

Spring Needlepoint Show - Rules & Regulations

1. Setup & Teardown

- **Setup:** Ballroom Exhibitors' setup begins at noon on Wed, April 22, 2026. Suite Exhibitors' setup can begin upon check-in to their suites. All Exhibitors must be fully setup and ready for business, prior to show opening on Friday, April 24, 2026 at 9 AM.
- **Teardown:** Exhibits may not be dismantled, packed, or removed before the official close of the show at 2 PM on Sunday April 26, 2026. Early teardown disrupts the event, negatively impacting buyers and other exhibitors, and will result in forfeiture of future participation. All exhibit materials must be removed by the end of the designated move-out period. Suites must be restored to their original condition prior to check out.

2. Booth, Suite & Show Conduct

- **Multi-Suite Exhibitors:** All exhibit room doors must be open during Show hours, with all front rooms filled with inventory.
- **Badges:** All Attendees must wear their own designated badge during all show hours and events. Sharing of assigned badges is strictly prohibited and will result in forfeiture of future show participation. Show Organizers invested the time, so that "Buyer" badges are given only to legally licensed retail businesses, thereby ensuring Exhibitors they can sell wholesale, legally without charging tax, to the many new retailers they do not know. Exhibitors must be able depend on those badges during a busy market.
- **Exhibit Restrictions:** All displays, inventory, & activities must be limited to assigned space—whether ballroom or hotel suites. No loitering that blocks suite entrances during show hours. Open flames, candles, hot glue guns, or any hazardous materials are not permitted. Nails, tacks, glues and gum type adhesives are NOT to be used on hotel walls, doors, or furniture. Furniture may not be removed from suites. Displays should reflect the tone and quality of the needlepoint industry; management reserves the right to request removal of materials deemed inappropriate or unsafe. Banners on railings are NOT permitted by the hotel.
- **Allowed in Suites:** Command hooks & tapes, and furniture relocating. Furniture sliders made for carpeting are strongly advised. Magnets can be helpful for displays, as door/window frames are magnetic. If rooms are not restored to original condition prior to check out, the Embassy will need to charge your room for their labor. Security cameras for your exhibit space is optional.
- **Social Media:** Photography, Videography, or Audio Recording outside of your suite or booth is not permitted without the explicit permission of all impacted. Asking permission prior to photographing products has been a professional norm in our industry that has worked well to protect wholesale pricing and the overall integrity of our needlepoint industry.
- **Public vs Private:** Spring Needlepoint Show is a closed, private trade show, not a public event. Bringing in outsiders or personal guests, not previously registered & assigned a name tag, is strictly prohibited and will cause forfeiture of future show participation.

3. Insurance & Liability

- Exhibitors are responsible for their own insurance coverage, including general liability and property insurance, during setup, show hours, and teardown.
- Spring Needlepoint Show, LLC, assumes no liability for loss, theft, injury, or damage to exhibitors' property or merchandise.

4. Hotel Reservations

- **Buyers** – We plan to offer 1 suite per buyer at the Embassy host hotel until suites are sold out. We recognize the importance of having a nearby suite for Buyers and are asking all to join us in this plan. Additional rooms for buyers are to be booked in adjacent hotels using SNS room block rate links. Exceptions are on a case by case basis.
- **Suite Exhibitors** – Please utilize your Exhibit Suite/s for sleeping. If you need additional sleeping, please book additional rooms in adjacent hotels using SNS room block rate links. This will save more rooms for our Buyers.

5. Compliance

- Completion of registration application, signifies agreement to abide by all event rules, regulations & direction from Show management. Depending on the severity, noncompliance may result in immediate removal from Show, without refund, and exclusion from future shows.
- I have read the Spring Needlepoint Show Rules & Regulations and will do my part to help make the show a successful and enjoyable experience for all attendees.