructions and booth setup rules to venue policies, service options, and important reminders. Whether you're a first-time exhibitor or a seasoned pro, this kit is here to walk you through the process step by step.

Take a few minutes to read through the sections and make note of anything that applies to your booth. If you're ever unsure about something, don't hesitate to reach out. Our team is here to help.

We're looking forward to a great event and can't wait to see what you bring to the floor.

Show Details at a Glance

- Show Name: Loudoun & Fairfax County Home Show
- Venue: DTC Expo & Event Center
- Hall: Upper Level
- Address: 21050 Dulles Town Circle, Sterling, VA 20166
- Show Code: DU F26

Event Time Table

Move-In

Friday, December 18, 2026	General Exhibitor Move-In	10:00 AM - 4:00 PM
Saturday, December 19, 2026	General Exhibitor Move-In	8:00 AM - 9:00 AM

Show Days

Saturday, December 19, 2026	10:00 AM - 8:00 PM
Sunday, December 20, 2026	10:00 AM - 5:00 PM

Move-Out

Sunday, December 20, 2026	5:00 PM - 8:00 PM *

* *Move-out for all exhibitors begins at 5:00 PM. You or a member of your team must claim your booth materials by 6:00 PM, and completely remove all materials by 8:00 PM. Any booth contents not claimed and removed by 8:00 PM will be subject to shipping and storage charges, or may be discarded by the venue. Monday move-out is not available. Please do not breakdown prior to 5:00 PM.*

The Information Booth

The Information Booth is your go-to resource during the show. If you have any questions, need help, or have an issue that requires attention, our on-site team is here for you.

During Move-In

The Information Booth will be located near the loading area to assist with check-in and help you get settled into your booth space. Our team will be available to answer questions, provide floor plan updates, and coordinate with service providers as needed. It is essential that you check in at the information booth before setting up your booth. Booth assignments are confirmed at check-in to ensure your space is ready.

During the Show

Once the show opens to the public, the Information Booth will move to the main entrance of the exhibit hall. From there, our staff will assist attendees while remaining available to support exhibitors throughout the day.

Need Help? Come to Us.

If you're experiencing a problem during the event — whether it's a facility issue, a display concern, or trouble with another exhibitor — do not try to resolve it on your own.

Please come speak with show management at the Information Booth. Our team is here to help resolve issues quickly, professionally, and without unnecessary conflict.

Pay Your Bill

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please submit payment via one of the follow options:

- To pay for your booth online, please visit our website at www.acsshows.com. Select the option "I Am An Exhibitor > Pay For Your Booth Online". Exhibitors can pay via credit card.

- To pay for your booth via check, please make payable to: American Consumer Shows. Our mailing address is 560 Broadhollow Road, Suite 208, Melville, NY 11747

Failure to pay your balance by the due date may result in the loss of your booth placement, removal from the floor plan, or forfeiture of your participation in the event.

Tax Information

Exhibitors are responsible for understanding and complying with any applicable state and local tax laws related to sales made at the event. American Consumer Shows does not collect or file taxes on behalf of exhibitors, and we do not provide tax forms, guidance, or filing services.

If you plan to sell products or services during the show:

- You are responsible for registering with the appropriate state tax authority, if required
- You must collect and remit sales tax as required by law
- You should bring any documentation you may need in case of an audit or inquiry by tax officials

Booth Number Email Blast

You will receive your booth number two weeks prior to move-in. When placing your order for tables, chairs, or electric, please use only your exhibiting company name on the order forms. Please look out for an email with the subject line - Loudoun & Fairfax County Home Show: Booth Number.

- Friday, December 04, 2026 Exhibitor booth numbers are sent via email.

Exhibitor Move-In Process

When you arrive at the venue, your first stop must be the Show Management Information Booth located near the loading doors. Before you begin setting up your booth, please check in with our team. We're here to help ensure your move-in runs smoothly.

During move-in hours (listed in the Event Timetable), our show team will be available at the information booth to assist you with any questions.

Move-In Guidelines

Check-In First: It is essential that you check in with show management before setting up your booth. Booth assignments are confirmed at check-in to ensure your space is ready.

Forklift Service: Complimentary forklift service is available during scheduled move-in and move-out hours to assist with heavy freight or palletized materials. Visit the Information Booth to request assistance. Forklift service is not available during show hours or during limited move-in time just before the show opens.

Children at Move-In:

To help ensure a safe environment for everyone during move-in and move-out, children under the age of 18 are not permitted in the exhibit hall at any time.

