



# EXHIBITOR GUIDE

## DATES:

Friday, March 20<sup>th</sup> - through Sunday, March 22<sup>nd</sup>, 2020

## LOCATION:

Jackman-Long Building & Columbia Hall at the Oregon State Fairgrounds in Salem, Oregon.

## SHOW HOURS:

Friday	11:00 am - 6:00 pm
Saturday	9:00 am - 6:00 pm
Sunday	10:00 am - 5:00 pm

## MOVE-IN SCHEDULE:

You may move-in to set up your booth during the following times:

Monday	12:00pm – 5:00pm * <b>Columbia Hall ONLY Landscape Display Gardens</b>
Tuesday	8:00 am - 9:00 pm
Wednesday	8:00 am - 9:00 pm
Thursday	8:00 am - 9:00 pm *
Friday	8:00 am - 10:30 am <small>(hand carry items only)</small>

\* Thursday, the loading doors in the Jackman – Long Building will be closed to lay carpet at 12:00 pm - **ABSOLUTELY NO VEHICLE TRAFFIC ENTERING THE BUILDING AFTER THAT TIME AND ALL AISLEWAY MUST BE CLEARED. NO EXCEPTIONS!**

**BOOTHS #229 - #236 MAY NOT MOVE IN UNTIL AFTER 5:00 PM ON THURSDAY AND MUST BE THE FIRST OUT ON SUNDAY WHEN THE SHOW CLOSES AT 5:01PM**

**BOOTHS #18, #19 & ANY EXIT DOOR TABLE SPACES MAY NOT MOVE IN UNTIL 8:00AM ON FRIDAY AND MUST BE SET-UP BY 10:30AM. MUST BE THE FIRST OUT ON SUNDAY WHEN THE SHOW CLOSES AT 5:01 PM**

## MOVE-OUT SCHEDULE:

Please Note: Exhibitors are not permitted to tear down before the close of the show on Sunday, at 5:00 pm.

Sunday	5:00 pm - 9:00 pm
Monday	8:00 am - 4:00 pm
Tuesday	8:00pm – 4:00pm * <b>Columbia Hall ONLY Landscape Display Gardens</b>

If you are not able to tear down your booth Sunday, we request you remove any signage, pictures, decorations, etc. from the drapes and curtains before you leave. Immediately after the show closes, the decorators will begin tearing down the drapes and we do not want them to have to remove your property. **NOTE:** *If you leave your display until Monday, please remove any and all valuable items from your booth.*

## PARKING:

Parking at the Mid-Valley Home Show is **FREE** to both exhibitors and show patrons. We request that exhibitors park behind the Jackman-Long and Columbia Hall buildings. The entrance to exhibitor parking is on Sunnyview Avenue. The parking lot in front of the Jackman-Long building and on 17th Street is reserved for show patrons. Entrance to exhibitor parking is on Sunnyview Ave.

## **SOUND CONTROL:**

Show management reserves the right to control the volume of any radio, recorder, television, stereo, or musical instrument on an exhibit in order to prevent demonstrations from becoming a nuisance. **The use of a P.A. system must first be approved by show management.**

## **BALLOONS & POPCORN/FOOD:**

There will be no balloons (Helium or Mylar), popcorn or food (unless authorized by show management) allowed in either building for the purpose of company promotions of any nature. **NO EXCEPTIONS!**

## **ELECTRICAL:**

Each 10 X 10 space is provided with 1000 watts as stated in your contract. Additional power drops, 110 V, or 220 V are available at an additional cost. Please contact Jeni Huntington at the HBA at 503-399-1500 at least one week in advance of the show to make arrangements.

## **WATER:**

The Oregon State Fairgrounds will charge \$50 per outlet.

## **SECURITY:**

While 24-hour on-site security will be provided by show management from Thursday at 9pm through the close of the show, Sunday at 5pm, please take appropriate precautions during set-up and tear down hours as it is impossible for either the Home Builders Association or hired security to know who is and is not authorized to enter your display and/or handle products.

## **SIGNAGE:**

Signs – A) If signs extend above the back or side walls of the booth, the side of the sign(s) facing outward to the exterior of the booth must be blank or covered. B) Signs hung from the ceiling rafters must be delivered to Show Management at the Oregon State Fairgrounds no later than 12:00pm on Monday, March 13th. There will be a \$250 fee to install these signs. If any signs are delivered after 12:00pm on March 12th, signs will only be installed at the discretion of Show Management. **NO EXCEPTIONS!**

## **BARK DUST, BRICKS, DIRT & OTHER:**

If you plan to use bark dust, bricks, dirt, or other materials with staining agents you **MUST** first lay visquine before setting up your booth in order to prevent staining of the floor and/or walls. Clean up of ANY stains caused by you will be charged to you! **ABSOLUTELY NO EXCEPTIONS!**

## **FORKLIFT:**

A forklift will be available from 8am to 9pm Tuesday and Wednesday, Thursday from 8am to 11am, Sunday from 6pm to 9pm, and from 8am to 4pm on Monday courtesy of Home Builders Association. All operators must be trained/certified forklift operators and must sign a usage waiver form. Contact us at the on-site show office for keys. We **DO NOT** provide forklift operators. You must make arrangements with us at least one week in advance of set-up if you will need a fork lift operator and must pay any additional costs associated with this service.

## **VEHICLES USED AS DISPLAYS**

Per Oregon State Fire Marshall rules, any vehicles used as displays within the building must have the vehicle battery disconnected, and the fuel tank cap must either lock or be covered with tape during the show.

## **SMOKING, GAS & FIRE/OPEN FLAMES:**

Smoking, fire, portable propane/gas tanks, and/or open flames are **NOT** permitted in any Oregon State Fairgrounds buildings. All gas drops/access must be approved by Show Management at least one month in advance of set-up of the Show.

## **CARPET / BOOTH TAPE:**

Use only show authorized tape to adhere carpeting or other items in your booth to the show floor. If you need to buy/acquire tape, please contact the show decorators, DWA, or show management. Approved tape can be purchased from the show office/info booth for \$10/roll. Clean up charges incurred by show management from OSF of ANY unauthorized tape will be charged to you! **ABSOLUTELY NO EXCEPTIONS!**

## **OSF WI-FI PASSWORD:**

Dedicated Vendor WIFI – Network Name: **Vendors** - Password: **vendors1234!**