



NAPA *Home & Landscape* SHOW

EXHIBITOR KIT

**NAPA VALLEY EXPO
FAIRGROUNDS
575 3rd St,
Napa, CA 94559**



HOME & LANDSCAPE SHOW HOME & GARDEN SHOW

**4862 Black Oak Mine Rd, Suite 2
Garden Valley, CA 95633**

(530) 210-2118 INFO@NapaHomeShow.net

NapaHomeShow.net

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SET-UP, SHOW & MOVE-OUT HOURS

BEFORE SETTING UP your booth, YOU MUST **CHECK IN** at the *Show Office*:

- *Show Office* Location:
- *Show Office* Hours: **Apr 15, Thurs from 8am - Apr 18, Sun at 9pm**

All Exhibitors must check-in with Show Management no later than 6pm on Thursday, and all booth set-up must be completed by before the show opens at 11am on Friday.

SCHEDULE AT A GLANCE	BOOTH SET-UP		
<u>PRIOR APPROVAL ONLY!</u>	April 14th Wednesday 9am - 7pm		
	April 15th Thursday 9am - 9pm	Do not block freight doors or entry doors while unloading.	
	April 16th Friday 8:00am - 9:30am	No major set-up is allowed! Roll-up doors will not be opened! Hand-carry items only;	
		SHOW HOURS	
<u>SHOW HOURS:</u> Exhibitors with proper ID (badges) may enter the buildings after 8:00am. Please note that Security will not let anyone into the buildings until Show Management has arrived.		April 16th Friday 11am-5pm	
		April 17th Saturday 10am-5pm	
		April 18th Sunday 10am-4pm	
			BOOTH REMOVAL
<u>BOOTH REMOVAL:</u> Security leaves on Sunday at Midnight. Any exhibits not completely dismantled by Monday are subject to additional Fairground fees!		INSIDE BOOTHS: April 18th • Sunday 4pm-Midnight OUTSIDE BOOTHS: April 19th • Monday 7am-Noon	

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EXHIBITOR CHECK-IN INFORMATION

SHOW OFFICE

The **Show Office** is located on the Napa Valley EXPO grounds. Please follow directional signs.

EXHIBITOR CHECK-IN:

Before starting any booth construction, please check-in at the Show Office.

ALL EXHIBITORS must check-in no later than 6pm on Thursday, Apr 15th

Please call **(530) 210-2118** to request Late Check-In. However, no late check-in privileges will be granted if all paperwork _____ments are not in order. If we don't hear from you by 6pm on Thursday, Apr 15^h we reserve the right to reassign and/or resell your booth and *no r* _____f any kind will be given.

EXHIBITOR PAYMENTS:



All final exhibitor payments should arrive at our office well in advance of the show. If there is an outstanding balance the week of the show, we do not guarantee the booth space and all prior payments will be non-refundable and ~~non-transferable. Any late payments we have agreed to accept must be in the~~ don't hear from you by 6pm on Thursday, Apr 15th we reserve the right to reassign and/or resell your booth and no refunds of any kind will be given.

EXHIBITOR INSURANCE REQUIREMENTS:

All exhibitors are required to provide proof of insurance that covers their display area. "**Patterson Events**" and the "**Napa Valley EXPO Fairgrounds**" must be listed as additional insured.

EXHIBITOR BADGES:

Show Management will provide five (5) badges to all participating merchants and/or organizations. Requests for additional badges will be considered on a case-by-case basis. Badges are for designated personnel *actively* working in exhibitor booths. They are not to be given to anyone else. Please recycle and return badges at the close of the show.

Starting at 8am on Friday, Apr 16th all exhibitors are required to wear their badges for the duration of the event.

BOOTH SET-UP & CONSTRUCTION

INSIDE BUILDING BOOTHS: Each booth will include a single electrical outlet (500 watts), an 8-foot-high draped back wall, and 3-foot side dividers, with a small exhibitor ID sign.

OUTSIDE DISPLAY AREAS: Each booth will include a single electrical outlet (500 watts) with a small exhibitor ID sign. Vendors are responsible for providing a tent, pop-up, or other booth set-up in the allotted area.

