Spring Needlepoint Show - Rules & Regulations

1. Setup & Teardown

- **Setup:** Ballroom Exhibitors' setup begins at noon on Wed, March 31, 2027. 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 2, 2027 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 4, 2027. 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. SNS has vetted attendees, so that "Buyer" badges are given only to legally licensed retail businesses, thereby ensuring Exhibitors they can legally sell wholesale, without sales tax, to new retailers they do not know. Exhibitors must be able depend on those badges during a busy market. All sales decisions remain at the discretion of individual businesses.
- **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 for carpeting will ease your efforts. 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 are 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.
- **Ballroom Closing & Security:** Ballrooms must close to buyers promptly at end of show hours. No buyers are to be in Ballrooms outside of show hours. Exhibitors may remain between 5:00 and 6:00 PM on Fri & Sat only to straighten, organize, and secure their booths. All exhibitors must leave the ballroom promptly by 6:00 PM on show days to allow officers to inspect and lock up the ballrooms. No private appointments or other exceptions are permitted after show closing hours. A sheriff's deputy will enforce the 6:00 PM departure requirement. In the event of an urgent need to get in, e.g. a left purse, etc., an officer must accompany the vendor in and out. Ballroom Exhibitors have asked that this policy be enforced.

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 –** ONE suite per buyer at the Embassy host hotel will be offered until suites are sold out. We recognize the importance of having a nearby suite for Buyers and are asking all to share in this goal. Additional rooms for buyers can be booked in adjacent hotels using SNS room block rate links. Nearby Air B n B's have been a popular alternative, especially for larger groups.
- **Suite Exhibitors –** Please utilize your Exhibit Suite/s for sleeping. If that is not a possibility in your case, plan to book additional sleeping rooms elsewhere. This allows more room for our growing number of Buyers.

5. Compliance

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