Footware Policy:

Open toe footwear, including sandals and flip flops, is prohibited during move-in and move-out.

Third-Party Shipping: If you are using a third-party shipping company for your freight, you must be on-site to sign for your own materials. Show management and the venue are not permitted to accept shipments on your behalf.

When using a third-party shipping service, be sure to provide the name of the company you're exhibiting under. These service providers often have trouble locating the correct booth on-site. To avoid delays, make sure someone is on-site during delivery, include a reliable on-site contact number, and clearly list your exhibiting company's name when finalizing the shipment.

Bring Your Own Cart: Exhibitors are strongly encouraged to bring their own carts, dollies, or hand trucks to move materials. While the decorator provides a limited number of carts, availability is not guaranteed.

Booth Setup Timing: Your booth must be fully set up at least 30 minutes before the show opens. Exhibitors are not permitted to work on booths during show hours.

Vehicles or Trailers in Booth Displays: If your booth display includes a vehicle or trailer, please review the guidelines in the "Vehicles & Trailers as Booth Displays" section of this kit for notification instructions and requirements.

Clearing the Loading Area: To keep the loading process running efficiently, please move your vehicle out of the loading zone once you have finished unloading, before you set up. The venue enforces parking restrictions, and vehicles left in loading areas may be ticketed or towed.

Venue Access & Restrictions: Venue access is limited to the times outlined in the "Event Time Table" section of this kit. Moving in outside of these time frames is prohibited and will be denied on-site. Plan your arrival accordingly.

Parking & Load-In Overview: We have created a parking map located at the end of this exhibitor kit the help exhibitors visualize the Load-In Area and Parking Sections. We encourage all exhibitors to share this information with their team prior to move-in.

Venue Details

Understanding the layout and specifications of the venue will help you prepare for a smooth move-in, setup, and move-out. Please review the details below carefully as you plan your display and shipping.

Venue Location

- Venue: DTC Expo & Event Center
- Address: 21050 Dulles Town Circle, Sterling, VA 20166
- Hall: Upper Level

Venue Flooring

- Flooring Type: Concrete

Floor Protection: If your display includes items that could damage the flooring, you are responsible for providing protective materials such as tarps, plywood, or carpeting.

Ceiling Height

- Ceiling Height: 20'

Load-In Door Dimensions

- Load-In Door Height: 15'
- Load-In Door Width: 13'

Tip: Measure your largest items to confirm they will fit through the loading doors.

Loading Area

Loading Area Availability: The loading area is available during designated move-in and move-out hours only.

Loading Dock: This venue is equipped with a loading dock.

Loading Area Equipment: Exhibitors are strongly encouraged to bring their own carts, dollies, or hand trucks to move materials. While the decorator provides a limited number of carts, availability is not guaranteed.

Loading Area Access Reminder: After unloading, before setting your booth, you must move your vehicle promptly to keep loading areas clear.

Venue Access & Restrictions

Access During Show Hours: Venue Hall access is limited to official exhibitor hours. Early access or late-night setup is not permitted.

Loading & Unloading Timing: Access to loading area is only available during move-in and move-out hours. Plan your arrival accordingly.

Trash & Clean-Up Policy

You are responsible for removing all trash, packaging, and booth materials from your space during both move-in and move-out.

Please do not leave garbage, broken displays, empty boxes, or leftover materials on the show floor. Any items left behind may result in cleaning fees or removal charges from the venue. If you have questions, please visit the information booth on site.

Tape & Adhesive Use on the Show Floor

To protect the venue flooring, only approved, low-residue tape may be used when installing your booth or securing carpet and flooring materials.

Approved Tape Types

You may only use:

- Gaffer's tape
- Double-sided cloth tape made for event flooring
- Painter's tape

Prohibited Tape Types

- Duct tape
- Masking tape
- Carpet tape not labeled residue-free
- Any other high-adhesive or commercial-grade tape that may leave residue or damage the floor

Using unapproved tape may result in cleaning fees or damage charges from the venue.

How to Tape Down Your Carpet (Safely)

If you're bringing your own carpet or flooring, here's how to properly secure it:

- Tape around the perimeter: Secure all four edges directly to the venue floor using approved tape.
- Tape along seams: If using multiple carpet panels, tape where the panels meet to keep them from separating.
- Test your tape first: Always test a small area before fully applying tape to ensure it does not damage or leave residue on the floor.