PLAZA TENT BOOTHS: Each booth will include a single electrical outlet (500 watts), an 8-foot-high draped back wall, and 3-foot side dividers, with a small exhibitor ID sign.

CRAFTER SPACES: Vendors are responsible for providing a tent, pop-up, or other booth set-up in the allotted area. No electrical will be provided.

UNLOADING:

Vehicle(s) are prohibited from parking in FIRE LANES and may be ticketed or towed without warning. After your vehicle is unloaded, please move it to make room for other exhibitors. Vehicles may park in the back of the building or in the parking lot.

PIPE & DRAPE:

Each *inside* booth will be draped with two 3-foot curtain dividers, one 8-foot curtained backdrop and an exhibitor identification sign.

ELECTRICAL SERVICE:

INSIDE booths receive one electrical 500w, 120v outlet. For exhibitors located under the PLAZA TENT electrical service will be provided upon request.

Exhibitors who require more wattage (*than the amount included in the booth package*) need to contact Show Management *before* setting up your booth

BOOTH APPEARANCE & TABLE SKIRTS:

A presentable finished appearance is required on all areas of the display visible to the public. **Any unfinished, exposed portion of the exhibit must be draped and all tables in visible booth areas must be skirted to the floor *using fire retardant materials*.** (Refer to Fire Department Rules on the following pages.)

BOOTH SET-UP & CONSTRUCTION (Cont'd)

OPEN VIEWING DISPLAY POLICY:

Please review the *Exhibit Display Graphic* (on the last page.) *This policy does not apply to Crafter Areas.*

Unless Show Management has approved an exception, INSIDE exhibitors must comply with the "Open Viewing Display Policy". Anything higher than 8 feet requires prior approval by Show Management. This includes banners hung over your booth. The side panels of the display may not be higher than 8 feet for one half of the distance or 5 feet measured from the back of the booth. The remainder of the side panel out to the aisle may only be 3 feet. Any changes to this are subject to management approval with authorization made in advance. Although there are areas in the show that are exempt from these regulations, please contact Show Management, if you have any questions related to this policy.

FORKLIFT SERVICES: THURSDAY, APRIL 15th ONLY

During set-up and removal hours, the Fairgrounds provide forklift services. **Request for service is *first-come, first-served*. Please contact Paul at (530) 210-2118 to arrange service.**

Merchants may use their own forklift equipment to unload from the exterior of the buildings when the following documentation is provided in advance:

Liability insurance; 2) Auto insurance, and, 3) Forklift operator's certification. Exhibitors are not allowed to operate equipment inside exhibit areas.

DELIVERIES:

***Shipping Address:* Napa Home & Landscape Show, c/o Napa Valley EXPO
575 3rd St, Napa, CA 94559 Phone: (707) 253-4900**

Once Show Management is onsite, we will be happy to assist you in receiving your shipments (at no charge). Be sure to instruct delivery personnel to come to the Show Office so we can have your shipment placed directly in your booth.

Note: ***Patterson Events*** reserves the right to charge for special handling and/or storing exhibitor shipments. Charges may vary and will be calculated on a case-by-case basis for services rendered.

BOOTH SET-UP & CONSTRUCTION (Cont'd)

WIFI & TELEPHONE LINES:

The Fairgrounds does provide FREE Wi-Fi service to inside building booths *and it may overlap to some surrounding outside areas*. However, we strongly recommend that all **exhibitors in outside booths be prepared to depend on their cellular** or obtain other private service. Wi-Fi passwords will be provided at check-in.

CARPETS & FLOORING:

Carpets and raised flooring must be sized to fit within the booth area and not intrude into aisles. All exposed carpet edges, raised flooring, exposed extension cords must be taped down or configured in such to prevent any tripping hazards.

SIGNAGE:

Signs must be professional, of an appropriate size and nature, and displayed within the limits of the booth. Show Management reserves the right to remove any signed that is deemed unacceptable.

ELECTRICAL CORDS/POWER STRIPS:

Only the large orange industrial-strength power/extension cords in good condition are the be used. Surge protectors should be plugged in directly into Fairground provided receptacles. Cube or multi-plug adapters are prohibited and cords shall never be kept in a pinched position.

