

2022 American Craft Made / Baltimore

Welcome to American Craft Made Baltimore! Please review this Exhibitor Service Kit for important information on rentals, electric, material handling and labor. The dates for this years' show are as follows:

Retail Show Friday, May 20 - Sunday, May 22, 2022

Booth fees cover the following: Floor space rental, booth sign, wifi (limited to checking emails and completing sales transactions), exhibitor badge plus one assistant badge, stock storage, empty crate removal and storage, 24 hour security, listing in print show directory, listing in online show directory, national, regional, local marketing campaigns and digital promo kits.

Booth fees **DO NOT** include: Furnishings such as pipe and drape, furniture, carpet, shipping or electricity. Use this kit to order these items.

* All booths must have 8 foot tall "walls" that cover the interior of the entire booth. Exhibitors must either rent pipe and drape or hard walls from the general contractor or, alternatively, provide their own "wall" structures.

IMPORTANT DEADLINES

Discount price deadline for custom Shepard orders: April 20, 2022

First day for warehouse deliveries without a surcharge: April 20, 2022

Discount price deadline for standard Shepard orders: April 29, 2022

Last day for warehouse deliveries without a surcharge: May 11, 2022

Last day for warehouse deliveries: May 16, 2022

First day freight can arrive at show facility: May 18 at 8:00am

Advance payment price for all Edlen **electrical** orders: April 20, 2022.

Pipe and Drape All booths must have 8 foot tall "walls" that cover the interior of the entire booth. Exhibitors must either rent pipe and drape or hard walls from the general contractor or, alternatively, provide their own "wall" structures. Please be advised that pipe and drape is NOT designed to support light fixtures or other items you may want to hang in your booth. If you hang lights or other items from the pipe & drape structure, you do so at your own risk and any damage that occurs as a result will be the sole responsibility of the exhibitor. It must be of sound construction and can in no way obstruct or endanger the neighboring booths or the public.

Electrical Electricity is not included with your booth fee. Edlen Electrical Services provides exclusive electrical, air, water and drain services at the Baltimore Convention Center. To place your order online please visit ordering.edlen.com. If you have any questions or need assistance

please email Baltimore@edlen.com referencing the event you are participating in. For all other inquiries please contact Edlen at (410) 649-7321 or visit the Edlen website at ordering.edlen.com.

Union labor and power tools All use of power tools is prohibited without the assistance of hired labor. Exhibitors are not permitted to use power tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within the size and time frame limitation. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or from Shepard.

Material Handling This is the process of unloading/loading your freight from your shipping carrier or vehicle and delivering it to your booth. The unloading and reloading of vehicles fall under the labor union jurisdictions in Baltimore. There is information in the exhibitor kit regarding hand carrying items that pertain to other trade shows at the Baltimore Convention Center (not American Craft Made). Please read the information below carefully and contact show management with any questions.

POV (Personally Owned Vehicle) Exhibitors may unload, reload and transport all items in their personal vehicles without the assistance of hired labor if they arrive in a Class 1 vehicle with no trailer. However, if you arrive in a vehicle class that requires hiring labor you will be charged the rates below.

Even if you choose not to allow anyone to handle your craft items the spirit of the regulation still exists and you will be charged for hiring onsite labor. All rates are round trip to include unloading and loading after the show.

Vehicles that may be unloaded without hired labor Exhibitors who arrive in Class 1 2-axle vehicles (cars, vans 500 cubic feet or less, pickup trucks) NOT pulling a trailer that contain materials for a single booth space, will be allowed to unload and reload the entire contents of their vehicle (with the exception of raw materials like sheetrock or lumber) without the assistance of hired labor. Shepard will not have carts to borrow so please bring your own cart to dolly to your booth.

Vehicles that require hired labor for unloading

- **Class 1 vehicles pulling trailers**
- **Class 2 vehicles** – (including box trucks, RV's, vans 500 cubic feet or more, etc.)
- **Freight Carriers, Class 3 Vehicles or larger** - (UPS, FedEx, Yellow Freight, DAX, Art In Motion, etc...) all vehicles in these categories must be entirely unloaded and reloaded by the onsite labor service. The cost for this service will be at prevailing drayage rates, or predetermined cost.

Labor rates for unloading/reloading vehicles

- **Class 1 vehicle (optional)** \$120.00

- **Class 2 sprinter van – 500 cubic feet or less** (*optional*) \$243.25
- **Class 1 vehicles pulling trailer** (**required**) \$347.00
- **Class 2 vehicles** including box trucks, vans over 500 cf (**required**) \$365.00
- **RV'S** (**required**) \$216.20
- **Freight Carriers, Class 3 Vehicles or larger** (**required**) All vehicles in these categories must be entirely unloaded and reloaded by the onsite labor service. Cost for this service will be at prevailing drayage rates (see kit), or predetermined cost.

If you have questions regarding the exhibitor services outlined in this kit, please contact us at shows@craftcouncil.org