You are responsible for bringing your own tape to show site.

Vehicles & Trailers as Booth Displays

Vehicles and trailers are not permitted as displays at this venue.

Decorator & Furniture Services

Your booth does not include tables, chairs, or carpet. Exhibitors can either order furniture from the show's decorator or bring in their own furniture/materials. Any materials you bring in must be able to fit inside your booth.

How to Order

Exhibitors who choose to order furniture or materials from the decorator can do so via the "*Service Provider Forms* " located on our website. Service provider forms will be available on our website four weeks prior to the show. You will be responsible for submitting your own order forms directly to the service provider. Please read the order forms carefully, as they have instructions for submission and payment.

When to Order

Show management highly recommends that you place your furniture orders prior to move-in day. Ordering in advance helps ensure availability and may also qualify you for discounted pricing from the decorator.

On-site Order Policy

Exhibitors who place their orders on site risk that furniture will be sold out by the time the move-in starts. Due to the volume of decorator orders, our decorator staff will be extremely busy on site. This means that on-site orders may take longer to arrive at your booth. Avoid long waits, or sold out furniture by ordering prior to the show.

Electrical Services

Your booth does not include electric or power drops. Exhibitors who need electric can order power from the show's electrical service provider.

How to Order

Exhibitors who choose to order electric from the electrical service provider can do so via the "*Service Provider Forms* " located on our website. Service provider forms will be available on our website four weeks prior to the show. You will be responsible for submitting your own order forms directly to the service provider. Please read the order forms carefully, as they have instructions for submission and payment.

When to Order

Show management highly recommends that you place your electric order prior to the move-in day. Ordering in advance helps ensure availability and may also qualify you for discounted pricing.

On-site Order Policy

Exhibitors who place their orders on site risk that the electrician will not be able to get power to your booth. Due to the volume of electric orders, our electrical staff will be extremely busy on site. This means that on-site orders may take longer to arrive at your booth. Avoid long waits, or the inability to have power run to your location by ordering prior to the show.

Alternative Power Source Policy

Alternative power sources, such as battery backups or generators are not permitted. Exhibitors who bring any of these into the building will be asked to remove them. Failure to remove alternative power sources may result in your booth being shut down. Exhibitors who require electric must order via the show's electrical service provider.

Wi-Fi & Internet Services

Wi-Fi is available for a fee for all exhibitors via the public network at this venue. Hardline wired connection via an ethernet cable is not available.

How to Access the Wi-Fi

Please visit the ACS information booth. Our staff will provide you with instructions on how to connnect.

How to Order a Wired Connection

Wired connections are not available at this venue.

Mobile Hotspot Set-Up

If you prefer to use your own mobile hotspot, you are welcome to do so. Please note:

- Mobile hotspot performance depends on your cellular carrier’s signal strength inside the venue.
- We recommend testing your hotspot connection during move-in to ensure it meets your needs.

Water Services

Access to larger quantities of water is not available at this venue.

Shipping & Material Handling

Shipping options and material handling services vary by show. It is your responsibility to confirm with the decorator whether these services are available for your event.

Confirming Services

If you need shipping, freight handling, or advance warehouse services, please reach out directly to the official decorator. You can find the decorator's contact details and order forms in the "*Service Provider Forms*" available on our website.

Tip: When contacting the decorator, be prepared to provide your estimated shipment size, weight, and delivery timing. This will help them guide you to the best options.

Shipping Responsibilities

You are responsible for:

- Arranging all shipping and freight services with the decorator or a third-party carrier.
- Tracking your shipments to ensure timely delivery.
- Being on-site to receive and sign for your materials.

Show management and venue staff are not permitted to sign for exhibitor shipments. Shipments will be turned away if you or a member of your team are not available to sign for the delivery. Please plan accordingly with your third party service providers and team.

Material Handling & Drayage

If the decorator offers material handling services at your event, fees and handling times will vary based on shipment size and timing. Be sure to confirm rates and deadlines directly with the decorator.

Note: Shipping your materials to the venue does not automatically place them at your booth. Material handling, also known as drayage, involves moving your shipment from the loading dock or warehouse to your booth space.

Labeling Your Shipments

If you plan to ship materials, follow the labeling instructions provided by the decorator to ensure your freight is properly routed. Incorrect or incomplete labeling may result in delays or additional handling fees.

Food Sampling & Selling

Food, non-alcoholic beverages and alcoholic beverages are not permitted to be sampled or sold at this venue.

