

Mid-Atlantic Nursery Trade Show (MANTS)

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Exhibitor Information Manual for 2013

Exhibitor Information Manual

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FORMS

Use the links below to access the forms and information you need for MANTS. Paper forms are available in the exhibitor manual.

[ABF Freight](#)

[Audio Visual Orders](#)

[Conference Room Requests](#)

[Envelope Stuffer Orders](#)

[Envelope Stuffer \(sample\)](#)

[Mailing Label / Disk Order](#)

[Plant Donation Form](#)

[Utility and Telecom Orders](#)

[Wireless Internet Order](#)

Checklist

We recognize that your preparations for MANTS, in addition to all of life's offerings, may present some challenges, especially given the size of the show. Your company will be one of 970 or so, occupying over 1,500 exhibit spaces that covers over 300,000 square feet. To help you get ready, we have prepared a list of items for your consideration. As always, we strongly encourage you to take advantage of our many on-line resources linked to the web version of this manual and on mants.com.

Please be sure to pre-register your staff, order services and make reservations as soon as possible.

Have you:

- _____ [Contacted Five Star Convention Decorating](#)
- _____ Read and/or Downloaded the Five Star Decorating [Service Manual](#)
- _____ Arranged For the Pre-Shipment of Your Booth Materials
- _____ Reviewed the Rules Regarding the Freight Policy
- _____ Pre-Registered your Complimentary and Other Booth Staff (Early Bird Rates End Dec 7th)
- _____ Made your Hotel Reservations through Visit Baltimore
- _____ Ordered your [Utility, Telecommunication](#) and/or [Audio Visual Service](#)
- _____ Ordered your [Wireless Internet Service](#) (Early Bird Rates End December 7th)
- _____ Ordered your Lead Retrieval Unit
- _____ Submitted your Advertising Form, Art and Payment
- _____ Submitted your Sponsorship Form and Payment
- _____ Submitted Insurance Certificate to MANTS By Fax: 410-296-8288 or info@mants.com
- _____ Reviewed and Printed the Directions You Need
- _____ Reviewed the entire Move-In, Move-Out and Staging Instructions
- _____ Ordered your Envelope Stuffers
- _____ Ordered your Mailing Labels or Disk for Pre-Show Marketing
- _____ Updated your On-Line Exhibitor Profile
- _____ Submitted your Plant Donation Form
- _____ Made your Airline Reservations or other Travel Arrangements
- _____ Made your Reservation with the Super Shuttle from the Airport

General Show Information

Show Dates: January 9 - 11, 2013

Location: Baltimore Convention Center
One West Pratt Street
Baltimore, Maryland 21201

Web Site: www.mants.com

Show Hours: Wednesday and Thursday 9 am – 5 pm; Friday 9 am – 2 pm

Move-In: Monday, January 7th: 10 am – 6 pm
Tuesday, January 8th: 8 am – 6 pm

Move-Out: Friday, January 11th: 2 pm – 11:59 pm (*tear down begins after show closes at 2 pm*)

Contacts

Show Office Phone # (*beginning Monday, January 7th*): 410-649-7480

MANTS www.mants.com info@mants.com 800-431-0066

Five Star Convention Decorating www.fivestarcd.org info@fivestarcd.org 410-239-0606

Hotel Reservations (*Visit Baltimore Housing Bureau*) www.mants.com 800-282-6632

LEAD Retrieval Systems (CDS Registration) www.xpressleadpro.com 800-746-9734

CDS Registration Customer Support 508-743-0507

Decorator / Drayage / General Services Contractor

The exclusive provider of decorating services to the Mid-Atlantic Nursery Trade Show is:

Five Star Convention Decorating · PO Box 250 · Hampstead, Maryland 21074
Phone 410-239-0606 · Fax 410-239-1452 · www.fivestarcd.org

Questions regarding furniture rental, shipment of freight, drayage, labor, booth cleaning or other special services should contact Mary Ann at Five Star directly.

The Decorating Manual for 2013 is available on www.fivestarcd.org. On the left side of the home page, select “[Vendor Manuals](#)”, and Mid-Atlantic Nursery Trade Show. You will find all of the information along with many important dates and any order forms you may need.

Ordering Utilities: Utility Services must be ordered separately through the companies who are sub-contracted through the Baltimore Convention Center. Information on ordering utilities is located in the Utility Section of this manual.

Exhibit Specifications

The MANTS Floor Plan may be viewed either as a [PDF](#) or as an [Interactive Working Map](#) with which you can view specific areas of the show floor or search for other exhibitors by product, service, key word, company name or country.

Booth Size: With a handful of exceptions, each exhibit space at MANTS measures 10' x 10'. Two booths in a row will measure 10' x 20'; three booths will measure 10' x 30' and so on. If you have any questions about your exhibit space, please use the information above to access the show floor plan or contact us.

Drape and Carpet Colors: Booths numbered 1 – 2027 in Halls E-J have royal blue and white drapes and the aisle carpet is royal blue; Booths numbered 2100 – 3200 in Halls A-D have hunter green and white drapes and the aisle carpet in hunter green.

All MANTS Exhibitors are furnished with:

- 8' high backing drapes and 3' high exhibit dividers (*see drapery colors above*)
- Two (2) complimentary staff registrations for each booth purchased
- Carpeting of all exhibit hall aisles (*did you know that MANTS has 3 miles of aisle to carpet?*)
- Exhibit booth sign which includes firm name and booth number(s)
- One (1) waste basket for each booth
- MANTS provides security in the exhibit halls at night and during show hours

Exhibitors Shall:

- **BRING** articles, fittings, materials, and equipment into and out of the premises at entrances and exits designated by the Baltimore Convention Center (hereafter referred to as the Center);
- **Comply with and understand that** the total number and weight of vehicles entering the Center at any one time shall be conclusively determined by the Center; **NO gasoline, acetylene, or any other combustibles will be permitted in the Center without prior approval of the Center;**
- **Ensure that All** decorations and other combustible materials must be flame proofed and a flame proofing certificate acceptable to the Center must be furnished;
- **Review the Baltimore Convention Center Fire Regulations contained in this package;**
- **NOT** mark, paint, drill into or in any way mar or deface any part of the Center;
- **NOT** display or erect any lettering, signs, pictures, notices or advertisements upon any part of the outside or inside of the Center;
- **NOT** make any alterations or improvements in or to the Center or any part thereof.

Exhibitor Profile:

MANTS is one of the largest private Green Industry Trade Shows on the east coast encompassing over 300,000 square feet of exhibit space. Every exhibiting company has an Exhibitor Profile which is directly linked to the interactive floor plan. So be sure to keep your profile current and up-to-date to help attendees find you on the show floor. See the instructions for accessing and updating your exhibitor profile on the exhibitor page at www.mants.com.

Exhibitor Guidelines – What you need to know about setting up and exhibiting

By submitting a contract and subsequently paying the invoice to exhibit at MANTS, exhibiting companies and their representatives agree to abide by the exhibitor guidelines set forth. These guidelines were established to help make exhibiting at MANTS simple, easy and safe. Please know that we appreciate your cooperation in complying with these guidelines.

- **Displays and/or products are not permitted to** extend above the side curtains further than five (5) feet from the back of the booth. This enables everyone to have a line of vision to all neighboring booths;
- **Exhibitors having an end cap must have** the backdrop at least 5 feet in (towards the center of their booths) from each aisle;
- **Exhibitors are not permitted to place booth materials outside** their respective booth boundaries; placing merchandise in the aisles is against show rules and violates Baltimore City Fire Code. **All booth and exhibit materials must remain inside your allotted booth space; repeated warnings may lead to expulsion from the show;**
- **Exhibitors are not permitted to work outside** their purchased booth space. The aisle space belongs to the show. There will be no selling in the aisles;
- **The show reserves the right** to determine the acceptability of sound, light, and smell;
- **Exhibits may extend above the eight-foot (8) back drop but** must be “finished” on each side so that as not to create an eyesore for surrounding exhibitors;
- **Double-sided signs may not be used;**
- **The show closes at 2 p.m. on Friday.** Exhibitors may not begin tearing down or removing items from their booths until the show is officially closed. Move-out will begin after the aisle carpet is rolled-up and empty crates are returned to exhibitors, approximately 2 hours after the show closes;
- **No hard goods may be donated, nor** may they be left behind for MANTS to remove. All exhibitors are responsible for their exhibit materials. MANTS reserves the right to remove non-compliant exhibitors from future shows or invoice any company for removal or cleaning services related to hard good products left behind at Move-Out;
- **At the close of the show, every effort is made** to move-out exhibitors prior to buyers who have purchased items from the show. If you see a buyer removing items from the floor, please report this activity to a show floor representative or the show office;

