

HOME SHOWS USA

Since 1975

Exhibitor Final Instructions

At the Del Mar Fairgrounds
2260 Jimmy Durante Blvd. Del Mar, CA
Richard@homeshowsusa.net
1-800-999-5400 ext. 101

This handbook provides the final instructions and answers to questions regarding setup, display, and move out. **This is addendum to the exhibitor agreement and in effect for all participants in the show.**

Please read thoroughly!

Welcome and thank you for being part of the Del Mar Home Show. We are pleased to have quality exhibitors like you, with quality products and professional services. With your help, we will present a show that will be exciting to consumers and beneficial to you. This handbook provides the FINAL INSTRUCTIONS and gives you detailed information. Should you have any questions or concerns during the show, please come to the Home Show Office located in the Pat O'Brian building. We look forward to working with you to have a tremendous show.

HOME SHOW HOURS:

Friday: 10am – 5pm; Saturday: 10am – 6pm; Sunday: 10am – 5pm

Exhibitors will be allowed in the fairgrounds during non-show hours with acceptable ID, one hour before opening.

EXHIBITOR CHECK-IN/MOVE-IN:

Exhibitors may set-up only after checking in at the show office located at the Pat O'Brian Hall

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

Badges: 4 badges per company.

YOU MUST CHECK IN BY 9am FRIDAY or it is assumed you are not exhibiting. If you do not check in by that time, you forfeit your space and it will be reassigned. **ALL PAYMENTS ARE NONREFUNDABLE/NON TRANSFERABLE.**

If you are unable to check-in by 9am on Friday you must call the Del Mar Home Show Office for approval to hold your space. Late arrivals may be re-assigned to a different location.

BOOTH SET-UP:

Set-Up Hours: Wed: 12pm (noon) – 5pm; Thurs: 8am – 7pm. There is **NO** Friday set-up. Companies may be contacted for specific move-in times depending upon booth size and location. All booths **MUST** be set up by Thursday night, call for Friday setup. If you have not set-up by then, we reserve the right to have another company occupy your space.

Indoor Booths

8 ft. curtain backdrop, 3 ft. side dividers

Single, 500-watt outlet

Sign (white cardboard, black block letters) with your company name (only if you a space booked 2 weeks before the show)

***Outdoor 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 damages to your display items.*

Outdoor Booths

No curtain, drape, sign, tables, tent, or electricity provided (may be ordered separately). Booth spaces are specifically designated and marked. If you expand beyond your designated area, you will be charged accordingly.

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 at the end of document). Place objects taller than 3 ft. in the back 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.

All exposed carpet edges and extension cords must be secured down.

There are no ladders, dollies, brooms, etc. available. Please bring these with you.

As room allows, you can drive into the building to unload.

Vehicles are allowed onto the fairgrounds to unload. Please move them to a parking lot after unloading.

A forklift with operator is available on a first come, first served basis during regular work hours (no weekends or Sunday evening).

MOVE-OUT/TEAR DOWN

Nothing will be allowed to leave the facility until after 5pm on Sunday. 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 Sunday 6pm – 9pm and Monday 8am – 12pm (noon). The forklift is not available on Sunday evening without prior arrangements. **Note:** We are not responsible for any exhibits still at the facility after 12pm(noon) on Monday. Any items remaining after the 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 charge. Faucets are shared with no exclusive vendor use. You must bring your own buckets, etc. and are responsible for any leaks, spills etc. or damage done as a result including draining pools and spas at tear - down.

Electrical: Inside booths automatically have 500 watts provided. Concessions, outside exhibits, or inside booths needing additional power may order electrical through the show Electrician. Edlen Electricity (619) 696-6625. You must order electricity at least 5 days before show for a discount. Generators are not permitted. Also see the **FORMS** section of the Exhibitor Information portion of our website.

Decorator: Tables, chairs, carpet etc. may be ordered from Raphael's Party Rental. Contact them directly at (858) 689-7368 or go to the **FORMS** section of the Exhibitor Information portion of our website. The decorator will be onsite from move-in through noon Friday and will not return until Monday. Rental items will be removed on Monday morning.

Telephone: Building telephone lines are handled directly by AT&T convention services Del Mar Fairgrounds.

Internet: Wireless Internet go to your Wi-Fi or check at show desk.

PARKING & PARKING PASSES

During Set-Up

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

Enter **ONLY** through Via De La Valle Entrance

Do not remain parked in the building during set-up/tear-down because of congestion. Use parking lot.

During Show

For a three-day pass it is only \$10, you must go only through Via Del La Valle Entrance.