Covered Booth Policy

A covered booth is defined as any exhibit space with an overhead structure, including roofs, canopies, tents, or any other materials that form a ceiling. Please note that covered booths may require additional fire safety precautions, such as fire-resistant materials or proper ventilation, in accordance with venue and fire marshal regulations.

Covered Booth Policy

Covered booths are not permitted in this venue.

- This includes pop-up tents.

Non-compliant booths may be delayed during setup or denied access to the show floor.

Failure to meet these requirements may result in modification or removal of your covered booth, as determined by show management or the local Fire Marshal. Non-compliant booths may be delayed during setup or denied access to the show floor.

Animal Display Guidelines

If you plan to include an animal in your booth display, you must notify American Consumer Shows in advance. This information is typically collected during the exhibitor sign-up process. If you did not provide details at that time, you are required to email us at least two weeks prior to the show. Late requests may not be approved.

Leashing

All dogs must be leashed at all times to ensure the safety of attendees and other animals.

Cleanup Responsibility

Exhibitors are responsible for all cleanup associated with their animals. This includes bringing your own cleanup materials, such as waste bags, disinfectants, and any other necessary supplies to maintain a clean and safe environment for all.

Barn Animals

The use of barn animals in displays requires prior written approval. If you have already gotten approval during the exhibitor sign up process, no action is required. If you did not get approval beforehand, please note the following:

How to Notify ACS - Animal Displays

Email Ops@ACSshows.com with the subject line: *DU F26 - Request for Animal Display*

Your email must include:

- Your company name
- The contact name and email address of the person requesting approval
- The type of barn animal you'd like to display
- The amount of animals you plan to bring
- The type of containment you'll have in your booth for the animal (Example: A cage or pen)
- The cleaning materials you'll bring to clean up after the animal

Forklift Services

Forklift service is available at no additional cost to all exhibitors during both move-in and move-out. This service is provided to help you safely and efficiently move heavy freight and palletized materials in and out of your booth space.

When the Forklift is Available:

- Move-In Day: Forklift operators will be available throughout scheduled move-in hours on December 18, 2026.
- Move-Out: Forklift assistance resumes once the show closes and exhibitors begin packing up on December 20, 2026.

When the Forklift is Not Available:

- Day of the Show Move-In: Forklift assistance will not be available during the brief move-in window just before the show opens. If you require forklift service, please plan to arrive during the main move-in day, listed above.
- During Show Hours: Forklift service is not available while the show is open to the public.

Best Practices:

- Check in at the Information Booth before requesting forklift assistance.
- Clearly label your freight with your booth number and company name.
- Do not attempt to operate the forklifts yourself. Only approved personnel are permitted to do so.
- If your freight is being delivered via a third party or shipping company, make sure someone from your team is on-site to coordinate with the forklift operator.
- Have all materials fully prepared and ready to be moved before requesting forklift service. This helps keep operations running smoothly and reduces wait times for everyone.
- Be patient during peak times; our staff will work hard to assist everyone as quickly as possible.

This service is designed to make your loading experience simpler and smoother. Please plan ahead and take advantage of it if you're moving large or heavy item

Music & Audio In Booths

To protect the show environment and ensure every exhibitor can conduct business without disruption, playing music in your booth is strictly prohibited. This includes live music, recorded tracks, background playlists, or any form of amplified audio.

Policy Enforcement

ACS has a zero tolerance policy for music. If you play music at your booth:

- You will be asked to turn it off immediately.
- Repeated violations will result in your removal from the show floor.
- Promotional videos played on a TV or display are permitted at a low, speaking volume.

If you experience an issue with a neighboring exhibitor playing music or disruptive audio, please report it directly to show management at the Information Booth. Do not attempt to address the issue yourself. Our team will handle it promptly and professionally.

Exhibitor Etiquette

As an exhibitor, you represent your brand, your industry, and the overall experience of the show. To help create a welcoming, respectful, and productive environment for both attendees and fellow exhibitors, we ask that you follow these etiquette guidelines throughout the event.

Stay Within Your Booth Space

- All displays, products, signage, and staff must remain within the boundaries of your contracted booth.
- Aisles must remain clear at all times to ensure safe and smooth traffic flow for all attendees.
- You may not extend tables, literature, or promotional materials into common areas or another exhibitor’s space.

Remain for the Full Duration of the Show

- Exhibitors are expected to remain fully set up and staffed during all open show hours.
- Early breakdown is not permitted. Dismantling your booth before the show officially ends disrupts the event and creates safety hazards.

