

# 2024 EXHIBITOR MANUAL

## 19th Annual Builders St. Charles



Presented by



Produced by



HOME BUILDERS  
ASSOCIATION  
ST. LOUIS



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to updates or changes  
without notification.**

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Dear Home Show Exhibitor,

Thank you for exhibiting at the 2024 Builders St. Charles Home Show, presented by James Hardie Building Products. Planning ahead is the key to your success in the Show. This manual was designed to answer your questions and provide important Show information.

The Home Show team is looking forward to working with you. We want you to have a successful Show. If you have questions, please don't hesitate to contact us!

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#### **ALL OTHER DECORATOR FORMS ARE IN SEPARATE DECORATOR PACKET**

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 & Banner Hanging)

### 5 13-19

Tammy x124



**Show Manager**  
 RidgleyT@hbastl.com  
 314-817-5624

Ellen x120



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 314-817-5620

# GENERAL INFORMATION

## CONVENTION CENTER ADDRESS

### St. Charles Convention Center

1 Convention Center Plaza  
St. Charles, MO 63303

## SHOW HOURS & COLORS

Friday, April 5	10 am - 7 pm
Saturday, April 6	10 am - 7 pm
Sunday, April 7	10 am - 5 pm

Yellow and white drape, gray carpet, yellow skirted tables.

## HBA HOME SHOW OFFICE

Located just inside the Exhibitor Entrance on the south side of the building.

## EXHIBITOR LOUNGE

Board Room 2307 - Upper Level.

## SALES TAX

7.96%

## EXHIBITOR FOOD SERVICE

Unless special-ordered from Food Service, food options include a concession stand inside the main exhibit hall on the Lower Level, the Compass Cafe located across from the escalator in the Lower Level lobby area and a portable concession stand located on the Upper Level.

## EXHIBITOR PASS INFORMATION

No exhibitor passes for entry to the Show will be necessary due to the free admission policy for the general public. Exhibitors may enter through any of the regular public entry areas or through the Home Show Office located on the south side of the Convention Center.

**Note: On Show days prior to the Show opening to the public at 10 am, exhibitors can get into the building at 8 am. The only entrance open is the Exhibitor Entrance on the south side of the building next to the Home Show Office.**

## EXHIBITOR DEADLINES

<b>February 16</b>	Final Booth Payment - HBA
<b>February 16</b>	Electrical Order for Advance Price - HBA
<b>February 16</b>	Water & Booth Cleaning Orders for Advance Price - HBA
<b>March 8</b>	Directory Listing Form - HBA
<b>March 8</b>	News Release Information (Media) - HBA
<b>March 8</b>	Advertising Deadline for Show Directory - HBA
<b>March 18</b>	Decorator Order - Heritage Display Group

**NOTE: Missing these deadlines can cost you money!**

## HOTEL ACCOMMODATIONS

Local convenient hotels include the Embassy Suites Hotel that is connected to the Convention Center and the Fairfield Inn located a half block from the Convention Center. No special rates are available for either hotel, so rates will be the prevailing rates at the time of booking. Call 636-946-5544 for reservations at the Embassy Suites or 636-946-1900 for reservations at the Fairfield Inn.

# PROMOTIONS / LOGOS / SOCIAL MEDIA

## Opportunities to increase visibility with consumers!

### HOME SHOW DIRECTORY OPPORTUNITIES

Each exhibitor will receive one **FREE** listing in the directory Product/Service section **if form is completed in the Exhibitor Portal by March 8.**

The printed Directory is distributed at Show entrances. A recent survey indicated that **80%** of attendees left with a directory to use as a buying guide and **79%** will make a purchase for their home within one year. **Bold** your listing or add your website for just \$30 each. Additional category listings can also be purchased for \$35 each. **Each exhibitor will receive a free website listing with link on STLHomeShow.com if website is listed on form. (Website will NOT be printed in the Show Directory.)** If you have questions contact Tammy at 314-817-5624 or RidgleyT@hbastl.com.

**Advertise in the directory.** Stand out from other exhibitors and keep your name and product/service in front of consumers. A limited amount of advertising space is available on a first-come, first-served basis. Pricing: \$950 for full page color, \$475 for ½ page color and \$275 for ¼ page color. Deadline for advertising space is March 8.

### BECOME A FEATURED EXHIBITOR

Exhibitors can purchase an upgraded digital listing for \$50. This listing offers the ability to share brochures, photos, videos and additional company information which will appear on the Featured Exhibitors page and the Show Map on our website.

### SEND INFORMATION FOR MEDIA INQUIRIES

Help us help you! The media is always looking for newsworthy information and interesting products/services that they can feature on their shows. **FREE** publicity is priceless! Your information may be supplied to the media, upon inquiry.

Do you have a new product? A new twist on an old product? Contact the manufacturer for a press release. Or write an article about how your product/service fulfills a need consumers have, including product benefits and how it stands out from others. Submit your information with high resolution photos and you could receive **FREE** publicity. Information can be submitted at STLHomeShow.com in the Exhibitor Portal. Deadline is March 8. For more information about advertising and promotion, contact Ellen at 314-817-5620 or ViehmannE@hbastl.com.

## Spread the word about your participation in the Show!

### HOME SHOW LOGOS & INVITATION

Include the Show logo in your advertising and social media. To receive logos, email Ellen at ViehmannE@hbastl.com or download them at STLHomeShow.com in the Press Room accessible from the Show Visitors section of the website. Invite your customers to come see you at the St. Charles Home Show, presented by James Hardie Building Products. The HBA makes it easy! We create an electronic invitation that you can email to your database or include in social media posts. This invitation will be emailed to exhibitors 30 days prior to the Show.

