

AUBURN HOME SHOW

Exhibitor Final Instructions

At the Gold Country Fairgrounds
1273 High Street, Auburn, CA 95603
iani@AuburnHomeShows.com (530) 887-3616

This handbook provides the final instructions
and answers questions regarding setup, display, and move out.

**This is an addendum to the exhibitor agreement and in effect for all participants.
Please read thoroughly!**

This handbook provides the FINAL INSTRUCTIONS and gives detailed information. Should you have any questions or concerns during the show, please come to the Show Office.

SHOW HOURS:

Friday: 11 am - 6 pm; Saturday: 10 am - 6 pm; Sunday: 10 am - 5 pm

EXHIBITOR CHECK-IN / MOVE-IN:

Exhibitors may set-up only **after** checking in at the show office located at the Pleasant Street Gate (see Map).

Exhibitor Badges obtained at check-in and are for exhibitor use only.

YOU MUST CHECK IN BY 7 pm THUR or it is assumed you are cancelling and your space will be forfeited and reassigned (**ALL PAYMENTS ARE NON-REFUNDABLE / NON-TRANSFERABLE**)

However, if you know you are unable to check-in by 7 pm on Thurs. you **MUST** call the Auburn Home Show Office for approval to hold your space. Late arrivals without approval will be re-assigned a different location or have their booth forfeited.

BOOTH SET-UP:

Set-Up Hours: Wed: 8 am - 10 pm; Thurs. 8 am - 10 pm. THERE IS **NO FRI. SET-UP**. Companies may be contacted for move-in times depending upon booth size and location. All booths **MUST** be set up by Thur night. If not, we reserve the right to have another company occupy your space.

Indoor booths and Pavilion Tents (excluding foyers and festival booths) are equipped with:**
8 ft curtain backdrop, 3 ft curtain side dividers
Single, 500 watt outlet

Outdoor Booths:

No pipe, drape, sign, table, tent or electricity are provided (may be ordered separately). Booth spaces are specifically marked. **IF YOU EXPAND BEYOND YOUR DESIGNATED AREA WITHOUT APPROVAL, YOU WILL BE CHARGED ACCORDINGLY!**

Concession Building Booths are equipped with:

Sinks, counters, and pass through windows. Some booths may have ovens, ranges, fridges, or stove tops. Electricity IS NOT provided.

**Pavilions will be either on asphalt/concrete or a lawn/field surface. The ground is fairly level, however, if you feel your items need to be perfectly level, please bring shims. If you have items that could be damaged by moisture, please place them on a pallet or otherwise raised off the ground. Please note that the Home Show is not responsible for any damage to your display items.

When planning for and setting up your display:

All displays must be professional in appearance. No Flea Market/Garage Sale displays.

Do not build your booth so that it blocks the view of your neighbor. (See Exhibit Display Policy) applicable to indoor booths only. Place all objects taller than 3 ft in the back half of your booth and shorter/smaller items in the front. Corner/end cap booths must comply with the Exhibit Display Policy. "Sides" may not be used as "back" to block visibility of neighboring booths by bringing the display height higher than 3 ft from the aisle. (Not applicable to Gift & Gourmet, festival, or Outdoor booths.)

All exposed carpet edges and extension cords must be secured down. In the Armory Bldg only painters tape or masking tape (or some other securing device that does not leave any damage or sticky substance behind) may be used on the floor. There are no ladders, dollies, brooms, pencils, etc. available. Please bring these with you. As room allows, you can drive into Bldg #16 (Placer Hall) and #10 (Armory) to unload. Vehicles are allowed onto the grounds to unload but must be moved to a parking lot **immediately** after unloading. A forklift with operator may be available on a first come, first served basis during regular work hours (no Sat or Sun eve after 3pm). Charges and availability are determined by the Fairgrounds and are not responsible for any incurred damage. You may use your own equipment if properly insured and licensed (this is a state facility).