Engage Professionally

- Be courteous to attendees and respectful of neighboring exhibitors.
- Loud behavior, aggressive sales tactics, or interfering with another exhibitor's business is prohibited.
- Do not approach or pull attendees from the aisles or from neighboring booths. All interactions should take place within your own booth to maintain a professional and respectful environment for all exhibitors.

Be Present and Prepared

- Have at least one staff member present at your booth at all times during show hours.
- Avoid leaving your booth unattended. It sends the wrong message to potential customers and can lead to loss or theft of materials.
- Avoid texting or eating while in your booth, as it may give attendees the impression that you're unavailable or uninterested. Staying attentive helps create a welcoming and professional atmosphere that draws consumers in.

Following these guidelines helps create a better show experience for everyone and leaves attendees with the best impression of your business.

Adhesive Stickers

Stickers of any kind are not permitted to be distributed at this event. This includes adhesive labels, promotional stickers, logo decals, and similar items.

Exhibitors are not allowed to hand out, display, or apply stickers at any time — in or outside of their booth space. Stickers are often found on walls, floors, and venue property, which results in costly cleanup and damage fees.

Any exhibitor found distributing stickers will be held responsible for the cost of custodial services billed by the facility.

Tip: Choose alternative promotional materials such as business cards, flyers, or postcards that don't create cleanup issues.

Balloons

Helium balloons are not permitted at this event. This includes helium filled balloon arches, individual helium-filled balloons, or any inflatable elements that require helium to stay aloft.

Air-filled balloon décor (such as columns or garlands) may be allowed, but it must remain within your booth space and not interfere with aisles, signage, or overhead fixtures.

Products & Services

Only the products and services listed on your exhibitor contract may be promoted, displayed, or sold at the show. This ensures that all exhibitors are presented fairly and that the event remains consistent with what attendees expect to see.

If you display items or offer services that were not approved during registration, show management reserves the right to ask that those items be removed immediately.

Failure to comply may result in:

- Removal from the show floor
- Forfeiture of your booth cost
- Denial of participation in future events

Signage & Display Heights

All signs, banners, and display elements must remain within the approved height limit of 8 feet, unless you receive written approval from show management.

Standard Signage Rules

- Your signs and banners must not exceed 8 feet in height without advance approval.
- Any approved signage extending above 8 feet must be single-sided and facing into your own booth only.
- Signage must not block, hang over, or encroach on neighboring displays — no exceptions.

Recommended Banner Setup

If you plan to hang a banner on the pipe-and-drape backdrop, we strongly recommend using a banner with grommets along the top edge for easier setup.

- You are responsible for bringing and securing your own signage.
- Your banner must not interfere with neighboring booths that share the same backdrop pipe.
- While S-hooks may be available from the decorator on-site, availability is not guaranteed. Bring any hardware you need to safely hang your sign.
- It is recommended that you bring your own step ladder to help hang up your signage. Standing on tables or chairs is not permitted.

Venue Restrictions

- Do not tape, attach, or mount signs to the venue walls or ceilings under any circumstances.
- All signage must be completely contained within your assigned booth space.

Janitorial & Trash Removal Guidelines

Venue staff will handle janitorial services in all general public areas, including aisles, lobbies, and restrooms. These areas are cleaned regularly during and after the show.

However, you are responsible for removing all trash and debris from your booth space throughout move-in, show hours, and move-out.

What You Need to Know:

- Please place any small garbage (like paper, packaging, and food wrappers) in the provided venue trash bins.
- Do not leave large or bulky trash — including broken displays, boxes, pallets, or product waste — on the show floor.
- You must take all display materials, packaging, décor, and large trash items with you at the end of the show. Do not leave anything behind, including items that do not fit in venue trash bins.

Distribution of Materials & Promotional Items

Exhibitors are permitted to hand out flyers, catalogs, brochures, folders, and promotional items within their booth space only. Distribution of any materials in aisles, lobbies, or from booth to booth is strictly prohibited.

Exhibitors are not allowed to stand, pitch, or linger in the aisles at any time. All interactions and displays must take place within the boundaries of your contracted booth space. No portion of your display or promotional materials may extend beyond your booth. This includes signage, tables, racks, or other items.

Canvassing, soliciting, or passing out materials in any part of the exhibit facility or parking lot by non-exhibitors, or on behalf of non-exhibitors, is not allowed.