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. No vehicles will be permitted onto the building until after the show has closed and attendees are no longer there, this is usually around 5:15pm.

Vehicles may not block the roads for other vehicles. Oversized trucks/trailers may be required to wait.

RESTOCKING / DELIVERIES

Restocking: You may drive into the Fairgrounds before and after the show to restock.

Deliveries: The fairgrounds do not have a freight office. For deliveries, direct the carrier to the show office. We accept deliveries on your behalf but 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.

SECURITY

Security is provided beginning at 4pm on Thursday through 8am on Monday. 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 a refund.

State Tax: To sell products or take leads to sell you must have a valid CA Resale Number from the Bd. Of Equalization, Placer Co tax rate is 8%

Contractors License: Those companies required by law must have a current, valid license with the California Department of Consumer Affairs.

Health Permits: If you distribute any type of food, prepare and/or serve food, you must apply for a permit through the State Department of Health. You will not be allowed to distribute food if the application and fees have not been arranged.

Fire Marshal Checklist: The State Fire Marshal requires that all building, concession, and outside exhibitors comply with State Law.

INSURANCE

The show has a general liability policy for attendees **only**. *We advise you to carry liability insurance* for you, your employees and/or agents. You also must include coverage for theft or damage of your exhibit/products etc. the show is not responsible for any loss or damage that may occur.

ATMS

There is an ATM machine located on the grounds for you and your attendee's convenience.

HOME SHOW RULES

We all need to use common sense and work together to have a successful show. 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 during piggyback companies.

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

Literature and Signage: Unless otherwise approved by Management, only literatures pertaining to your business (products/services) are permitted to be distributed from your booth 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 or entrances handing out information or soliciting business. Calling out into the aisles for customers is also prohibited.

Noise/Odors: No alarms, bells, televisions, music, microphones, etc. that is disruptive or annoying. Microphones may be used with prior approval and quiet enough not to disturb other exhibitors. No odors that are offensive/annoying to exhibitors or attendees may be used.

Pets: No pets, animals, live creatures of any kind allowed on the show grounds without prior approval.

Exhibitor Disputes: Do not bring disputes to the show. Never, EVER, malign a competitor.

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.

Leaky Booths: If your booth leaks including outside area, it must be cleaned up immediately and the leak fixed.

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

Parking: During the show park at the Via De La Valle Parking lot for \$10 over the weekend.

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

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

Hold Harmless: Exhibitor hereby covenants, warrants and agrees to hold Management Del Mar 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 Del Mar 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.

ACCOMMODATIONS

RVs Overnight: Call the Del Mar Fairgrounds (858) 793-5555

PHONE NUMBERS

Home Shows USA (800) 999-5400

Raphael's Party Rental (858) 689-7368

Del Mar Fairgrounds (858) 793-5555

San Diego Health Permits (619) 688-0143

Bd. of Equalization (Resale Permits) (800) 400-7115

Edlen Electrical (619) 696-6625

E-mail Richard@homeshowsusa.net

HOTELS

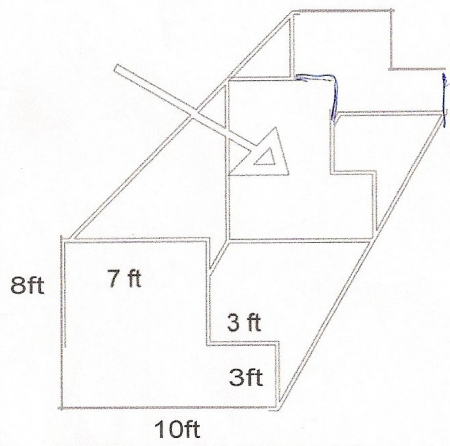
Hilton Del Mar .28 miles

Holiday Inn Express .98 miles

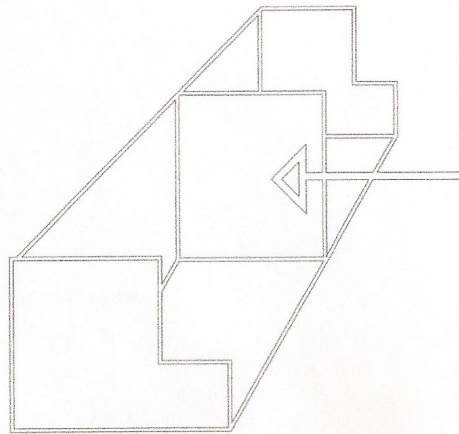
Hampton 2.91 miles

Double Tree 2.9 miles

Days Inn Encinitas 5.45 miles



Correct Set-Up
(10x10 Example)



Incorrect Set-Up