MOVE-OUT / TEAR DOWN

Nothing will be allowed to leave the facility or vehicles allowed on grounds until after 5 pm on Sun. You must clean your area and dump garbage in the proper receptacles; you will be charged if you leave it. Removal of exhibits will be: Sun 5 pm – Midnight and Mon 7 am - 5 pm. The Forklift is NOT available on Sun evening without prior arrangements. Note: We are not responsible for any exhibit still at the facility after 5 pm on Mon. Any items remaining after the 5 pm deadline may be removed by the Fairgrounds at the prevailing wage and stored at their current storage rate.

WATER / ELECTRICITY / DECORATOR / TELEPHONE / INTERNET

Water is available on site at no charge. Faucets/spigots are shared with no exclusive vendor use. You must bring your own hoses, buckets, etc and are responsible for any leaks, spills etc. or damage done as a result including draining pools and spas at tear-down. Spigot may only have a permanent hose hooked up with prior management approval and a splitter.

Electrical: Inside booths (excluding foyers, festival & Concessions) automatically have 500 watts provided. Concessions, outside exhibits, foyers, or inside booths needing additional power may order electrical through the show Electrician, Lights West (209) 333-0996, fax (209) 333-2312. For a discount you must order electricity at least 10+ days before show. Generators are **not** permitted. For the order form see the FORMS page of the Exhibitor Information portion of our website.

Decorator: Tables, chairs, carpet etc. may also be ordered from Lights West. The decorator will be onsite from move-in through noon Fri and will not return until Mon. Rental items will be removed on Mon morning.

Telephone: Building telephone lines are handled directly by AT&T convention services at 800-339-3204.

PARKING & PARKING PASSES

During Set-Up

Parking passes are not needed during set-up/tear-down

Do not remain parked in the fairgrounds during set-up/tear-down because of congestion. We reserve the right to have any vehicle towed at the owners expense if they are left unmanned and in the way for a long period of time. Use any parking lot.

During Show

There are 3 lots for exhibitors to park: Front #1, Overflow #2 & Ballfield #3

Lots #2 is free. Lot #1 & Lot #3 are \$2 daily.

Lot #1 is generally full by 9:45 am. If you arrive after that, go directly to another Lot. Vehicle storage and oversized vehicle parking is available in Lot #2 only.

No vehicles can be stored overnight in Lot #1 or Lot #3.

As a courtesy to YOUR customers, do not park in the public parking lot.

Do not block gates or other vehicles.

Violations of any of the above may result in vehicles being towed at owner's expense.

During Move-Out / Tear Down

Only bring your vehicle in after your booth has been "torn-down" and ready for loading.

Traffic will be directed entering the Fairgrounds. Roads will have only one-way traffic with limited "loading only" parking. Specific Move-Out traffic instructions will be provided by Sun.

No vehicles will be permitted onto the Fairgrounds until after the show has closed and attendees are not on the roads. Vehicles may not block the road for other vehicles. Large vehicles may be required to wait.

RESTOCKING / DELIVERIES

Restocking: You may drive into the Fairgrounds before and after the show to restock. All vehicles must be out of the fairgrounds one-half hour before the start of the show.

Deliveries: The fairgrounds does not have a freight office. For deliveries, direct the carrier to the show office. We accept deliveries on your behalf but the parcel must include the company name & will store as space allows. We are not responsible for damaged or missing items. You are responsible for getting your delivery to your booth. You must make your own arrangements for delivery pick-up after the show.

The shipping address is 1273 High Street, Auburn, CA 95603. Deliveries made prior to Fri may be directed to the Auburn Home Show Office (Pleasant St gate); thereafter, shipments may only be accepted at the gates. Please remember to add your company name on parcel.

SECURITY

Security is provided beginning at 8 am on Wed through 8 am on Mon. We advise that each night you cover your booth and remove any small items, money, leads, laptops, etc. We are not responsible for any missing or damaged items. Please refer to your exhibitor agreement and your insurance coverage.