See us at the  
19th Annual Builders  
**St. Charles**  
**Home Show**  
Presented by  
**JamesHardie**  
**April 5-7**  
**St. Charles**  
**Convention Center**



### SOCIAL MEDIA

Share, tweet, like, follow, mention and comment about the Show, your booth # and your Show specials on all your social platforms. Tag, mention and share the St. Louis & St. Charles Home Shows pages/posts in your posts and use #STLHomeShow. Everybody wins when we get "social" together!

**Facebook ...** [www.facebook.com/stlhomeshow](http://www.facebook.com/stlhomeshow)  
**Instagram ...** [www.instagram.com/stlhomeshow](http://www.instagram.com/stlhomeshow)  
**LinkedIn ...** [www.linkedin.com/company/st-louis-&-st-charles-home-shows](http://www.linkedin.com/company/st-louis-&-st-charles-home-shows)

#### Sample posts and tweets:

- Don't miss us at the St. Charles Home Show, presented by James Hardie Building Products, April 5-7 in booth xxx at the St. Charles Convention Center. #STLHomeShow
- Come see us at the Builders St. Charles Home Show, presented by James Hardie Building Products, this weekend. We are in booth xxx and admission is free! #STLHomeShow
- Looking to improve your home? Visit us at the Builders St. Charles Home Show, presented by James Hardie Building Products, in booth xxx to take advantage of our show specials. #STLHomeShow



# MOVE-IN & MOVE-OUT INFORMATION

## MOVE-IN TIMES & PROCEDURES

To assist exhibit move-in, we schedule exhibitor set-up times based on booth size and circumstances. Please follow this schedule and procedure.

### MOVE-IN THURSDAY, APRIL 4

Move-In - 7 am - 6 pm

**ALL booths in ALL halls that are 10'x20' or larger MUST call and schedule a move-in time!** Call beginning Wednesday, March 6 to reserve your move-in time with Tammy at 314-817-5624 or Ridgleyt@hbastl.com. Times will be assigned based on location in the exhibit hall and the order in which calls are received.

**Booths 100-319 - Move-In South Overhead Door**  
**Booths 400-999 - Move-In Loading Docks A, B & C**  
**Booths 1000-1999 - Move-In South Overhead Door**  
**Booths 2000-2500 (Upper Level) - Move-In Loading Docks D, E & F**

**Note: NO DRIVING ONTO THE SHOW FLOOR IS ALLOWED. BRING YOUR OWN DOLLIES AND CARTS. You will move your own exhibit to your booth.**

**Crated and palleted exhibits will unload with teamsters and forklifts at the loading dock.** Please indicate that you need a forklift when reserving your move-in time.

**Note: Forklifts CAN NOT operate on the Upper Level or in Aisle 1000 in the front lobby on the Lower Level due to carpet.**

**Note: If you have a trailer display or vehicle that will be used as part of your display, you MUST notify Tammy at the HBA at 314-817-5624 and schedule an early move-in time.**

## MOVE-OUT TIMES & PROCEDURES

**Sunday, April 7** 5:30-9 pm (**No forklifts available**)  
**Monday, April 8** 8-11 am Upper Level  
**Monday, April 8** 8 am - 2 pm Lower Level

- **Breaking down or moving out booths before the close of the Show on Sunday is strictly prohibited. There will be a \$400 fine for anyone that starts breaking down early. Exhibitors who do so will not be allowed in future HBA shows.**
- All move-out is first-come, first-served.
- Use the same door for move-out that you used for move-in.
- Bring your own dollies and two wheelers to move your exhibit to your vehicles. Have necessary labor with you.
- Crated and palleted exhibits on the Lower Level will be loaded with forklifts provided by the HBA.  
**No teamster labor is provided on Sunday evening.**

**Note: NO DRIVING ONTO THE SHOW FLOOR IS ALLOWED.**

**- IMPORTANT -**

**ALL EXHIBITS MUST BE OUT OF THE UPPER LEVEL BY 11 AM ON MONDAY, APRIL 8**

**ALL EXHIBITS MUST BE OUT OF THE LOWER LEVEL BY 2 PM ON MONDAY, APRIL 8**

**TEAMSTER LABOR & ASSISTANCE:** The Show will provide complimentary teamster labor and fork lift service for non-crated/palleted materials that do not come on over-the-road trucks. **Neither the Show nor the Show Decorator assume liability for any property that is damaged through using this service. If you want the Show Decorator to assume this liability to move your materials you must order drayage and pay the 100lb weight.** For details, see Show Decorator Packet.

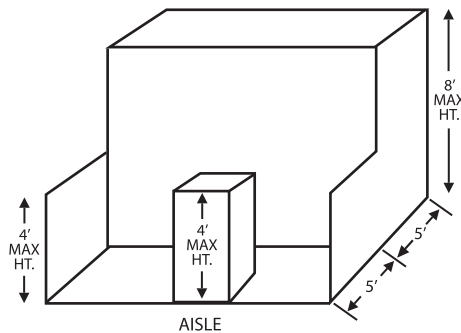
Union Labor will be provided at the prevailing rates to exhibitors upon their order, for the erection, dismantling and any servicing required for their displays. Straight time will be charged between the hours of 8 am and 4:30 p.m, Monday through Friday. Overtime will be charged at all other times.