You are welcome to display, demonstrate, offer samples, and sell products only within the boundaries of your assigned booth.

Tip: If you notice someone violating this policy, please do not confront them directly. Instead, report the issue to show management at the Information Booth so our team can handle it appropriately.

Placing flyers on vehicles in the parking lot is strictly prohibited. Exhibitors found doing so may be billed by the venue for cleanup and custodial services.

Security & Exhibitor Responsibility

At the close of each show day, American Consumer Shows staff will walk the show floor to ensure all attendees and exhibitors have exited. Once the hall is cleared, the venue will be locked and secured for the night.

Each morning, doors will open to exhibitors one hour before the show opens to the public. You must have at least one member of your team present during this pre-show hour for both preparation and security purposes.

Please note:

- American Consumer Shows does not guarantee against loss, theft, or damage to your materials.
- You are solely responsible for the security of your personal items, merchandise, and displays.
- We strongly recommend not leaving valuables or sensitive items unattended overnight.

Fire Marshal Rules & Regulations

All exhibits must comply with local fire codes and venue safety regulations. The Fire Marshal may conduct an inspection before the show opens, and your booth must be ready and compliant at that time. To avoid delays or forced changes to your setup, please follow these rules:

Required Safety Standards

- All booth materials must be flame-retardant. This includes table covers, banners, curtains, backdrops, and signage. Materials may be subject to inspection and testing on site.
- No open flames, heat-producing devices, or exposed heating elements are permitted inside the venue.
- Power strips and extension cords must be UL-rated and in good condition. Daisy chaining multiple power strips is not permitted.
- Exits, fire extinguishers, and sprinkler systems must remain clear and unobstructed at all times.
- If you are displaying a vehicle or trailer, you must meet all requirements outlined in the "Vehicles & Trailers as Booth Displays" section of this kit, including battery disconnection and fuel limits.

Prohibited Materials & Hazardous Substances

To ensure safety for all attendees and exhibitors, the following substances are strictly prohibited inside the venue:

- Flammable liquids, including gasoline, kerosene, lighter fluid, and similar fuels
- Propane tanks or any vehicles or displays powered by propane or other pressurized gases
- Compressed gases, petroleum-based products, or flammable aerosols
- Toxic, noxious, or hazardous substances, including paints, stains, polyurethanes, varnishes, sealants, or other chemicals with strong fumes or fire risk.

If your display involves any materials that may be questionable under these rules, contact show management in advance for approval. Unauthorized use of restricted substances may result in removal from the show floor.

Any booth that does not meet these standards may be subject to modification or removal by order of the Fire Marshal. Please plan your setup accordingly.

Exhibitor Move-Out Process

Move-out for all exhibitors begins at 5:00 PM. You or a member of your team must claim your booth materials by 6:00 PM, and completely remove all materials by 8:00 PM. Any booth contents not claimed and removed by 8:00 PM will be subject to shipping and storage charges, or may be discarded by the venue.

Move-Out Guidelines

- No Monday Move-Out: Monday move-out is not available at this venue. You must remove all display materials by Sunday night at 8:00 PM.
- Bring Your Own Cart: Exhibitors are strongly encouraged to bring their own carts, dollies, or hand trucks to move materials. While the decorator provides a limited number of carts, availability is not guaranteed.
- Forklift Service: Complimentary forklift service is available during scheduled move-in and move-out hours to assist with heavy freight or palletized materials. Visit the Information Booth to request assistance. Forklift service is not available during show hours or during limited move-in time just before the show opens.
- Clean Booth Policy**:** Please remove all garbage, debris, and broken displays from your booth space during move-out. You are not permitted to leave trash or discarded items at the venue.
- Freight Pick-Up: If you have arranged outbound shipping through a third party, make sure you confirm pickup times directly with your carrier. You are responsible for coordinating your outbound freight.
- On-Site Assistance: Our show management team will be available during move-out to help answer any questions you have about loading and departure procedures.

Scam Awareness & Safe Practices

Unfortunately, many exhibitors across the industry receive fraudulent emails offering to sell attendee lists. These are not legitimate and have no connection to American Consumer Shows.

How to Spot a Scam

- Is the email from American Consumer Shows?
  All legitimate emails come from the @ACSshows.com domain. If the sender is using any other domain, it's a scam.
- Is someone asking you to pay for the list?
  We do not sell registration lists. If someone is requesting payment, it's a scam.
- Does something feel off?
  Poor grammar, generic sender names, and urgent language are all common signs of scam emails.