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- **Trade Shows versus Public Shows:** MANTS Exhibitors are reminded that Maryland law - as in most states - draws a distinct difference between *Trade Shows* and *Public Shows*. Trade shows do not require exhibitors to have traders' licenses or collect sales tax. However, exhibitors at trade shows may not sell "*across the counter.*" Trade show sales are typically those where exhibitors sell for the future delivery of materials in wholesale amounts. The sole exemption to this is the on-site sale of materials in a booth display at the close of the show. Anyone selling or buying the contents of another booth may not remove any contents of the sold or purchased booth until the show closes.
- **Exhibitors and Attendees are prohibited from selling of any product,** item or service in the exhibit hall aisle ways. Further, walking through the exhibit halls to distribute literature to other exhibitors or leaving literature in unoccupied booths is also prohibited. If you see anyone in violation of these rules, please report this activity to the MANTS show office immediately by calling 410-649-7480. The longer you wait the harder it is for us to enforce.
- **Food Service:** All food service distribution must be provided by Centerplate, the Convention Center Caterer. Please note that no alcohol sales or consumption is permitted in the exhibit halls at MANTS. Centerplate's representative is Marsha Pratt and she may be reached at 410-649-7009 or marsha.pratt@centerplate.com;
- Non-Compliance with any of these Exhibitor Guidelines or Fire Marshal Regulations may result in an exhibitor's removal from the show.

If your questions are not answered in this Exhibitor Information Manual or you require additional information or clarification, please contact us at:

Mid-Atlantic Nursery Trade Show, Inc.
P.O. Box 818
Brooklandville, MD 21022

Phone: (410) 296-6959 or (800) 431-0066
Fax: (410) 296-8288
E-Mail: info@mants.com

Decorator / Drayage / General Services Contractor Information

The exclusive provider of decorating services to the Mid-Atlantic Nursery Trade Show is:

Five Star Convention Decorating · PO Box 250 · Hampstead, Maryland 21074
Phone 410-239-0606 · Fax 410-239-1452 · www.fivestarcd.org · info@fivestarcd.org

Pre-shipping is strongly encouraged and is a great way to just walk in and set-up.

Questions regarding furniture rental, shipment of freight, drayage, labor, booth cleaning or other special services should contact Mary Ann at Five Star directly.

The Decorator's Service Manual for 2013 is available at www.fivestarcd.org. Select "[Vendor Manuals](#)" from the list on the left and then "Mid Atlantic Nursery Trade Show." Information on show services as well as any order forms you may need, a list of important dates and the ABF Trade Show Freight Service flier are in the manual.

Additional information for ABF Trade Show Freight Services is in the Five Star Manual and if you have any questions about or for ABF, please call them directly at 800-654-7019.

Prices for freight handling for MANTS 2013 have not increased over our 2012 show prices.

Pricing Policy and Payment Deadlines:

- For items and services ordered and paid by September 10, 2012, take a 15% early bird discount from the published pre-tax prices;
- For items and services ordered and paid between September 11 and November 16, 2012, pay the fees published in the Five Star manual;
- For items and services ordered and paid after November 16, 2012, add 20% to the pre-tax fees published in the Five Star manual.

MANTS On-Site Assistance:

As always, Five Star will have an on-site Exhibitor Service Desk at MANTS. This booth is located in Hall D, if you have any questions or need assistance with placing, changing or verifying an order for your exhibit space.

Payment Policy:

All pre-orders must be submitted with full payment to qualify for advance pricing. All show site orders or changes must be paid in full at show site. Five Star accepts American Express, Visa, MasterCard, company checks and cash. Changed or cancelled orders are subject to a 50% service charge. A service charge of \$75.00 will be assessed for all returned checks and no credits can be

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issued for any services after the close of the show. It is your responsibility to bring any disputes or questions to Five Star during the show at the Exhibitor Service Desk so they can be rectified.

Ordering Utilities:

Utility Services must be ordered separately through the companies who are sub-contracted through the Baltimore Convention Center. Information on ordering utilities is located in the Utility Section of this MANTS Exhibitor Information Manual.

Regarding Shipping, Handling and Freight:

For companies who pre-ship exhibit materials of any kind to the show, please refer to pages 10-14 of [Decorator's Service Manual](#) for complete shipping instructions. The Freight Policy also appears in this Exhibitor Information Manual.

Shipping and freight items are important to the success of the show; please give these items the attention they deserve and make the most of your show participation.

While the MANTS and Five Star preferred freight carrier and warehouse is ABF, you may select any carrier you wish for the delivery and/or pick up of your materials, but you must follow the shipping instructions in the Five Star manual regardless of which carrier you choose. *If you choose ABF, please note, when calling to schedule the delivery or pick-up of your freight, you must use the 800 # on this form in order to receive the MANTS special shipping rate.* ABF will again offer special shipping rates for industry shows that follow MANTS and will have a customer service representative at the freight desk to assist you with your shipping paperwork during move-out. ABF has a small package rate (1# to 150#) available at a flat shipping cost to save you time and the need for additional paperwork on the floor. You may use another carrier, if you like, however please note - other carriers may charge additional fees for pick up since it is a one night move-out and **shipments are not available until after 6 PM.** Please be sure to get all the facts on pricing from your outbound carrier; our intent with using ABF is to avoid those additional fees and make shipping out easy for our vendors.

IMPORTANT NOTE: Do Not Ship Anything Without First Reading The Decorator's Manual. Do Not Ship Anything Directly To The Baltimore Convention Center Unless it Meets the Criteria and Instructions in the Five Star Manual.

All exhibits must be set up on Monday, January 7 from 10 am to 6 p.m. and/or Tuesday, January 8 from 8 am to 6 pm Move-out must be completed by 11:59 pm on Friday, January 11.

Labor for loading is provided at no extra charge to help with move-in and move-out during the show. *However, this does not include the labor costs associated with shipping your exhibit materials and having them delivered to and from your booth (drayage) or your pre-arranged display and packing labor.*

Freight Policy

A. Exhibitors who Hand-Carry Their Display Material

1. There will be no freight handling charges for an exhibitor to hand carry his display on to the show floor. This type of exhibitor would be a “walk-in” arriving via Pratt Street or Charles Street lobby entrances, not via convention center security. Hand-carry **does not include** use of nursery carts, dollies, or other tools to assist in transportation of the display materials. This is truly a category for an exhibitor who has a small pop-up type display who can carry or roll the exhibit case on to and off of the show floor;

2. If you need to ship your display from MANTS after the show, you will be subject to the policy below. Please read part B.

B. Exhibitor’s Company-Owned Truck used for Move-in and Move-out:

1. There will be no freight charges incurred for any product handling for company-owned or personally owned vehicles that drive on to the show floor or stage via the dock **unless that exhibitor has items that require shipping at the end of the show.** Company-owned vehicles do include U-Haul, etc. For exhibitors that incur out-bound shipping, there will be a freight handling fee from the decorator, in addition to any shipping costs you incur. The decorator will charge a minimum fee of \$100 or \$50.00 per 100 pounds for this one way freight handling service. Some examples of who will incur this type of charge include:

- a. An exhibitor who hand carries or brings in his display in his own personal vehicle, but then needs to ship that display to another show;
- b. An exhibitor who arrives at MANTS in his company truck which contains plants, catalogs, display props such as tables and chairs, etc. This exhibitor sells his plants at the end of the show and distributes some of his catalogs but then needs to ship home the remainder of the catalogs and display props. This exhibitor will pay freight handling to Five Star for the remaining catalogs, tables, and chairs, etc. that are to be shipped out. The minimum freight handling fee for MANTS 2013 will be \$100.

2. To expedite move-out, exhibitors who do have out-bound shipping are asked to fill out the required freight-handling forms from the Five Star service manual. Exhibitors are encouraged to complete their freight handling forms and pay in advance to receive the most cost savings. Registering and paying for freight handling in advance of the show is a cost savings over ordering and/or declaring your freight needs onsite.

Pricing Policy and Payment Deadlines:

- For items and services ordered and paid by September 10, 2012, take a 15% early bird discount from the published pre-tax prices;

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- For items and services ordered and paid between September 11 and November 16, 2012, pay the fees published in this manual;
- For items and services ordered and paid after November 16, 2012, add 20% to the pre-tax fees published in this manual.