# EXHIBITOR DO'S & DON'TS

## EXHIBIT CONSTRUCTION

Standard exhibit configuration is 10' square and multiples thereof. Exhibits may not exceed 8'3" in height including signage. When you purchase a 10'x10' exhibit there is no additional space – exhibits should be constructed at 9'6"x9'6" to accommodate pipe and drape and ensure that you fit within your area and between your neighbors comfortably. 10' square pop-up tents will only be allowed in 10'x20' or larger exhibits, must be centered and cannot have names or logos on the back or sides. No signage may appear as if it is representing a neighboring company. Display fixtures over 4' high must be confined to that area of the booth that is at least 5' from the aisle line. **NOTE: Island displays do not have an 8'3" height limitation.** (Read further in Exhibitor Do's and Don'ts for island signage limitations.)

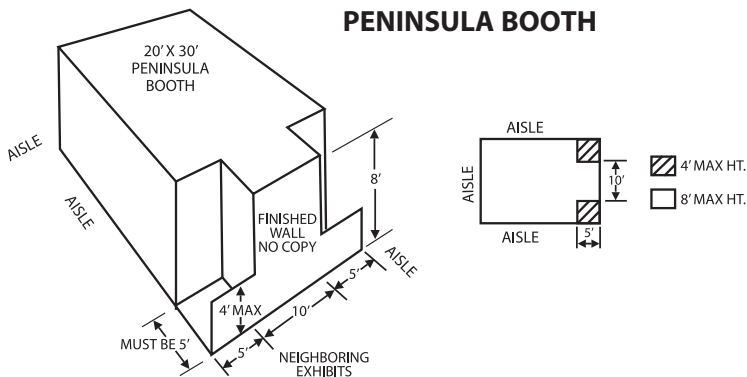
### STANDARD 10'X10' EXHIBIT GUIDELINES



A peninsula booth is an exhibit that is 20'x20' or larger with an aisle on three sides. All display fixtures over 4' in height and placed within 5 linear feet of a neighboring exhibit must be confined to the area within 5' of the center line to avoid blocking the sightline from the aisle. See picture below.

**INTENT** - Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to another 10'x10' booth. If you have any questions regarding exhibit design or configurations, please call Tammy at 314-817-5624.

### PENINSULA BOOTH



## EXHIBIT FLOOR COVERINGS & TABLES

Your booth includes: tuxedo carpet, unless you told us on your application that you are providing your own flooring, and a yellow skirted table, if requested on your application. If you need additional tables, booth display backdrop or other decorator items, call Heritage at 314-534-8500.

## EXHIBIT ELECTRICITY

All Convention Center electricity must be ordered from the HBA using the order form in the last section of this manual if this was not completed on the Exhibit Space Application. Electricity must be ordered by February 24 to receive the Advance Price. The price increases approximately 25% after this date. **To avoid additional expenses, bring your own power strips and extension cords to get power to where you need it.** Contact Tammy Ridgley at 314-817-5624, RidgleyT@hbastl.com if you have questions. **NOTES: If you're using water in an electrical device (i.e., spa, pond) you MUST have a G.F.I. in your electric circuit. Bring your own G.F.I. cord to save money. If you have an item that requires 24 hour electric service, you must order 24 hour electric service.**

## SIGNAGE

Signage must have the appearance of being professionally produced. **Signage height is limited to 8'3" for inline booths smaller than 20'x20'. Any signage above the 8' drape, must be single-sided and finished on the back. Booths 20'x20' or larger or perimeter booths do not have a height limit but may not block neighboring exhibits' sightlines. Island displays do not have a height limitation. NOTE: Feather flags and balloons are considered signage and above rules apply.** Any signage/displays found in violation will be removed and stored by the Show Decorator. Exhibitor must pick up items no later than show move-out hours or items will be forfeited.

Only island displays with four sides open may request permission to hang a banner over their island. If the location of the requested banner does not block aisle drops or other show signage and has the necessary ceiling support, permission may be granted by Show Management.

## USE OF NON-INFLAMMABLE MATERIALS

Materials used in the exhibit hall **MUST** be non-inflammable to conform with St. Charles Fire Department Fire Regulations. Cloth decorations must be able to pass a Fire Department flame test. Materials not conforming will be removed immediately at the exhibitor's expense.

# EXHIBITOR DO'S & DON'TS

## FIRE-RETARDANT REQUIREMENTS

If you are using a tent, it must be fire-retardant. All exhibits over 100 square feet with a solid roof must have a fire extinguisher in the exhibit. They must be designed porous to allow for the effective operation of building fire sprinklers. Major exhibit materials such as booth draping and table skirting must be treated with a flame retardant.

## TELEPHONE SERVICE

If you need telephone service in your booth, use the order form in the last section of this manual.

## STAFFING EXHIBITS

Exhibits must be staffed during **ALL** show hours. Breaking down or moving out booths before the close of the show on Sunday is strictly prohibited. **There will be a \$400 fine for anyone that starts breaking down early. Exhibitors who do so will not be allowed in future HBA shows.**

**NOTE: Exhibitors must stay within their booths. Working aisles is strictly prohibited. If you are working aisles and are asked to stop more than twice by Show Management, you will not be allowed to exhibit in future shows.**

## MERCHANDISE DELIVERY ON SHOW DAYS

Merchandise deliveries for restocking can be made Friday, Saturday and Sunday from 8-9:30 am at Loading Docks A, B & C on the Lower Level ONLY. The freight elevator next to Docks A, B & C can be used to take merchandise upstairs. Pull up to the door, sound your horn, and a security guard will open the door. No labor will be provided. Have your own dollies and two wheelers available. Be prepared to move your own merchandise to your booth.

