



To: 2020 Builder Mart Exhibitors

From: Builder Mart Management

Subject: **EXHIBITOR MANUAL**

The Builder Mart Committee is pleased to present to you the Builder Mart 2020 Exhibitor Manual. This guide is designed to assist you as you prepare to make your exhibition in Builder Mart 2020 a highly successful marketing effort. Please review it carefully and share the information with co-workers who are assisting you with show preparations. **Please note this Exhibitor Manual will be available online only. Hard copies are by request only.**

We expect to have nearly 3,000 persons in attendance that day and we want you to effectively reach as many prospects as you can during the show. This manual should help you in your efforts.

Please take time to review this manual carefully. The sections of the manual include:

1. **SHOW MANAGEMENT INFORMATION**
 - General Information
 - Exhibit Procedures & Regulations
 - Builder Mart Forms
2. **HARGROVE SERVICES**
 - General Information
 - Booth Furnishings & Rentals
 - Shipping Information
 - Material Handling
 - Labor
3. **ADDITIONAL SHOW SERVICES**

Your success at Builder Mart 2020 will depend largely upon your reviewing this manual carefully and following all of the rules, procedures and suggestions that are included. If you have any questions, please call the Events Department at (301) 776-6242 at ext. 231 and ask for Chris Baughan, or, ext. 222 and ask for Carey Swift.

Thanks so much for being part of Builder Mart 2020 sponsored by the Maryland Building Industry Association. We look forward to working with you on this marketing effort.