C. Hired Trucks, Common Carriers, Independent Truck Lines, UPS, FedEx, etc. used for Move-in and Move-out:

1. There will be freight handling charges for any common carrier or non-exhibitor owned vehicle that stages through the dock, for all non-plant material. Exhibitors should not combine plant and non-plant material on the same pallet. Pallets that contain combined plant and non-plant material will be considered all non-plant and the whole pallet subject to freight handling weight.
2. Should your product be of considerable weight, such as concrete, pavers, or pottery, contact Five Star, as a freight handling discount may be applicable.
3. Exhibitors are encouraged to complete their freight handling forms and pay in advance to receive the most cost savings. Paying for freight handling in advance of the show is a cost savings over ordering and/or declaring your freight needs onsite.

Pricing Policy and Payment Deadlines:

- For items and services ordered and paid by September 10, 2012, take a 15% early bird discount from the published pre-tax prices;
 - For items and services ordered and paid between September 11 and November 16, 2012, pay the fees published in this manual;
 - For items and services ordered and paid after November 16, 2012, add 20% to the pre-tax fees published in this manual.
4. Freight handling fees are based on the total weight of your non-plant shipment and will be charged at the minimum rate of \$100 or \$75.00 per 100 pounds for round trip service and handling of all empty containers.

D. Extended Fork Life Service

1. Exhibitors that require extended time in freight handling or fork lift service, i.e. a more elaborate display in the lobby, or prolonged need for positioning of display material, will be charged for freight handling of exhibit and non-exhibit product. The fee will be \$225.00 per hour or any portion of an hour.

Fire Marshal's Regulations

Below are the Fire Marshal's Regulations for the Baltimore Convention Center that pertain specifically to setting up an exhibit at MANTS. Exhibitor compliance with these regulations is mandatory. **Please be advised that the law in Maryland and in Baltimore City gives broad discretionary powers to the Fire Marshal.** MANTS will strictly enforce these regulations and any decision by MANTS or our designated representatives regarding these is binding and non-negotiable. We appreciate your cooperation, understanding and compliance with these regulations.

- (1) **No cut trees.** While this obviously applies to Christmas trees, the fire marshal also warns against landscape material being cut instead of balled; as per section 31-1.4.5 of the NFPA 101 Life Safety Code, furnishings or decorations of an explosive or highly flammable character shall not be used. Natural cut trees as well as other Christmas decorations (wreaths, garland, etc) are strictly prohibited. Living trees in a balled condition with roots protected by an earth ball may be permitted provided they are maintained in a fresh condition and are not allowed to become dry;
- (2) Balled Christmas trees may have lights upon them;
- (3) Corn stalks, straw, hay, Spanish moss, wood chips, bamboo, lumber, and similar materials may be permissible only if treated with a fire retardant and pre-approved by the Center and Fire Department. A certificate of flammability must be provided upon request of the fire prevention captain;
- (4) Crates, boxes, excess literature, etc. **may not** be stored in the hall or behind exhibitors' booths; these must be stored in the loading dock areas. Contact the Five Star Decorating service desk in Hall D or contact a MANTS show representative for assistance;
- (5) All draping materials must be fire resistant and a certificate of flammability must be provided upon request of the fire prevention captain. No exits may be blocked by draperies; no combustible materials, merchandise or signs shall be attached to, hung or draped over fire-resistant side and rear dividers of booths or attached to table skirting facing aisles, unless fire-resistant. Any exhibitor who places a canopy over his booth must have a fire extinguisher in the booth;
- (6) No open flames for demonstration or decorative purposes will be allowed. No flammable and combustible liquids such as gasoline, kerosene, cleaning solvents and other petroleum-based materials or liquefied petroleum gasses shall be used or admitted inside the building. No compressed flammable gases such as acetylene, hydrogen or propane may be used. Cylinders or non-flammable compressed gasses shall be secured in a vertical or horizontal position depending on tank use and design, pending written approval by the Fire Prevention Captain;

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- (7) Hazardous chemicals such as pool chemicals, pesticides, corrosives, herbicides, poisons, etc. are prohibited;
- (8) All vehicles or machinery brought into the building for purposes of display shall have no more than five gallons of fuel in the tank; fuel tanks must be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Keys to all such vehicles must be kept in a common accessible location for removal from the Center in the event of an emergency. Vehicles that run on propane are prohibited in the center for display purposes with the tanks attached. You may display the vehicles without the tanks as long as they can be brought in under manual power or by gasoline. The propane tanks, empty or full, are strictly prohibited.
- (9) **Balloons:** Helium balloons are permitted for display purposes, but must remain tied down and secure at all times. Exhibitors who display balloons that do 'get away' for any reason are responsible and will be billed for the time and related costs for the removal of all balloons that do not descend from the ceiling by their own means. Exhibitors using helium must also comply with Fire Regulation (6) listed on the previous page, regarding the storage of cylindrical containers and non-flammable compressed gasses. **Please note that Mylar balloons are strictly prohibited.**

The complete Baltimore Convention Center (BCC) Fire Department Regulations may be found on page 12 of the BCC Service Manual. You may download a copy from their web site or by using the following link: http://www.bccenter.org/downloads/files/service_manual.pdf

Utility, Telecommunication and Audio Visual Service

Utility (electrical, water fill and drain or air), Telecommunication and/or Audio Visual services for your exhibit space must be ordered directly from the exclusive subcontractors affiliated with the Baltimore Convention Center. Details on how to order one or more of these services is outlined below. While order forms are available in the forms section of this manual, whenever possible exhibitors are encouraged to take advantage of the on-line ordering systems available through these individual companies.

Utilities: Edlen Electrical Exhibition Services provides electrical, water fill and drain and compressed air services. To place your order online, go to <https://ordering.edlen.com>, register and place your order. Should you have any questions or need to speak to someone regarding Edlen provided services please call Nick directly at (410) 649-7321 or email baltimore@edlen.com

Telecommunications: M.C. Dean, Inc. provides all telecommunication services (*except for wireless internet service.*) To order on-line, go to <https://bcc.mcdean.com/bcc/pub/login.oss> Order by December 7, 2012 for discount pricing. If you have questions or need help with telecom service, please call Martin Husbands at (410) 649-7097 or e-mail martin.husbands@mcdean.com

Wireless Internet Service is available on the show floor and must be purchased directly through MANTS. The cost for this service is available at \$150 per connection through December 7, 2012 and \$250 thereafter. Access the [on-line form](#) to place your order or use the faxable form in this manual. Should you have any questions regarding wireless internet service, please call us at 800-431-0066 or email info@mants.com

Audio Visual Services: Projection Presentation Technology (PPT) provides any and all Audio Visual Equipment and Service. Please download the faxable order form from the Convention Center web site at http://www.bccenter.org/downloads/files/projection_order_form.pdf. Should you have any questions or need assistance with audio visual equipment or service, please call PPT at 410-649-7314 or e-mail exhibits@projection.com

Move-in and Staging Instructions

Move-In: Monday, January 7: 10 am – 6 pm and Tuesday, January 8: 8 am – 6 pm

Staging Information: PLEASE Read carefully as this is extremely important

All staging for MANTS Move-in/Move-out will be conducted from Lot H at M&T Bank (Ravens) Stadium. Items listed below apply to **ALL** exhibitor vehicles - No Exceptions.