## CRATE & BOX STORAGE

The St. Charles Convention Center does not have crate/box storage areas inside the building. Exhibitors should be prepared to remove all boxes and crates from the Convention Center prior to the Show opening on Friday. After the Show closes on Sunday, crates and boxes can be returned to the Convention Center for repacking and move-out. Contact Tammy at 314-817-5624 if you have special needs or questions.

## NO SMOKING POLICY

St. Charles Convention Center has a non-smoking policy in the building. **To smoke you must exit the building.**

## PAINTING OF EXHIBITS

No painting of exhibits, signage, etc. inside or on Convention Center property is allowed by the St. Charles Convention Center. Touch-up of exhibits is allowed as long as the floor and surrounding area is protected. Exhibitor will be charged for damages from spilled paint or overspray.

## BAN ON HELIUM FILLED BALLOONS

A Convention Center policy prohibits the use of helium filled balloons as giveaways.

## PRIZE DRAWINGS

Show related prize drawings must be company owned or purchased merchandise. Vacation packages or other merchandise provided by an outside, non-exhibiting company may NOT be used as giveaways.

## BOOTH MUSIC OR VIDEOS

By law, exhibitors that use copyrighted music must have the composer's or publisher's permission or be covered by a blanket license which can be purchased for the show from ASCAP and/or BMI.

## FLOWERS & PLANTS

Exhibitors are encouraged to have plants in their booths. They may be purchased from a vendor of your choice.

## FOOD SAMPLING

Food and beverage samples can not be larger than 2 oz. and must be a product sold or manufactured by the exhibitor. Securing all necessary permits is the responsibility of the exhibitor. Exhibitors must follow all St. Charles Health Department guidelines. All food items sold must operate through Convention Center Food Service. A Health Department application and fee must be sent to the Health Department prior to the Show. If you need an application call Tammy at the HBA at 314-817-5624 or refer to page 14 for a link to the application form. Call the Health Department at 636-949-7900 x4204 with questions.



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

**HERITAGE, SHOW DECORATOR - Full Decorator Packet Available  
in your Exhibitor Portal or at [www.STLHomeShow.com](http://www.STLHomeShow.com)**

Your booth includes: tuxedo carpet, unless you told us on your application that you are providing your own flooring, and a yellow skirted table, if requested on your application.

If you need additional tables, booth display backdrop or other decorator items or services, call Heritage at 314-534-8500 to request forms:

- Carpet Order Form
- Furniture / Tables Order Form
- Accessories Order Form
- Displays Order Form
- Labor
- Sign & Banner Hanging
- Sign Service Order
- Credit Card Authorization
- Services Order Summary
- Terms & Conditions
- Exhibitor Appointed Contractors
- Certificate of Liability
- Third Party Authorization



exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050

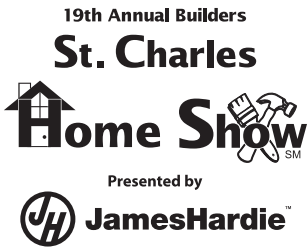
**Order online at: [heritagesvs.com/ordering](http://heritagesvs.com/ordering)**

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The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the local Fire Prevention Code.

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal position depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes. However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers. All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be by a totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.



**Home Builders Association**  
 10104 Old Olive Street Road • St. Louis, MO 63141  
 Tammy Ridgley, Show Manager • (314) 817-5624 • RidgleyT@hbastl.com

To receive the Advance Price, your order form and payment must be received by February 16, 2024. See Exhibitor Manual available at www.STLHomeShow.com for a complete list of services (other order forms and rules). Prices include service for all show days, service fees and applicable taxes.

## EXHIBITOR SERVICES ORDER FORM

Event: 2024 St. Charles Home Show	Company Name: _____
Event Dates: April 5-7, 2024	Mailing Address: _____
Exhibit Location/Booth: _____	City: _____ State: _____ Zip: _____
Ordered By: _____	Phone: _____ Fax: _____
On-Site Contact: _____	Email: _____

### 120 V ELECTRIC

	Advance Pricing (Order by 2-16-24)	Regular Pricing	Quantity
120 V-Single Phase 10 AMPS (960 Watts)	\$88	\$115	_____
120 V-Single Phase 20 AMPS (1920 Watts)	\$118	\$145	_____
Power Strip		\$28	_____

### 208 V ELECTRIC

	Advance Pricing (Order by 2-16-24)	Regular Pricing	Quantity
208 V-Single Phase 30 AMPS	\$217	\$272	_____
208 V-Three Phase 30 AMPS	\$245	\$294	_____
ELECTRICIAN: 2 hour minimum fee per connection required		\$95/HR.	_____

### TELECOM

	Advance Pricing (Order by 2-16-24)	Regular Pricing	Quantity
Wireless Internet (per device)	\$85	\$100	_____
Wired Internet (per device)	\$165	\$185	_____

## TERMS AND CONDITIONS

- Cancellation policy: No refunds or credits will be given after February 16, 2024.
- All terms, conditions and rates on this form are subject to change at any time without notice.

## PAYMENT INFORMATION

Please make check payable to HBA and mail to address at top of form or complete credit card information below.

