

We're thrilled to have your team with us for the first ever Maryland Cannabis Convention taking place Fri, May 3 & Sat, May 4 at the Baltimore Convention Center. NECANN has launched a new **Exhibitor Resources** page to help guide you through everything you need to do leading up to the event. Please click on this link [NECANN Maryland | Exhibitor Resources](#) to access a planning timeline, the full Vista Convention Services Exhibitor Kit, info on carpet and furnishings rentals, electrical services, move in, shipping, material handling, hotel reservations, marketing opportunities, and more!

**Since this is a first-time show, we want to highlight the work rules of the facility, which are different from those you've encountered at other NECANN facilities and based on the state's union labor rules.** Vista Convention Services is the show's official general services contractor. Please see the official work rules on **page 9 of the Vista Convention Services Exhibitor Kit** and further information below.

### **Material Handling**

Exhibitors arriving in personally owned vehicles (POVs) to unload at the BCC are permitted one trip to hand-carry items into the exhibit facility. Exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is *not* permitted. ***All exhibitors with more than one hand carry trip will need to have their vehicle unloaded by union labor at the designated dock area. Material handling is round-trip service.*** All those unloaded will have their vehicles reloaded on the outbound. Instructions for outbound service will be provided onsite at the event. There is a special rate for this service that can be found on the material handling rate sheet on **page 11** of the Exhibitor Kit. ***The round trip rate applies to station wagons, mini vans, 4x4, SUVs and small pick-up trucks that require unloading at showsite. \$450.00 per vehicle up to 400lbs maximum. For POVs with more than 400lbs., uncrated rates will apply.***

We highly recommend placing a credit card on file prior to move-in on Thursday, May 2, 2024, since **payment is required before labor unloads your vehicle.** We want to ensure a constant flow at the dock and adhering to this will help all exhibitors set up for the event in a timely manner.

### **Installation/Dismantle Labor**

**Two (2) full-time exhibiting company employees** may work without Carpenter Labor for one (1) hour during move-in and one (1) hour during move-out without union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of union labor. ***Exhibitors are not permitted to use POWER TOOLS*** on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowed. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Vista. ***If your company falls within these parameters, we highly recommend ordering labor in advance, since labor ordered after the deadline of April 17, 2024 increases 25%.*** The labor order form can be found on **page 26** of the manual. Thank you in advance for your attention to these details. If you have any further questions, feel free to call Vista Exhibitor Services at 609-485-2421 or email [orders@vistacs.com](mailto:orders@vistacs.com).