MOVE-IN:

1. Move-In is Monday and Tuesday, January 7th and 8th. The staging lot opens by 6:00 am;
2. As you enter the staging lot, a MANTS representative will identify your vehicle by booth number and direct you to the appropriate staging lane (staging lanes are further divided by hall);
3. Every driver of every vehicle is required to accurately complete the ***MANTS Staging and Loading Dock Security Pass*** which will be provided by a MANTS representative. **For security reasons**, once this pass is checked and initialed by MANTS, **this pass must be displayed on the dashboard of your vehicle at all times**. This pass and a valid driver's license must be presented to security when you reach the Baltimore Convention Center;
4. Security requires us to issue vehicle occupants a temporary MANTS badge which must be worn at all times to enter and remain inside the Convention Center. This is strictly enforced by security. Directions to Staging, Parking and the Convention Center are in this manual;
5. ***Very Important:*** For vehicles allowed on the show floor, ***once you enter the Convention Center, you must unload quickly and move your vehicle(s) to an outside public parking lot; we recommend lot C at Oriole Park where the rates are lowest and our shuttle runs during staging hours. Vehicles may not remain on the show floor or be left unattended, while you set up your booth, register or pick up your badge.*** This will be strictly enforced;
6. ***Daily and Overnight Parking Costs and Information for Lot C: Daily Parking Cost for Cars ONLY***, Monday - Friday up until 10:00 a.m. is \$8.00 and \$10.00 after 10:00 a.m., Monday - Friday and all day Saturday and Sunday. **For Oversized Vehicles** (which must be parked on Lot C), **Daily and Overnight Parking Rates are:** \$25.00/Daily and an additional \$35.00/Overnight per night for a total of \$60 per day/night, 24 hour cycle. Rates may change without notice;

Shuttle Service: During move-in a free shuttle runs during the staging hours of 10:00 am until 5:30 pm on Monday, January 7 and 7:30 am until 5:30 pm on Tuesday, January 8. The shuttle runs a circular route from the Staging Lot H at M&T Bank (Raven's) Stadium to the Daily and Overnight Parking Lot C at Oriole Park at Camden Yards and then to the Baltimore Convention Center's Security/Loading Dock Entrance.

Move-Out and Staging Instructions

Move-Out: Friday, January 11 (beginning after the show closes at 2 pm)

Please DO NOT MAKE TRAVEL arrangements within the first few hours of the show closing as disbursing all the initial show traffic can take several hours. Having immediate travel plans after the show creates needless challenges and adds stress to an already frenzied atmosphere. Thank you.

Staging Information: PLEASE Read carefully as this is extremely important

ALL Vehicles must report to the Staging Lot, lot H at M&T Bank (Ravens) Stadium, on Move-Out Day. Items listed below apply to ALL vehicles - NO EXCEPTIONS.

MOVE-OUT:

1. On Friday, January 11, the staging lot opens by and shuttles begin running at 7:00 am. As always, MANTS closes at 2 pm and exhibitor vehicles begin coming to the Center after the aisle carpet is rolled and empty shipping containers are returned, roughly 2 - 3 hours after closing. Move-out must be completed by 11:59 pm on Friday, January 11.
2. As you enter the staging lot, a MANTS representative will identify your vehicle by booth number and direct you to the appropriate staging lane;
3. Every driver of every vehicle is required to accurately complete the ***MANTS Staging and Loading Dock Security Pass*** which will be provided by a MANTS representative. **For security reasons**, once this pass is checked and initialed by MANTS, **this pass must be displayed on the dashboard of your vehicle at all times**. This pass and a valid driver's license must be presented to security when you reach the Baltimore Convention Center;
4. In order to expedite move-out and loading, some exhibitor vehicles may be permitted to drive onto the show floor. **However**, vehicles will not be permitted on the floor until all booth materials are packed and organized for rapid loading. Trucks will not be allowed to park on the exhibit floor for long periods as they impede traffic and hinder MANTS' floor staff. For the convenience of all exhibitors, please be prepared to load or be loaded when your time comes.

We recognize that Move-Out may take longer for some than others and therefore ask all exhibitors and drivers of exhibitor vehicles for their cooperation in following these guidelines. If you have any questions or an issue arises during move-out, please see a MANTS staging lot or floor staff representative. Move-Out will run smoothly if we use good communication, patience and teamwork.

Shuttle Service: During Move-out on Friday, January 11 the free shuttle will run from 7:00 am until 8:00 pm. The shuttle runs a circular route from the Staging Lot H at M&T Bank (Raven's) Stadium to the Daily and Overnight Parking Lot C at Oriole Park at Camden Yards and then to the Baltimore Convention Center's Security/Loading Dock Entrance.

Schedule of Events

All meetings are held in the Baltimore Convention Center (BCC) unless otherwise stated in “*italics*”.

TUESDAY, JANUARY 8

10 am - 6 pm Shuttle Bus runs from Lots H to C to BCC

11 am - 5 pm **PRATT STREET REGISTRATION LOBBY DESK OPEN**

WEDNESDAY, JANUARY 9

6:30 am - 6:30 pm Shuttle buses run from Lot C to BCC

7:30 am - 9 am **Annual Meeting of the Maryland Nursery and Landscape Association;**
Pre-registration required thru MNLA; Room 337

8 am - 5 pm **PRATT & CHARLES REGISTRATION LOBBIES OPEN**

9 am - 5 pm **EXHIBIT HALLS OPEN**

6 pm - 10 pm **VNLA Research Reception and Charity Auction**
Tir Na Nog Irish Pub in Harborplace

THURSDAY, JANUARY 10

7 am - 6:30 pm Shuttle buses run from Lot C to BCC

7 am - 9 am **Annual Meeting, Virginia Nursery and Landscape Association;**
Pre-registration required thru VNLA; *Sheraton Inner Harbor*

8 am - 9 am **Annual Meeting; West Virginia Nursery and Landscape Association;** Room 330

8 am - 5 pm **PRATT & CHARLES REGISTRATION LOBBIES OPEN**

9 am - 5 pm **EXHIBIT HALLS OPEN**

5 pm - 7 pm **Young Nursery Professionals Reception (*location TBA*)**

5 pm – 7 pm **HRI Scholarship Donor Reception;** Camden Lobby – 3d Floor BCC

FRIDAY, JANUARY 11

7 am - 3 pm Shuttle buses run from Lot C and H to BCC

8 am - 2 pm **PRATT & CHARLES REGISTRATION LOBBIES OPEN**

9 am - 2 pm **EXHIBIT HALLS OPEN**

3 pm - 8 pm Shuttle Bus runs from Lots H to C to BCC

The Show Management Office, on the 2nd floor of the Pratt Street Lobby, opens to exhibitors daily at 7:15 a.m. For your convenience during show hours, the business center located in the Pratt Street Registration Lobby is available for copier, fax and internet services. Food service is available throughout the show in the exhibit halls and in the Charles Street Lobby.

Lot C = Oriole Park / Lot H = Staging (M&T Bank Stadium) / BCC = Balto Convention Center

VNLA Research Reception and Charity Auction

Wednesday, January 9 · Tir Na Nog Irish Pub in Harborplace · 6 – 10 pm
Register for Virginia’s annual Research Reception and Charity at www.mants.com.

On-line Registration for Exhibitors

Companies who exhibit at MANTS receive two (2) complimentary registrations for each booth. All staff must be registered for the show. Having an exhibit space does not mean that your staff is registered. Registering on-line is encouraged and available 24/7 through January 11. For exhibitors who prefer to register by fax or mail, these instructions and forms appear on the next few pages. For exhibitors who register additional staff and/or guests beyond their complimentary allotment, Early Bird Registration pricing ends at midnight on December 7th.

For exhibitors who wish to register booth staff, additional exhibit staff and/or guests on-line, please follow the instructions below:

1. Go to www.mants.com and select the *Exhibitor* tab at the top of the page;
2. Scroll down to the *Registration Section* and select *On-Line Registration*;
3. Select your Company name from the drop-down list;
4. *Enter the Primary Contact's E-mail Address and the password*;

If you do not know your password, select '*Forgot my Password*' and it will be sent to your e-mail address. MANTS does not have your password. If you do not receive your password within a few minutes, check your spam folder.

5. Once your complimentary registration allotment has been satisfied, additional registrations may be purchased. Please see the dates and rates listed below;
6. **Pre-register through Friday, December 7, 2012 for \$10.00;**
7. Registrations received after December 7 cost \$15.00;
8. Registrants processed before midnight on Friday, December 7 will receive their badges in the mail, unless you request otherwise while registering; **registrants processed after Friday, December 7**, will pick up their badges in the 3d floor Pratt Street registration lobby, during the show;
9. On-Site Exhibitor registration opens on Tuesday, January 8th at 10:00 am;
10. Badges are needed for Move-In, so pre-register to avoid delays and challenges.

Use This Form,
ONLY
If You Do
Not Wish To
Register
On-Line

Exhibitor Pre-Registration Form – For MANTS 2013 Only

PLEASE TYPE OR PRINT:

Company Name: _____

Primary Contact Name: _____
(please list all show registrants below and note that primary contact must also be listed if attending)

Company Address: _____

City: _____ **State:** _____ **Zip:** _____

E-mail: _____ **Telephone Number:** _____

Please register the following persons: (Children 17 and under, and accompanied by their parent, are free, but you must give us their names and indicate their age.)