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_ CSC Code \_\_\_\_\_

Billing Address For Card (where statement is mailed) \_\_\_\_\_

Billing Address Same As Contact Information Above

Amount To Charge \$ \_\_\_\_\_

Name On Card \_\_\_\_\_ Signature \_\_\_\_\_

**CLEANING & WATER SERVICES**

Event: 2024 ST. CHARLES HOME SHOW	Company Name:
Event Dates: APRIL 5-7, 2024	Mailing Address:
Exhibit Location/Booth:	City: State: Zip:
Ordered By:	Phone: Fax:
On-Site Contact:	E-mail:

**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED  
 14 CALENDAR DAYS PRIOR TO EVENT MOVE IN**

√	OPTION	Cleaning Services*	14 DAY ADVANCED PRICING		REGULAR PRICING		
	1	Initial vacuum before first show / event day only	\$0.25	per sq ft	\$0.30	per sq ft	Single Service
	2	Daily vacuum of booth for all show / event days (Includes #1 above)	\$0.20	per sq ft	\$0.25	per sq ft	Per Day
	3	Daily vacuum and Cleaning Service Includes #1 & #2 above PLUS periodic carpet sweeping of booth and wastebasket pick-up	\$0.50	per sq ft	\$0.60	per sq ft	Per Day
	4	Pallet Removal from Booth Space. (DISPOSAL ONLY, NOT STORAGE)	\$50 x _____ (# of Pallets)				Per Pallet

\* Rates do not apply to food shows

**Note: Amount must be based on a minimum of 100 sq ft. per single booth**

Please compute cost below:

Booth Size                      X                      =                      Total Sq. Ft. (Min 100 Sq. Ft.)

   Length                      Width

   X                      X                      =                      \$

Total Sq. Ft.                      Rate per                      # of days                      Total

(Min 100 Sq. Ft.)                      Sq. Ft.

WATER	QTY	14 DAY ADVANCED PRICE	REGULAR PRICE	TOTAL
Water Connection: One Time Fill, & Drain (11-1,000 Gallons)	1	\$ 150	\$ 185	
Water Connection: One Time Fill, & Drain (1,000 + Gallons)	1	\$ 250	\$ 300	

**PAYMENT INFORMATION**

Credit Card Type:	Credit Card Number:	
Expiration Date:	Security Code: <small>(Last 3 digits on back of card or 4 digits on front of Amex.)</small>	
Name on card (Please Print)		
Signature	Date	
Billing Address:		
City: State: Zip:	Please make checks payable to: <b>St. Charles Convention Center</b>	
<b>CANCELLATION POLICY</b> If cancellation occurs more than 6 days prior to the first scheduled move-in day: 90% REFUND. If cancellation occurs 6 days or less prior to the first scheduled move-in day: 75% REFUND. If cancellation occurs after the start of the first scheduled move-in day: NO REFUND.		All terms, conditions, and rates on this form are subject to change at any time without notice.
Total Sales                      \$ _____ x 7.96% Sales Tax SUBTOTAL                      \$ _____ x 1% Tourism Tax (of subtotal) GRAND TOTAL                      \$ _____		



MISSOURI DEPARTMENT OF REVENUE  
TAXATION DIVISION

You must contact the Missouri Department of Revenue within ten days after the close of the event, in one of the following ways:

If you had sales to report you must complete this form and submit it to the address on the form.

If you made no sales you can complete and submit the form by contacting the Department by e-mail or fax number provided below.

FORM <b>2360</b> (REV. 10-2012)	<b>FOR USE ONLY</b>	
	NAME OF EVENT St. Charles Home Show	
	DATE April 5-7, 2024	
	CITY LOCATION / CODE ST CHARLES	
	COUNTY LOCATION / CODE 64082 / 183	

**IF YOU HAVE A VALID MISSOURI RETAIL SALES LICENSE: DO NOT** submit payment with this form. You **MUST** report these sales on a regular sales tax return. Enter your sales tax number here: \_\_\_\_\_ . If you do not currently have a location for \_\_\_\_\_ (city), \_\_\_\_\_ (county), a location will be opened so you may remit the sales tax for this event. Please complete the information below in Columns 1 through 4, and include this information for each event on your sales tax return.

- Please check this box if you just took orders and did not make on the spot sales and a location will not be added to your account. Please mail this report to our office or e-mail the information to: stltax@dor.mo.gov
- If you are 65 or older and claiming the handicraft exemption, please check this box and attach a completed Form 2478, which can be found on our web site at [www.dor.mo.gov/business/register/forms/](http://www.dor.mo.gov/business/register/forms/). Please mail Forms 2478 and 2360 to our office.
- If you are a service or display only, please check this box and mail this form to our office or e-mail the information to: stltax@dor.mo.gov

**IF YOU DO NOT HAVE A VALID MISSOURI RETAIL SALES LICENSE:** At the end of the event, list the total amount of your sales in column 2. Compute the tax due by multiplying column 2 by the appropriate tax rate for this location. Enter amount of tax in column 4. This report along with your remittance must be returned to the address below by 04/19/24 to avoid late charges.

**Please send a check or money order only. DO NOT SEND CASH.**

COLUMN 1 DATE(S) OF THE EVENT	COLUMN 2 GROSS RECEIPTS	COLUMN 3 TAX RATE	COLUMN 4 TAX DUE
	\$	7.96 %	\$

**USE THESE COLUMNS IF YOU HAVE QUALIFYING FOOD SALES.** Section 144.014, RSMo, provides a reduced tax rate for certain food sales. The reduction applies to all types of food items that may be purchased with food stamps. This includes food or food products for home consumption, seeds and plants for use in gardens to produce food for personal consumption and food items refrigerated or at room temperature.