LICENSE / PERMITS

Exhibitors must comply with any and all Federal, State and local laws, statutes, ordinances, rules and regulations. Any Company exhibiting without appropriate licenses and/or permits may be removed from the show without refund.

State Tax: To sell products or take leads to sell you must have a valid CA Resale Number from the Bd of Equalization (800-400-7115). Please send it to us at least 3 weeks before the show. Placer Co tax rate is 7.25%. Seller's Permit forms are available on the FORMS page of our website.

Contractors License: Those companies required by law must have a current, valid license with the California Department of Consumer Affairs. Please provide it to us at least 3 weeks before the show. 1-800-952-5210 dca@dca.ca.gov

Health Permits: If you distribute any type of food or beverages, including pre-packaged, you must obtain a Placer County Health Permit. Placer Co Health Phone - 530 745-2309. You must then provide a copy of your current health permit a **minimum** of 2 weeks prior to show. If one is not provided then you will not be allowed to provide anything ingestible to attendees or other vendors.

INSURANCE

The show has a general liability policy covering the public. Exhibitors are responsible for employee, representatives & property including theft & damage. You must hold management and Gold Country Fairgrounds harmless from all claims arising within the contracted area. (See Agreement Terms on your contract) The show is not responsible for any loss or damage that may occur.

Fire Marshal: The State Fire Marshal requires that pavilion, concession, and outside exhibitors comply with and complete its checklist distributed at check-in (brick & mortar building exhibitors are exempt). The checklist must be posted at your booth by Friday at 11 am. The checklist can also be found on the **FORMS** page of the Exhibitor Information portion of our website. ALL exhibits must be in compliance with all Fire Marshal rules & regulations. Tents shall bare the CSFM Seal; Canopies shall bare the CPAI-84 seal. Decorative materials shall be made of non-flammable or fire-resistant materials. These items may be sprayed with a fire treatment/retardant & proof (i.e. bottle) must be available to show inspector.

ATM's:

There are ATM machine(s) located on the grounds for you and your attendee's convenience.

SHOW RULES

We all need to use common sense and work together. If you have a problem, please let us know during the show. We cannot handle it after the show. Please observe these rules:

Exhibits: You may only exhibit or display product(s)/service(s) listed on your exhibitor agreement. If not specified or specific, the Show may disallow a product/service including piggy-back companies.

Signs: Unless specifically approved in advance, all signs, literature, etc., are limited to your exhibit space.

Literature and Signage: Unless approved by Management, only literature pertaining to your business (products/services) is permitted to be distributed from your exhibit or through the show. This includes business cards, flyers, newspapers, magazines, brochures, etc..

Soliciting: Promote your company in your booth only. Do not stand outside your booth perimeter, walk the aisles, entrances or parking lots to solicit business. Calling out into the aisles is also prohibited.

Distributions/Solicitation: No distributions or solicitation to booths/vendors without prior approval (i.e. magazines, brochures, fliers, etc) by vendors or non-vendors.

Noise/Odors: No alarms, bells, televisions, music, microphones, etc. that are disruptive or annoying. Microphones may be used without prior approval and quiet enough not to disturb other exhibitors. No odors that are offensive/annoying may be used.

Pets: No pets (except service), animals or live creatures are allowed on the show grounds without prior approval.

Exhibitor Disputes: Do not bring disputes to the show. Never malign another vendor (violation will be met with immediate removal from the event).

Unprofessional Behavior: Exhibitors will behave in an orderly and professional manner at all times. Unprofessional behavior will not be tolerated including loud voices, arguing, vulgar language, disorderly conduct, intoxication, etc.

Overloaded Staffing: Management reserves the right to limit personnel in exhibit space.

Leaky Booths: If your booth leaks including outside area it may be a liability. It must be cleaned up immediately and the leak repaired.

No Early Tear Downs: The show ends Sun at 5 pm. You may not tear down before then.

Parking: During the Show, do not park in attendee lots or store vehicles in exhibitor or attendee lots.

Damage: You are responsible for any damage you cause to the Fairgrounds, show equipment, other exhibits, or injuries to others.