Total Number of Registrations: _____ **Total Registration Fee:** _____
(Over two per booth @ \$10.00; after December 7 - \$15.00)

VLNA Research Auction Tickets (January 9): _____ **Total Fee (at \$70 each):** _____

Total Registration and Reception Fees Submitted: \$ _____

Payment Information

Payment must accompany registration. Faxed registrations must include a valid credit card with the information requested above. In the event that the total amount due is miscalculated on this form, MANTS authorizes CDS to adjust this amount and charge the registrant for the corrected amount.

Payment Type (✓ one): MC: _____ VISA: _____ Personal Check: _____

Credit Card Number: _____ Expiration Date: _____

Name (Please Print as it appears on card): _____

Authorized Signature: _____

Please fax credit card payments to: (508) 743-9658, **Or mail registration forms with payment to:** MANTS, c/o CDS • 107 Waterhouse Road • Bourne, MA 02532

Sorry, No Telephone Registrations. No Refunds.

On occasion, show management takes promotional photos of event related activities. Your registration at MANTS is considered permission for us to use your likeness in such photos.

Lead Retrieval Information

Convention Data Services (CDS) is the exclusive provider of on-line and on-site registration services to MANTS, which includes the rental of **Lead Retrieval** units.

Lead Retrieval is a means to capture and follow-up on sales leads generated at MANTS.

Effective lead management allows an exhibitor to take advantage of tools to help them learn more about each attendee/company that visits their booth. **Lead Retrieval** helps exhibitors gather useful buying demographics from sales leads. **Lead Retrieval** systems are available in a variety of options some of which allow for customizing the data that they collect. **Lead Retrieval** systems provide exhibitors the ability to measure results. CDS offers several options to help you meet your objectives.

There are two ways to order a lead retrieval unit through CDS but either way you will need the MANTS Show Code: **MANT013**

1. On www.mants.com, click on *Exhibitor* and scroll down to **Exhibitor Services** where you will find the *Lead Retrieval* link. Use this link to access the ordering page;
2. Go directly to the Lead Retrieval ordering page on the CDS Registration web site by typing this address into your browser or selecting the link (if applicable):
www.xpressleadpro.com

Remember that you must have the show code: **MANT013**

If you have questions, want more information or just wish to speak with a CDS Lead Retrieval representative in person, please call 800-746-9734.

Additional Lead Retrieval information, pricing and order forms are available in the forms section of this exhibitor manual.

All lead retrieval sales and on site distribution and service is coordinated by Convention Data Services. CDS may be contacted on-site by visiting them in the Pratt Street Registration Lobby which is located on the West (Oriole Park – Howard Street) end, third floor of the Baltimore Convention Center.

Hotel Reservations and Rates

The Visit Baltimore Housing Bureau is the only service authorized to make hotel reservations for MANTS. Reservations should be made as soon as possible to guarantee your hotel of choice and must be made through Visit Baltimore.

DO NOT BE FOOLED BY CALLS FROM HOUSING COMPANIES ... MANTS has hotel rooms

To make your reservation(s) by:

INTERNET: go to www.mants.com, select *Exhibitors* and then scroll down to *Hotel Reservations*

PHONE: Call the Housing Bureau at 800-282-6632 (toll free) or 410-837-4636 (for international calls). Housing bureau hours are Monday-Friday, 8:30am-5:30pm E.S.T;

FAX: Complete the Housing Form, found in this manual or on-line and fax it to 410-659-8398. When using this form, please provide your room and bedding preferences in the Special Request Section. The hotels will assign specific room types upon check in, based upon availability.

CONFIRMATIONS: The Housing Bureau will send you a reservation confirmation. Review it carefully for accuracy. If you do not receive a confirmation via e-mail, fax, or mail within 14 days after sending your request, contact the housing bureau directly at the numbers listed above.

ROOM RATES/TAXES: These MANTS Hotel Rates are available until Thursday, January 3, 2013. After that date, the official MANTS block will be closed so book your room(s) early to ensure you get the hotel you want. All rates are per room night and subject to a 15.5% tax (subject to change). Some hotels may charge additional fees for rooms with more than one occupant.

DEPOSITS: All hotels require a credit card guarantee or check deposit of one night's room and tax with each reservation request. Requests received without a credit card guarantee or check deposit will be returned. Please fill out the credit card information entirely or mail a check payable to the "Visit Baltimore Housing Bureau."

HOTEL ROOM CANCELLATIONS: While hotel rooms may be booked up until Thursday, January 3, 2013 the *Hotel Room Cancellation Policy* goes into effect on Monday, December 17, 2012. This policy states that: ***Hotel room reservations cancelled after the Monday, December 17, 2012 will be charged a \$50 cancellation fee. Cancellations made after Thursday, January 3, 2013 will forfeit the one night's room plus tax deposit to the hotels. Rebooking at another hotel does not change the cancellation policy. No-shows will also forfeit the deposit to the hotels.***

(Continued next page)

About MANTS Hotels, Room Rates and Scams ... please read the following warning:

Over the past several years, a number of so-called “housing companies” have been calling MANTS exhibitors to book reservations for them. These companies have no affiliation with MANTS, are not based in Baltimore and often change names and numbers from year-to-year.

We have seen many companies and honest individuals lose thousands of dollars to these companies over the years despite our repeated warnings.

MANTS contracts with ten (10) Baltimore area hotels for each show. We work with Visit Baltimore, their housing bureau and each hotel to negotiate the best possible price for you. **And, as you can see below, we have prices to fit every budget.**

Using the Housing Bureau is the best way to ensure your hotel reservation is safe ... protect yourself and don't make hotel reservations with companies who call you and avoid companies on the internet that you don't trust ... protect your credit cards and your identity.

Please see the Hotel Location Map on the next page. The number preceding each hotel in the list below shows the location of the hotel on the map.

<u>Hotel</u>	<u>Sngl/Db</u>
1. Days Inn Inner Harbor	102.00
2. Sheraton City Center	104.00
3. Hampton Inn Camden Yards	109.00
4. Holiday Inn Inner Harbor	109.00
5. Baltimore Marriott Inner Harbor	129.00
6. Renaissance Harbor Place Hotel	133.00
7. Hotel Monaco	139.00
8. Hyatt Regency Baltimore	155.00
9. Sheraton Inner Harbor	155.00
10. Hilton Baltimore Convention Center Hotel	157.00

The Hilton and the Hotel Monaco (new to MANTS for 2013) have suites available as well. If you are interested, please ask about suite pricing when calling the Housing Bureau.

Hotel Map

The Map below is available to viewed or downloaded as a separate and larger PDF on the Exhibitor page at mants.com. Scroll down to the box labeled Hotel reservations.



MANTS
January 6-11, 2013

- 1 Days Inn Inner Harbor Hotel
- 2 Sheraton Baltimore City Center Hotel
- 3 Hampton Inn Baltimore – Downtown/Convention Center
- 4 Holiday Inn Inner Harbor
- 5 Baltimore Marriott Inner Harbor Hotel at Camden Yards
- 6 Renaissance Harborplace Hotel
- 7 Hotel Monaco
- 8 Hyatt Regency Baltimore
- 9 Sheraton Inner Harbor Hotel
- 10 Hilton Baltimore Convention Center Hotel

◆ Convention Center

*Hotels are listed from lowest rate to highest rate

CHARM CITY CIRCULATOR:

- Purple Line (Penn Station-Federal Hill)
- Green Line (City Hall-Fells Point-Johns Hopkins)
- Orange Line (Hollins Market-Harbor East)

Visit Baltimore.

© Downtown Partnership of Baltimore

Hotel Reservation Form – MANTS 2013

USE THIS FORM FOR MAILING OR FAXING ONLY - PLEASE USE ONE FORM PER ROOM.
MAKE COPIES AS NEEDED. SEE FAX AND MAILING INSTRUCTIONS BELOW.

Please provide the information requested below:

Arrival Date: _____ Departure Date: _____

Hotel Selection: *(List three choices in order of preference):*

First: _____ Second: _____ Third: _____

Reservations are processed on a first come, first served basis. If all three requested hotels are unavailable, do you want this reservation processed according to:

_____ Comparable room rate _____ Proximity to conference site

Room Type:

Adults to occupy room: _____ # beds requested in room: _____

List all room occupants *(if children, list names and ages):*

_____ Non-smoking room requested _____ Special Needs: _____

Send Confirmation To:

Last Name: _____ First Name: _____

E-mail Address: _____

Daytime Phone: _____ Fax: _____

(If number is not within the US, please provide the ENTIRE number the US will need to dial to reach you)

Company/Institution (if applicable): _____

Address: _____

City/State/Province: _____

Zip/Postal Code: _____ Country: _____

Deposit Information: All hotels require a credit card guarantee or check deposit of one night's room and tax with each room requested. A separate form and check/payment is required for each hotel being used.