COLUMN 1 DATE(S) OF THE EVENT	COLUMN 2 GROSS RECEIPTS	COLUMN 3 TAX RATE	COLUMN 4 TAX DUE
	\$	%	\$

**THIS REPORT IS SUBJECT TO ALL PROVISIONS SET FORTH BY THE MISSOURI DEPARTMENT OF REVENUE SALES TAX RULES AND REGULATIONS.**

BUSINESS NAME	
TAXPAYER NAME	
ADDRESS	
CITY, STATE, ZIP CODE	PHONE ( )

Please mail this form and your remittance to:  
 ATTN BETTY BRADSHAW  
 MISSOURI DEPARTMENT OF REVENUE  
 ST LOUIS TAX ASSISTANCE OFFICE  
 3256 LACLEDE STATION RD STE 101  
 ST LOUIS MO 63143-3753  
 (314) 877-0177  
 FAX 314 877-0198

If you pay by check, you authorize the Department of Revenue to process the check electronically.  
 Any check returned unpaid may be presented again electronically.

Under penalties of perjury, I declare that I have examined this report, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete.

<b>SIGNATURE</b>	<b>DATE (MM/DD/YYYY)</b>
	_ / _ / _



**Dear Food & Beverage Exhibitor,**

Congratulations on your decision to be an exhibitor at the St. Charles Convention Center! Please review the following procedures for the distribution of food and beverage products at our facility.

**Food & Beverage Sales:** The St. Charles Convention Center is the exclusive food and beverage provider for the facility. All sales of food and beverage items from exhibitors or vendors that are designed for on-site consumption must be pre-arranged with the facility and are subject to a concessionaire fee that will be assessed by the Director of Food and Beverage and approved by the General Manager. This arrangement must be made through the food and beverage Department at (636) 669-3005 and finalized via a written agreement of terms. Sale of alcoholic beverages for on-site consumption is not allowed by third-party vendors.

For exhibitors selling food items in pre-packaged vessels designed to be consumed off premises, exhibitor fees may be waived. To obtain a waiver of fees, items must be packaged in sealed containers, be of sufficient quantity to imply use for home consumption, and submitted for approval by the St. Charles Convention Center.

**Food & Beverage Sampling:** Sampling of food & beverage items is allowed in portions no greater than 2 oz. in size and should be distributed by the exposition-sponsoring organization or exhibitors. The samples must be manufactured, processed, or distributed by the exhibiting firm. Sampling of alcoholic beverages requires special arrangements and authorization from the facility and is limited to 1 oz. portions.

**Health Permits:** The St. Charles Health Department has very specific guidelines in regards to sampling food and/or beverage items. A Temporary Food Establishment Permit may be required for unsealed food or beverage items that are intended for on-site sale or sampling. If you are planning to distribute any unsealed items, whether it is sample size or greater or sell food products, please refer to the attached guidelines and contact the St. Charles Health Department at (636) 949-7400 with any questions. If a permit is required, an application must be completed online or at the Health Department if the applicant does not have computer access. The permit (if applicable) must be obtained prior to event move-in. A sample application and guidelines are attached.

**Additional Covid Precautions:**

- Guest should remain 6 feet apart from each other (face covering worn if not able to keep this distance)
- A barrier should be used to separate guest from sampling staff – Plexiglas can be used for this – similar to grill and café
- All samples need to be in closed container. If using a 2oz soufflé cup per our normal policy they just need to put a lid on top
- No food items or utensils for eating the samples can be self-serve, each utensil or sample needs to be handed out to the guest
- If food is being pre-pared in the booth then same guidelines we use in the kitchen need to apply
  - Proper hand washing and face coverings worn at all times

We look forward to a successful event. If you have any questions or need additional assistance, please contact Jay, Katz, Director of Food and Beverage, at (636) 669-3005 or at [jkatz@scmocc.com](mailto:jkatz@scmocc.com).

St. Charles County  
Department of Public Health  
Division of Environmental Health and Protection

## Temporary Food Facility (TFF) License Application Instructions

To apply for the Temporary Food Facility (TFF) License, visit our website at <http://www.sccmo.org/760> and click **License Applications**, or go to our on-line portal directly at <https://www2.citizenserve.com/stcharles>.

- **LOGIN** (upper right-hand corner)
  - If you have an account, login on the left using your existing username and password
  - If new to the portal, click **REGISTER NOW**→
    - Select **Online Registration** from the **Registration Type** drop-down menu.
- Under **LICENSING** click **APPLY FOR A LICENSE**→
- Select **Public Health License** from the **License Type** drop-down menu.
- Select **Food Facility (Temporary)** from the **Sub Type** drop-down menu.
- Complete blank fields, including business name and address
- It is recommended that you save often and reopen the application in your cart (upper right-hand corner).
- For **Application Type**, you must choose either Standard or Expedited (see fees below).
- Complete **all** designated fields, including uploading required documents.
- Watch Food Safety Video.
- Click **Submit**.
- You will automatically be directed to the payment screen.
- Submit online payment, or you may close it if you prefer to pay by check.

**Note: the Temporary Food Facility Fee is due at the time of Application submission.** We accept the following credit cards: Discover, Diners Club International, MasterCard and Visa. A service fee of 3.34% will apply if you choose to pay by credit card. You may also submit a check payment to our office: **St. Charles Public Health, 1650 Boone's Lick Road, St. Charles, MO 63301**.

The Temporary Food Facility Fees are as follows:

- **\$100.00** for a TFF operating 1-3 consecutive days.
- **\$120.00** for a TFF operating 4-14 consecutive days.
- **Additional \$20.00** for an Expedited License (upon request / **mandatory if event will occur within 2 days of online application**).
- **EXEMPT** for religious, education, not-for-profit, fraternal, or civic organizations (**must attach a copy of Missouri Department of Revenue Tax Exemption Letter with the online application**).