If you're ever unsure about an email or offer you receive, don't hesitate to check with us directly. Contact our customer service team at CustomerService@ACSshows.com or call 888-433-3976.

Refunds for Exhibit Space

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied at the show start on opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

Exhibitors that leave the show early, or are removed for any reason are not entitled to a refund.

Parking Map & Load-In Overview

To help you arrive and get set up efficiently, please review the map and instructions in this section carefully. When you arrive on-site for move-in, head to the designated Load-In Doors marked on the map. This is your unloading area for the event.

Unloading Procedure

- Proceed to the Lot 5 load-in and staging area off of Dulles Town Circle.
- Please park in one of the available spots to unload your vehicle.
- Do not leave your vehicle unattended in this area.
- Once fully unloaded, move your vehicle to the Exhibitor Parking Area before setting up your booth.

Mandatory Check-In

- Before setting up your booth, visit the Information Booth to check in with Show Management. This ensures you're in the correct booth space and allows us to confirm your arrival. The Information Booth will be located near the Load-In Doors during all move-in hours.

Parking Rules

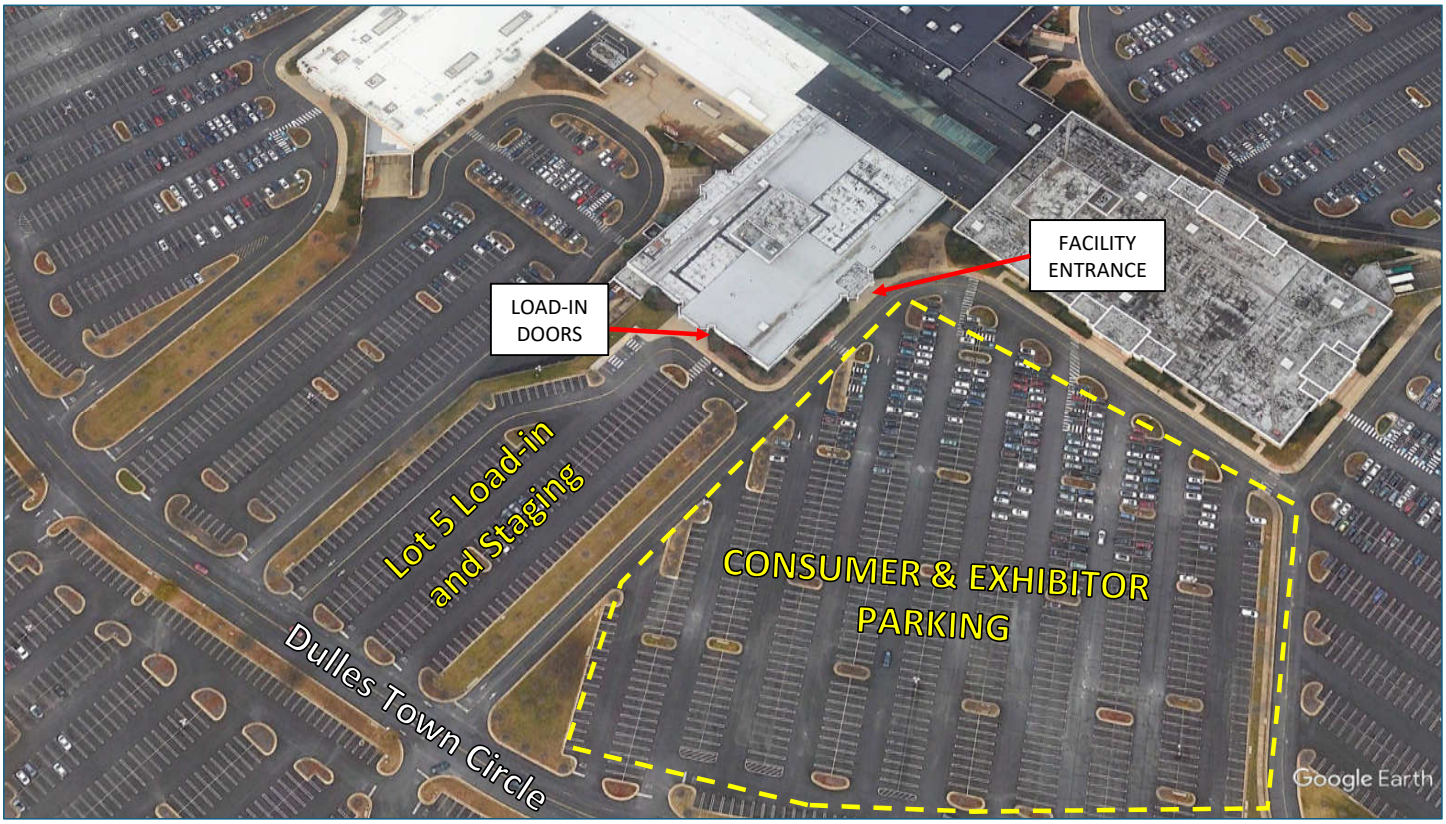
- There is no charge to park at this venue.
- Parking in the loading area is strictly prohibited. Vehicles left in unauthorized areas will be ticketed and towed at the owner's expense.