Payment Information:

Credit Card *(please check one)*: _____ American Express _____ MasterCard _____ Visa _____ Other

Card #: _____ Expiration Date: _____ 3 Digit Code: _____

Name on Card (please PRINT): _____

Please make checks payable to **Visit Baltimore/MANTS Housing** and fax to 410-659-8398;
Or, Mail your form(s) and payment to: **100 Light Street, 12th Floor, Baltimore, MD 21202**

Sponsorship and Advertising Information

Q: As your company prepares for January 2013, how are you going to ensure that your product, message, and service stand out and have maximum visibility and reach?

A: The answer is easy and cost-effective when you consider the advertising and sponsorship opportunities at MANTS.

3,345 non-exhibiting – that is buying, shopping, seeking and looking - companies were represented at MANTS 2012. And, attendance was up 5% overall to 10,940. But, we recognize that numbers are just numbers without something to back them up. For this, we rely on the feedback of our exhibitors and attendees which has been overwhelmingly positive. It is so great to walk to the show floor, see the crowds, feel the energy, and hear the enthusiasm that is MANTS in action.

Our sponsorship and advertising prices are a very sound investment especially when compared to other industry shows.

Why? Two reasons - **Exposure** and **Value**.

Ask yourself if there is anywhere else that your product might be seen by 3,345 companies over three days. The hallmark of MANTS is keeping the show exhibitor focused and attendee driven. And, we do this by keeping things simple. We help make your marketing dollars go further!

The MANTS Exhibitor Guide & Floor Plan Book is distributed free of charge to attendees. 8,000 copies will be printed for the 2013 show which guarantees your advertisement tremendous exposure; and remember MANTS has no education, demonstrations, professional certification tests, mimes, or jugglers. Nothing to detract from doing business

* * * * *

Sponsorship: For companies who really want to stand out and increase their visibility and reach, then a MANTS sponsorship is the answer. MANTS has sponsorships with accompanying recognition for every budget. And, if advertising and sponsorship interests you, you will see that several of our sponsorships include complimentary ads to further increase your presence.

MANTS covers over 300,000 square feet and will have over 970 exhibiting companies in 2013, so you know the importance of enhancing your visibility and reach. Sponsoring and/or advertising at MANTS may give your presence and product that extra push you need to see your current and future customers.

Sponsoring and Advertising at MANTS is easy and cost effective. *So, how will you be seen?*

Visibility and Exposure at MANTS is one click away.

Lot C Parking at Oriole Park

Lot C is located across the street from the Baltimore Convention Center at Oriole Park at Camden Yards. MANTS runs a free shuttle Monday – Friday during MANTS to and from this lot. These hours are posted in the move-in and move-out section of this manual and in the schedule of events. A map of Lot C and the surrounding area is on the next page.

Lot C has some of the lowest and most cost effective parking rates in the city. The rates are set by the lot owners and MANTS has no ability to affect them. The rates listed below are the lot rates at the time this information is published and may change without notice.

For Cars ONLY - Daily Parking Rates:

Monday – Friday, arrive at lot before 10:00 am: **\$8.00**

After 10:00 a.m., Monday - Friday and all day Saturday and Sunday: **\$10.00**

Overnight Rate - **FOR CARS ONLY:** **\$18 or \$20 per day/night, 24 hour cycle**

The overnight rate is calculated using your daily rate of \$8 or \$10 plus \$10.00 per night

For Oversized Vehicles - Daily and Overnight Rates:

(Oversized Vehicles must be parked on Lot C)

Daily Rate: **\$25.00**

Overnight Rate: **\$60 per day/night, 24 hour cycle**

The overnight rate is calculated using the daily rate of \$25 plus \$35.00 per night for a total of \$60.

Directions to Lot C (see map on next page):

Parking on Lot C is available 24/7.

Lot C is located on West Lee Street between Oriole Park at Camden Yards and M&T Bank (Ravens) Stadium. To enter the lot, please follow instructions at the entry gate in order to obtain a ticket and once on the lot, please park your vehicle on the southern most portion of Lot C (closest to M&T Bank Stadium). Any violators of this will be ticketed and are subject to being towed at owners' expense. In order to exit the lot, you must either pay the attendant (if still on duty), pay at the exit with a credit card only, or pay at the Pay-On-Foot machine located by the entrance of Lot C with cash or credit card. If you have any questions about parking on Lot C, Central Parking of Maryland may be contacted during business hours and ahead of your scheduled arrival date at 410-347-9330.

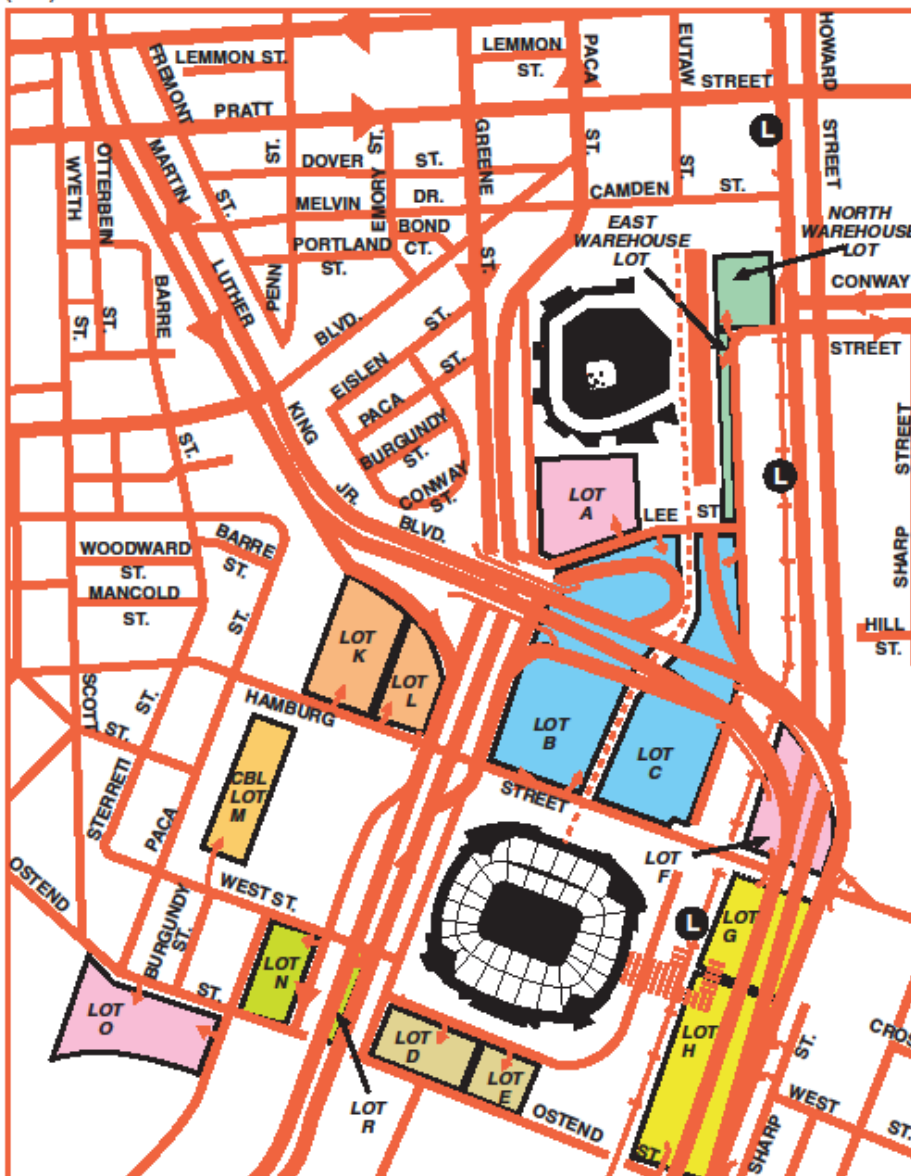
GPS: Oriole Park at Camden Yards · 333 West Camden Street · Baltimore, Maryland 21201

Lot C Parking Map at Oriole Park

The Map below is available to download as a separate and larger PDF on the Exhibitor page at mants.com. See the box labeled Driving Direction on the right side of the page.