**\*\* If you have trouble with the online application, please contact our office at 636-949-1800. \*\***

## Sampling Guidelines

**Sampling:** A food product promotion, where only a sample of a food is offered free of charge to demonstrate its characteristics. A sample cannot be a whole meal, an individual hot dish or a potentially hazardous food item. If you are sampling potentially hazardous food (PHF), you must get a permit. PHF food includes, but is not limited to, items that require refrigeration.

**No permit for sampling is required if the following conditions are met:**

1. A maximum of only two (2) types of products are being sampled at a time;
2. Food products are **NON-POTENTIALLY HAZARDOUS ONLY**; and
3. All department **SANITATION REQUIREMENTS** are being followed.

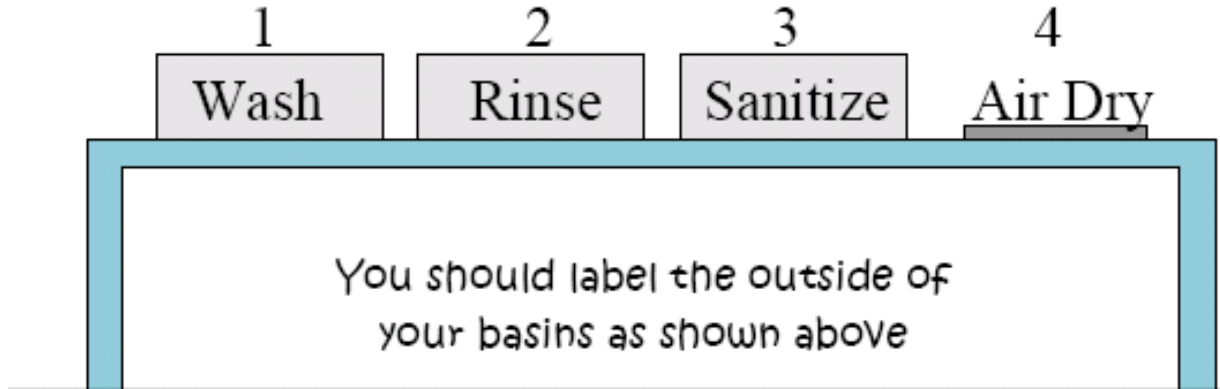
**SANITATION REQUIREMENTS:**

- All food being sampled must be from an approved source.
- All samples (including the original container they originated from) may only be used for a length of six (6) hours. All unused samples (including the original container they originated from) must be disposed of after six (6) hours.
- All fruit and vegetables must be washed. Washing is to remove dirt, soil, and any other contaminants. An antiseptic vegetable wash product is strongly recommended.
- A three compartment washing station is required.
- Hand washing station is required.
- A 5-7 gallon capacity hand washing station. A hand washing station consists of:
  - Container with a hands free dispensing valve
  - 5 gallon catch basin
  - Potable water, preferably at 100 degrees Fahrenheit
  - Liquid hand washing soap in pump or squeeze bottle
  - Paper towel supply for the entire day.
- Obtain containers with sneeze and handling protection.
- Use disposable gloves when cutting or handling products. Do not reuse gloves after touching contaminated surfaces, or money.
- Use tooth picks, wax paper, paper sampling cups, or disposable utensils to distribute samples. The idea is to prevent customers' hands or fingers from touching the samples or contaminating the food.
- Use only sanitized knives and cutting boards for cutting samples.
- Waste basket shall be lined. Know where "greywater" dumping facilities are located.
- Processed foods sampled must be manufactured in a licensed food processing facility or a licensed food establishment. Copies of retail food establishment permits or food manufacturing licenses at which the food was prepared should be available during an inspection by department. Receipts showing date of purchase may be required during inspection.

**Contact the Food Protection Program if you have any questions before sampling food products.**

**You can reach a St. Charles County health inspector at 636-949-1800.**

Dish washing station must be set up as follows:



A temporary dish washing station must be provided. All dishes and utensils must be washed, rinsed, sanitized, and air-dried before use and at least every 4 hours. Dish washing must be done using a three-compartment basin setup. We suggest that you use 3 plastic basins, large enough to immerse your largest dish/utensil. **You may not wash dishes at your hand wash station or hand wash at the dish wash station.**



A temporary hand washing station must consist of, at least, running water, soap, paper towels, a discard bucket and trash can. If a sink is not available, a large thermos or container in which water is held for dispensing for hand washing can be used. The container must have a spout that allows the water to remain running without holding or pushing the dispensing mechanism. A container needs to be placed under the water container to catch the wastewater. As a food vendor you must provide this set up in your stand.





**Required items for proper sampling:**

- Disposal single use utensils
- Covered sampling container
- Tongs
- Knife
- Cutting board
- Waste basket with liner
- Disposable Gloves



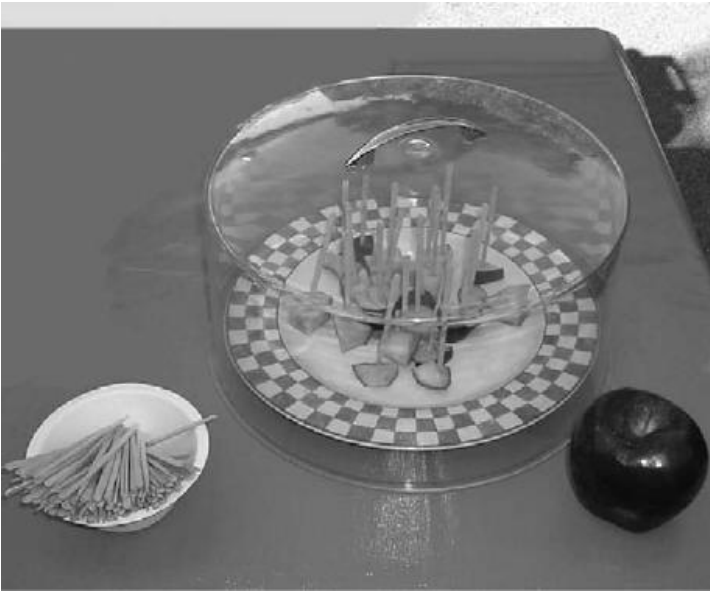
## Examples of St. Charles County Health Department Approved Sampling Methods

Provide containers with hinged covers to prevent food contamination.

