



2018 PHS Philadelphia Flower Show Major Exhibitor Deadlines

Most of the forms we need from you are online at this link www.pennhort.net/majorexhforms. The others will be mailed, emailed or distributed at meetings as noted below.

SOME OF THE DEADLINES HAVE CHANGED. To assist in planning for the Show and to assure we have the data we need to order materials, labor, etc., we are reminding you that subsidy checks will be withheld until all paperwork is submitted by the due dates below. This includes all online forms, exhibit plan and rendering, insurance documentation and contract. PLEASE make sure you follow the deadlines listed below and submit these items on time.

2018 EXHIBIT FORMS DEADLINES

- July 31 **Signed and witnessed contract** (mailed, please return original hard copy)
Exhibit concept sketch - mail or email to us
Contact update - submit online
Preliminary exhibit description- submit online
- September 30 **Exhibit rendering** – Scale drawing in plan and elevation - mail or email to us
- October 15 **Staging needs** - submit online
Early carpentry/drop-off - submit online
Mulch and sod- submit online
Exhibit sign- submit online
Location plan - mailed in September, sign and mail back
Live performers or animals – any inclusion of live performers or animals in an exhibit must be approved by Show management by this date. You must obtain proper permits.

FIRST SUBSIDY CHECK: END OF OCTOBER IF ALL THE ABOVE HAS BEEN SUBMITTED

- January 6 **Plant list** form - submit via email (emailed to you in November)
Copies of literature being distributed at your exhibit needs to be reviewed and approved by Show management
All special effects, including audio/visual, lighting, and sound must be approved by Show management by this date.
Badge, button and ticket - submit online by this date in order to pick up at meeting. None will be mailed. Available for pick-up at PHS if received after deadline.
Trucking/Delivery form - submit online
Insurance certificate - up-to-date at the time of the Show
Partner sign forms - submit via email (emailed to you in November)
Exhibit Intent- submit online

SECOND SUBSIDY CHECK: MID-JANUARY IF ALL THE ABOVE HAS BEEN SUBMITTED

- February 1 **Flame retardant** form – distributed at January meeting, submit via email or mail

THIRD SUBSIDY CHECK: MID-FEBRUARY IF ALL THE ABOVE HAS BEEN SUBMITTED

THE FINAL SUBSIDY CHECK WILL BE MAILED AFTER ALL LABOR, TRASH AND PCC CHARGES HAVE BEEN RECEIVED BY PHS FROM THE CONTRACTORS AFTER THE CLOSE OF THE SHOW.

Note: Forms highlighted will be mailed or distributed via email or at meetings. All other forms should be submitted online.