ORIOLE PARK

Oriole Park at Camden Yards
333 West Camden Street
Baltimore, MD 21201
(410)685-9800



Directions to Staging Lot H at M&T Bank (Ravens) Stadium

For GPS Users, the M&T Bank Stadium address is: *1101 Russell Street
Baltimore, Maryland 21230*

***Parking Information:** If you need to park your vehicle after leaving the convention center either for the day or overnight, are not staying overnight or have an oversized vehicle, we have included daily and overnight parking rates, a map and directions to Lot C at Oriole Park on pages 25 and 26*

From the North or South on I-95

- **Follow signs on I-95 for Exit 53**, I-395 North (Downtown)
- Once on I-395 North, **keep in right two lanes** (follow sign for Russell St./MLK Blvd.)
- **Take the Russell St. exit**
- **Turn Left** at flashing light (bottom of exit ramp) and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right)
- **Go through light** at Hamburg Street and **Bear Right**, following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot

From the North on I-83

- **Take I-83 southbound** into the city to the 3rd traffic light (Lombard St.)
- **Turn right onto Lombard St.** and continue to the 10th traffic light (Howard St.)
- **Turn left onto Howard St.** and continue until the 3rd traffic light (Conway St.)
- **Turn right** into the ballpark at Conway St.
- **Bear Left** and go to second stop sign
- **Turn Right**, go through flashing red light and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (*Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right*)
- **Go through light** at Hamburg Street and **Bear Right**, following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot




(Continued Next Page)

From the South on I-295 (Baltimore/Washington Parkway)/ Russell St.

- **Take I-295** / Russell Street north past the ballparks
- **Turn right onto Camden Street** and continue until it ends (Howard St.)
- **Turn right onto Howard St.** (keep right) and continue to the next traffic light (Conway St.)
- **Turn right** into the ballpark at Conway St.
- **Bear Left** and go to second stop sign
- **Turn Right**, go through flashing red light and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right)
- **Go through light** at Hamburg Street and **Bear Right**, following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot

Staging Lot Shuttle:

MANTS runs a free shuttle all week from Monday through Friday. The shuttle times are listed in your move-in and move-out pages of this manual as well as on the schedule of events for Tuesday – Friday. During Move-in and Move-out, the shuttle runs the following circular route:

-  Staging Lot H at M&T Bank (Ravens) Stadium
-  Parking Lot C at Oriole Park and Camden Yards
-  Baltimore Convention Center (2 stops) Pratt Street Lobby Registration Entrance and the Public Safety (Security) / Loading Dock Entrance

*Directions from Staging Lot H at M&T Bank (Ravens) Stadium
to the Baltimore Convention Center*

For GPS Users, the Convention Center address is: *1 West Pratt Street
Baltimore, Maryland 21201*

- Go Straight out of the lot onto West Street
- **Turn Left** onto Leadenhall Street at the first intersection
- **Turn Left** onto West Hamburg Street at second stop sign
- Go Straight on West Hamburg Street over the bridge (Ravens Stadium will be on your left) and get into your Right Lane
- **Turn Right** at light onto Russell Street (CAUTION: an immediate right will put you on Interstate 395, so cross over this entrance ramp before turning right onto Russell Street)
- Get into right lane and drive past Oriole Park and West Camden Street
- **Turn Right** onto Pratt Street and stay in right lane
- **Turn Right** onto Charles Street (Charles Street is after Eutaw, Howard, Sharp and Hanover Streets)
- **Turn Right** into Convention Center Security

*Directions from the Baltimore Convention Center to
Staging Lot H at M&T Bank (Ravens) Stadium*

For GPS Users, the M&T Bank Stadium address is: *1101 Russell Street
Baltimore, Maryland 21230*

- **Turn Right** onto Charles Street out of Convention Center Security
- **Turn Right** onto Conway Street and get into right lane
- Go through second light across Howard Street and over the rail tracks into Oriole Park at Camden Yards
- **Bear Left** and go to second stop sign
- **Turn Right**, go through flashing red light and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right)
- **Go through light** at Hamburg Street and **Bear Right**, following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot

*Directions for Leaving the Baltimore Convention Center
and going to I-95 (N & S) and I-83 N*

Directions to I-95 North and South

*** Please note that by using the route to I-95 South below, you may also access Routes 395, 295, 195, 695 and 97 by getting onto I-95 South and following the signs*

- **Exit the Tunnel from the Baltimore Convention Center**; you will be on Conway Street heading East toward the Inner Harbor
 - **Stay on Conway Street** and go to your second light (which is Light Street)
 - **Take a Right onto Light Street**
 - **Go past the InterContinental Harbor Court Hotel** and through the light at West Lee Street, both of which are on your right
 - **Merge into the left hand lane**
 - **Turn Left** onto the Key Highway (which looks nothing like a highway and passes through a commercial and a high rent, high rise district). There is a gas station and convenience store along this route
 - **Follow the Key Highway to I-95 North and South**
-

Directions to I-83 North

- **Exit the Tunnel from the Baltimore Convention Center**; you will be on Conway Street heading East toward the Inner Harbor
- **Stay on Conway Street** and go to your second light (which is Light Street)
- **Take a Left onto Light Street**
- **Get into the Right Lane immediately**; the Inner Harbor Pavilions will be on your right
- **Bear Right** onto Pratt Street and move to the center lane
- **You will crossover** Calvert Street, South Street, Commerce Street and S. Gay Street. The Inner Harbor, ESPN Zone and Hard Rock Café will remain on your right.
- **After you Pass Commerce and Gay Streets, Merge into the Left Turn Lanes** (there are two)
- **Take a LEFT onto President Street** and you will run right into 83 North in three blocks.

Drive Safely and Thank You for Visiting MANTS

Post Show Cleaning Instructions

Our Post Show Cleaning Instructions are currently being updated and will be posted shortly.

Selling and Buying of Booths – Guidelines

The post-show selling and buying of booths containing green goods at green industry trade shows, including MANTS, has long been a common practice. It is an opportunity that benefits both the seller and the buyer. Despite the obvious mutually beneficial features of this, there are almost always complaints, primarily from buyers, about the unauthorized or accidental removal of purchased green goods from designated and properly tagged lots of purchased items.

We have long maintained that **MANTS is not and will not be held responsible** for any plant material that is removed by mistake or perceived to be stolen from exhibits during move-out.

So, for the benefit of all concerned, below are the recommended guidelines that show management and our contracted partners suggest you follow in order to protect the integrity of the booth selling/buying/donating process:

- The buying and selling of booths and their contents is a transaction between the seller and buyer only. Therefore, the responsibility for the goods being sold and bought lies solely with these two parties;
- We strongly recommend and encourage exhibitors to have someone remain with sold booths until they are moved out. If you sell or giveaway your booth, please pass this information onto your buyer. **MANTS cannot and will not be responsible** for anything that is left unattended after the show closes;
- As a service to our exhibitors, MANTS provides colored ribbon and tags with wire which exhibitors must use to designate whether a booth has been donated (green ribbon) or sold (orange ribbon) and to whom specific goods belong (write name and tag each item). These ribbons and tags are available at the Five Star Convention Decorating booth at the back of Hall D beginning at 12:00 pm on the last day of the show;
- **Important Reminder: NO BOOTHS MAY BE WRAPPED in colored ribbon prior to the 2:00 pm close of the show on Friday.** MANTS show management reserves and has previously exercised the right to remove exhibitors from future shows for non-compliance. **We regard early departure from the show as a very serious and unnecessary violation of show rules;**
- Regarding Move-Out and the coordination of the staging lot at M&T Bank Stadium, MANTS makes every effort to get exhibitors over and into the convention center to move-out before buyers and those who pick-up donated green goods. Vehicles are moved to the center as space becomes available at the loading dock and in the halls on the show floor, which is why there is a wait involved at the lot. We take this responsibility very seriously and while no system is perfect, please know that we are making every effort to service our exhibitors first;
- Please report **IMMEDIATELY**, any issues regarding move-out to a MANTS show representative or floor crew, so that we are aware of and may address the situation as quickly as possible.

Plant Donation Form

I/We wish to [donate the plant material](#) listed below to one of the MANTS approved non-profit agencies. I understand that only plant material and no hardscape goods may be donated. I will provide a receipt to the donee.

Removing Oversized Nursery Stock – Please see the MANTS Post Show Cleaning instructions on how to handle oversized nursery stock.