Non-Compliance: Non-compliance with Show policies may result in removal from the Show and forfeiture of booth(s) and payments.

Complimentary Passes: Complimentary passes may not be distributed to "in-coming" attendees. These are to give to your clients prior to the show.

Admittance: We hold the right to deny admittance to anyone for any reason at any time.

Interpretation: Management has the full right to interpret and/or amend these rules/policies and retains sole and unconditional discretion to rule on any and all situations which may arise.

Hold Harmless: Exhibitor hereby covenants, warrants and agrees to hold Management and Gold Country Fairgrounds harmless from any and all liability arising out of or related to maintenance, use, transport of vehicles, equipment, etc. Exhibitor hereby covenants, warrants and agrees to indemnify and hold Management and Gold Country Fairgrounds harmless from any and all claims, injury, damages arising out of, related to or resulting from the act or failure to act by Exhibitor, employee/agent/officer, as well as Exhibitor's conduct and activities and which arise out of or relate to any product/service or statements made by Exhibitor or Exhibitor's authorized agents/employees.

Changes & Updates:

Fire Marshal Requirements: Tents shall bare the CSFM Seal; Canopies shall bare the CPAI-84 seal. Decorative materials shall be made of non-flammable or fire-resistant materials. Or these items must be sprayed with a fire treatment/retardant & proof (i.e. bottle) must be available to show inspector.

Booth Staffing: Management reserves the right to limit personnel in exhibit space.

Insurance: Public liability insurance is provided. Exhibitors are responsible for employees, representatives & property, including theft or damage.

ACCOMMODATIONS

RVs Overnight: Call the Gold Country Fairgrounds 530-823-4533

PHONE NUMBERS

Auburn Home Shows: 530-887-3616 (FAX 530-887-3606)

Lights West (Decorator and Electrical) 209-333-0996

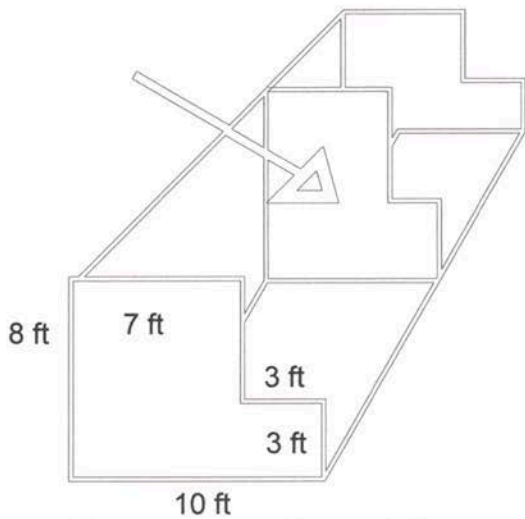
Gold Country Fairgrounds 530-823-4533

Placer County Dept of Health 530-745-2340

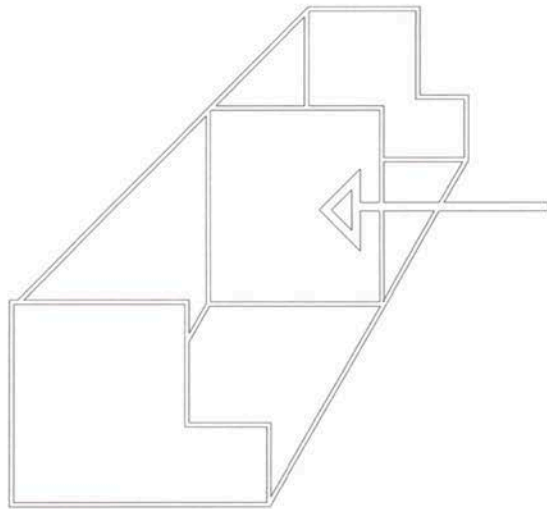
Bd of Equalization (Resale permits) 800-400-7115

Email lani@auburnhomeshows.com

Indoor Exhibit Display Policy (excludes Gift & Gourmet Bldg & Festival Booths)