Cake cover acts as a sneeze protector.

Use Tongs to give out samples.

This method provides the best way to keep the food samples from being contaminated. Vendor is in complete control of the sampling process. This method is highly recommended.

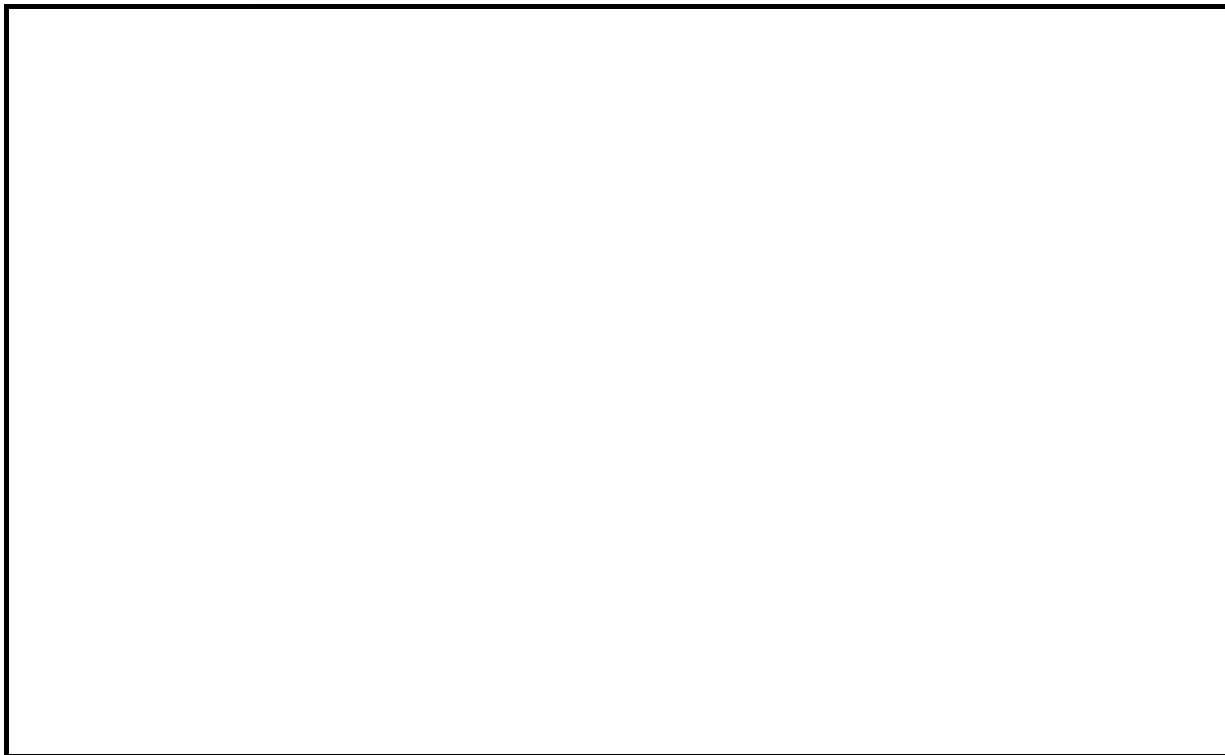
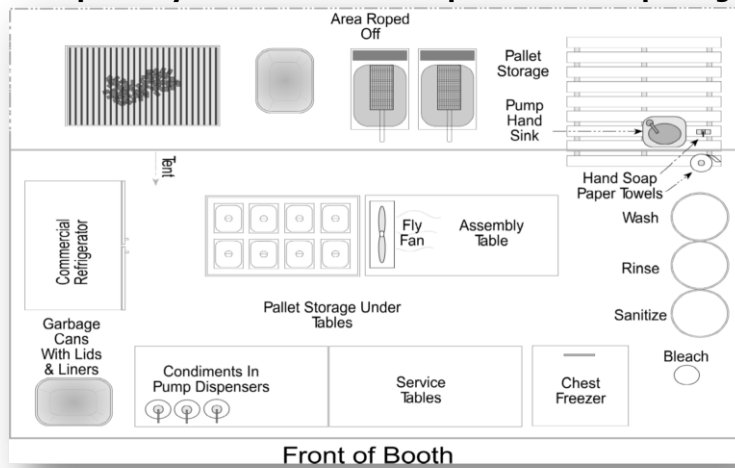


Here is another example of how to protect your samples. Notice the samples have tooth picks already so customer does not have to touch the sample.



If you are sampling nuts of any kind, you must use a nut-shaker similar to the ones pictured.

Sketch a floor plan of your booth in the box provided. Example is given below.



Front of Booth

## Checklist

### Booth sketch should include:

- \* Handwashing
  - Liquid Soap & Paper towels
- \* Coolers/Freezers
- \* Food Preparation Tables
- \* Tent Canopy Covering Food Booth
- \* Dishwashing
  - Wash - Rinse - Sanitize (50-100 ppm Chlorine/Bleach)
- \* Dry Storage Area
- \* Grill/Cooking Location
- \* Trash Cans with Lids
- \* Customer Service Window/Table