Equipment Recommendation

- Bring your own hand truck, dolly, or cart to make move-in and move-out faster and easier.
- It is recommended that you bring your own step ladder to help hang up your signage. Standing on tables or chairs is not permitted.

Venue Entry & Exit

- During show hours, only the main entrance and exit will be accessible.
- Emergency exits are alarmed and will sound if opened.



HOME SHOW

IMPORTANT BREAKDOWN AND MOVE-OUT INFORMATION

🚨 MONDAY MOVE-OUTS ARE NOT PERMITTED 🚨

Please inform your setup and breakdown teams to avoid any issues.

- IMPORTANT INFORMATION -

- Move-out begins at 5:00 PM on Sunday.
- All exhibits and booth materials MUST be claimed by 6:00 PM and removed from the hall no later than 8:00 PM.
- Exhibitor contents that have not been claimed and removed by 8:00 PM will be subject to shipping and storage charges or will have their displays discarded by the venue.
- The roll up door will remain closed until 5:00 PM on Sunday.

- HELPFUL GUIDELINES -

- **Forklift Service -** If you require a forklift, please speak with an event staff member. This is a free service and is provided on a first-come, first-served basis.
- **Landscaping -** You are responsible for removing all construction and landscaping materials, including pavers, stone, dirt, and plants. Do not leave any of these items on the show floor—they must be taken with you.
- **Pack & Secure Items** – Make sure everything is packed before heading to the loading area to get your vehicles.
- **Shipping & Freight** – The decorator may offer freight service, please stop by the decorator's service desk for availability.
- **Stay Aware** – Keep an eye on your belongings, exhibitors are responsible for their items.
- **Follow Loading Procedures** – Do not double park, block the load-in door, or drive into the hall.

INFORMACIÓN IMPORTANTE SOBRE EL DESMONTAJE Y LA SALIDA

🚨 **LOS DIAS LUNES NO SE PERMITE SACAR LOS MATERIALES DEL MONTAJE EXHIBIDO** 🚨

Por favor, informe a sus equipos de montaje y desmontaje para evitar cualquier problema.

- INFORMACIÓN IMPORTANTE-

- El desmontaje comienza el domingo a las 5:00 PM.
- Todos los materiales de exhibición y de los stands DEBEN ser reclamados antes de las 6:00 PM y retirados del recinto a más tardar a las 8:00 PM.
- Los materiales de los expositores que no hayan sido reclamados y retirados antes de las 8:00 PM estarán sujetos a cargos por envío y almacenamiento o serán desechados por el recinto.
- La puerta de entrada y salida del material permanecerá cerrada hasta las 5:00 PM del domingo.

- DIRECTRICES ÚTILES -

- **Servicio de montacargas** – Si necesita un montacargas, hable con un miembro del personal del evento. Este servicio es gratuito y se proporciona por orden de llegada.
- **Diseñadores de Jardines** – Es responsabilidad de cada expositor retirar todos los materiales de construcción y jardineria, incluidos adoquines, piedras, tierra y plantas. No deje ninguno de estos elementos en el piso de exhibición; deben llevarselos.
- **Empaque y Asegure los Materiales** – Asegúrese de que todo esté empacado antes de dirigirse al área de carga para recoger sus vehículos.
- **Envíos y Transporte** – El decorador puede ofrecer servicio de transporte. Por favor, acérquese al mostrador de servicio del decorador para consultar disponibilidad.
- **Manténgase alerta** – Vigile sus pertenencias, ya que los expositores son responsables de sus artículos.
- **Siga los procedimientos de carga** – No estacione en doble fila, no bloquee la puerta de carga ni conduzca dentro del recinto.