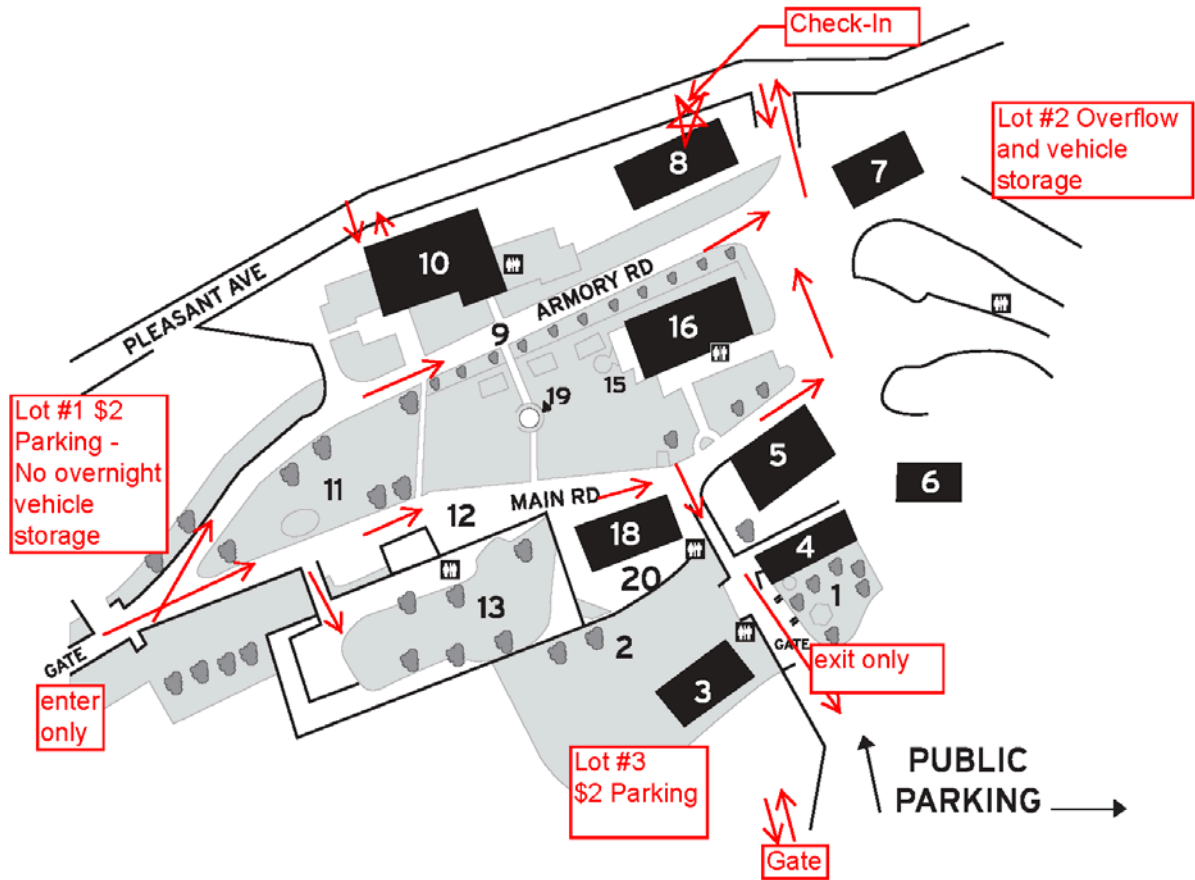
Correct Set-Up
(10x10 Example)



Incorrect Set-Up

Move Out Traffic Flow Map

Move in: After check in, proceed to the one-way entrance closest to your booth. After you unload, please move your vehicle to any parking lot.



Move-Out: Begins after the show closes on Sun and attendees have left the Fairgrounds. NO vehicles will be allowed on the grounds prior to that time. Please do not line up to enter especially on the street. It may block traffic and you may be cited. Usually within 45 minutes there is no line and access is easy.