Please Print (accurately and legibly):

Firm Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

Approximate number of plants (evergreens, shrubs, trees) being donated: _____

Contents being donated: _____

My Booth Number(s): _____

Authorizing Signature: _____

(by signing this form, I verify that I have read and will comply with the information below)

Please Print Signed Name above: _____

Mail this form to: MANTS
c/o Plant Donations
P.O. Box 818
Brooklandville, MD 21022

Or, Fax this form to: 410-296-8288

Or, [Complete Plant Donation On-line](#)

Questions: Please call us at 410-296-6959

*** As a service to our exhibitors, MANTS provides colored ribbon and tags with wire which exhibitors must use to designate whether a booth has been donated (green ribbon) or sold (orange ribbon) and to whom specific goods belong (write name and tag each item). These ribbons and tags are available at the Five Star Convention Decorating booth at the back of Hall D beginning at 12:00 pm on the last day of the show.*

Important Reminder: NO BOOTHS MAY BE WRAPPED in colored ribbon prior to the 2:00 pm close of the show on Friday. MANTS show management reserves and has previously exercised the right to remove exhibitors from future shows for non-compliance. We regard early departure from the show as a very serious and unnecessary violation of show rules and we appreciate your cooperation.



Envelope Stuffer Order Form

[Order On-Line](#) or complete and send the form below.

A sample of the envelope stuffer may be found in the back of this exhibitor manual. **Please note that Envelope Stuffer quantities are limited and will be mailed to exhibitors as orders are received.** There are 4 cards per perforated sheet for your convenience and initial orders will be limited to a maximum of 250 sheets per company. The balance of requests over 250 sheets will be filled as quantities allow and after all initial orders have been fulfilled. Attendee brochure quantities are also limited, so please, when ordering, order only what you think you will need. Thank you.

Please Print (accurately and legibly):

Firm Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Telephone: _____

Please send us the following:

_____ Sheets (4 cards per sheet) of MANTS Envelope Stuffers

_____ MANTS Attendee brochures that I may personally distribute
*(The Attendee Brochure may be viewed on mants.com **Attendee** page)*

Authorizing Signature: _____

Please Print Signed Name above: _____

Mail this form to: MANTS
c/o Envelope Stuffers
P.O. Box 818
Brooklandville, MD 21022

Or, Fax this form to: 410-296-8288
Or, [Order Envelope Stuffers On-Line](#)

Mid-Atlantic Nursery Trade Show 2012 Address Label Order Form

[Order Labels On-Line](#) or send me the sets checked and circled below for attendees from January 2012:

<u>Category</u>	<u>Total</u>	<u>LABELS</u>	<u>DISK</u>
_____ All Firms Attending January 11-13	3215 labels	\$530.48	\$795.00
_____ Allied Supplier	253 labels	\$41.75	\$63.25
_____ Arboriculture	137 labels	\$22.61	\$34.25
_____ Consulting Services	259 labels	\$42.74	\$64.75
_____ Education	152 labels	\$25.08	\$38.00
_____ Equipment Dealer	53 labels	\$8.75	\$13.25
_____ Equipment Manufacturer	45 labels	\$7.43	\$11.25
_____ Financial Services	20 labels	\$3.30	\$5.00
_____ Garden Center	808 labels	\$133.32	\$202.00
_____ Greenhouse Grower	428 labels	\$70.62	\$107.00
_____ Human Resource Services	11 labels	\$1.82	\$2.75
_____ Irrigation Specialist	125 labels	\$20.63	\$31.25
_____ Landscape Architect	310 labels	\$51.15	\$77.50
_____ Landscape Contractor/Maintenance	1201 labels	\$198.17	\$300.25
_____ Landscape Distribution Center	262 labels	\$43.23	\$65.50
_____ Landscape/Interiorscape Designer	536 labels	\$88.44	\$134.00
_____ Lawn Maintenance	397 labels	\$65.51	\$99.25
_____ Non-Profit / Gov't Organization	166 labels	\$27.39	\$41.50
_____ Nursery Grower	702 labels	\$115.83	\$175.50
_____ Press/Media/Garden Writer	61 labels	\$10.07	\$15.25
_____ Professional Grounds Maintenance	301 labels	\$49.67	\$75.25
_____ Transportation Services	32 labels	\$5.28	\$8.00

PLEASE CHECK ONE OF THE FOLLOWING. Print Labels: _____ Alphabetically; or _____ by Zip Code
(If A Selection Is Not Made, Labels Will Be Sorted By Zip)

You must complete all of the contact and payment information section below in order to receive your labels:

Company Name: _____

Contact Person (PLEASE PRINT): _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Email Address: _____ **Telephone:** _____

_____ Please charge my credit card \$_____ for our MANTS Order _____ Master Card _____ Visa

_____ Enclosed is a check for the amount of \$_____ for our MANTS Order

Credit Card No: _____ **Expiration Date:** _____

Security Code: _____ (3 digits on back of Visa or MasterCard)

Card Billing Address (if different from above): _____

Signature: _____ **Print Name:** _____

Please fax this form with your credit card info to 410-296-8288. Or, mail it with your check or credit card info to: [MANTS Address Labels](#) • P. O. Box 818 • Brooklandville, MD 21022 • All Label Orders are shipped postage paid

Establishing and Updating Your Online Exhibitor Profile (OEP)

The MANTS [Online Exhibitor Profile](#) (OEP) has two purposes:

1. To allow exhibitors to update their contact information at any time.

When you have a demographic change, i.e. contact person or phone number has changed, log on to your profile and make these changes. Any contact information can be changed in real time by you, with the exception of a company name. Company name changes must be initiated by show management. You can also log on and retrieve your booth number, if you've forgotten it.

2. To add detail to how your company is viewed when attendees use the interactive floor plan to search for exhibitors, products, and services desired.

Currently MANTS offers exhibitors the opportunity to select from a list of generic products and services. With the OEP, you can add a detailed paragraph description about your company. Keywords from your detailed description will be linked to attendee searches for specific products and services.

To access your OEP:

1. **Log-on** to the MANTS website, www.mants.com
2. **Select** the Exhibitor tab.
3. **Select** "Update Online Exhibitor Profile"
4. You will see a menu bar on the left side of the screen and an alphabetical exhibitor list in the center of the page; **Select** the "Profile Editor" link in the top left hand corner
5. **Log-on** with your user name (e-mail address) and **password** (same as used to pay your online invoice). If you forget or lose your logon information, select the options at the bottom of the page to have this information e-mailed to you
6. **Check the box** in front of "Edit account after logon" and **select** "Sign in to Account." Review all of your contact information and make any changes or corrections necessary. (If you have a change to your company name, contact MANTS show management at 410-296-6959)
 - a. **YOU WILL want to add** your website address if it is not already listed (make sure to include the 'www' to establish a hyperlink)
 - b. **YOU MAY upload** your logo in the "Account Photo" option. Logos need to be sized to 400 pixels wide x 266 pixels high and the maximum byte size is 2,097,152
 - c. **YOU WILL want to select** the products and services that your company offers, from the drop down boxes
 - d. Once you have finished on this page, select "Save Changes"

You may return to this page, anytime throughout the year to update your profile.

(Continued Next Page)

Once you have reviewed and/or made changes to your company information, you will proceed to a screen titled “Exhibitor Profile Editor.”

Here, you select the information that you want attendees to see about your company.

7. Once on the “Exhibitor Profile Editor” page, you should:
 - a. Select your exhibitor name from the pale blue bar in the middle of the page
 - b. The next screen allows you to type a more comprehensive description about your company and the products and/or services you offer. **IMPORTANT: Keyword searches performed by attendees will pick up the words that you use in this product and service description.** For example, instead of being “just” a “Grower”, you have the opportunity to specify what types of plants you grow, like azaleas, box woods, Christmas trees ... etc. You have 1,000 characters to differentiate yourself from other exhibitors. And, you may type it directly into the notes box provided or copy and paste your description into the box from an existing Word document
 - c. When you have finished with this page, select “Save Profile.”
8. Next, preview your profile page, by selecting the “View my Profile” link at the top of the page under the “General Information” header.

We recognize that there is a learning curve in learning to use this system, so if you have any questions regarding the online exhibitor profile (OEP), please call us at 410-296-6959, rather than e-mail. A “real” conversation will probably offer a faster resolution to your question.

If you are reading these instructions on-line, you may [connect to your OEP here](#)