CANDLES/OPEN FLAMES:

Refer to detailed Fire Department Rules as outlined on Pages 10-11.

SUPPLIES & SERVICES:

The Show Office ***will not*** be able to provide you items such as: ladders, dollies, hammers, brooms, vacuums, cleaners, pencils, paper, staplers, rulers, etc. During set-up, be sure to have all of the supplies and equipment you will need with you.

CHILDREN:

Children under 12 years old are not allowed in display exhibit areas during set-up and/or booth removal hours. During show hours, children who are visiting must be supervised at all times and not allowed to interrupt other exhibitors from conducting business. No skating, running, or yelling of any kind is permitted.

PARKING/BOOTH REMOVAL/SECURITY

PARKING:

During set-up/booth removal, exhibitors are welcome to UNLOAD/LOAD **at no charge**. Fire Lanes may not be blocked at any time.

During show hours, exhibitor parking is allowed behind the **Main Building** and at nearby parking lots. There is no provided security and parking is at your own risk.

BOOTH REMOVAL (TEAR DOWN)

The show officially closes at 4:00pm on Sunday, April 18th. Prior to that time, Show Management requests that no product or equipment be removed

from any booth, inside or out. This is essential for public safety reasons and to allow other merchants the opportunity to conclude ongoing business. Any company that does not comply will be fined \$100 and/or excluded from participating in future events.

Vehicles are not permitted in undesignated areas (by the buildings) prior to 4:00pm on Sunday. After that time, exhibits should be dismantled and removed within the time schedule indicated on *Page ii*. If it becomes necessary for any exhibit materials to be removed after the removal time expires, the EDC Fairgrounds reserves the right to directly charge exhibitors the prevailing hourly rates.

SECURITY:

Exhibitors assume all responsibility for their displays. Show Management will not assume responsibility for any loss due to fire, theft, damage, etc. Exhibitors are reminded not to leave unattended personal valuables in their booth(s) during set-up, show hours, or during move-out. At the conclusion of each set-up and show day,

Patterson Events personnel will secure all inside building areas. Security ends at midnight on Sunday, April 18th. Show Management is not responsible for outside booths.

RULES DURING SHOW HOURS

EXHIBITOR ACCESS:

Exhibitors may enter all show areas starting at 8am on all show days.

RESTOCKING:

Exhibitor may restock their booths through walk-in doors from the hours of 8am to 9am on Saturday and Sunday. After 8:30am, all vehicles must be removed from all show areas.

PROHIBITED ITEMS & RAFFLES

Exhibitors are prohibited from giving away helium-filled balloons, but balloons may be used as part of a booth display. Please note however, that exhibitors may be charged by the facility for balloon retrieval of helium or other gas filled balloons that float to the ceiling during set-up or removal.

Exhibitors are prohibited from giving away concession foods (e.g., popcorn). All food-related giveaway items must be approved by Show Management, the Fairgrounds and the El Dorado County Health Department (*two-weeks prior to the start of the show*). Additional health permit fees may apply.

Raffles, drawing, or contests of an appropriate and audited nature are allowed. Exhibitors are charged with having knowledge of state and local legal restrictions on such operations. Show Management can only announce winners of show-sponsored giveaways.

NOISE LEVELS:

Noise levels in each exhibitor's booth may not be so loud as to interfere with adjacent exhibitors. The noise levels from any electronic devices, instruments or other equipment must be regulated in a way that prevents said use from creating a distraction to nearby exhibitors. Should sound complaints occur, exhibitors will be expected to decrease volumes to acceptable levels.

SOLITICING OUTSIDE OF BOOTH AREAS:

Demonstrations and distribution of products and materials are restricted to each exhibitor's assigned space. Exhibitors must refrain from soliciting in aisleways. No Exceptions!

GOVERNMENTAL/REGULATORY INFORMATION

BETTER BUSINESS BUREAU:

Show Management works closely with the Sacramento Better Business Bureau (BBB) to ensure that all participating merchants and organizations are appropriately licensed and promptly responds to public inquiries and/or complaints. To maintain an atmosphere where the public can "Shop with Confidence",

Show Management reserves the right to cancel any merchant whose BBB rating is rated as "less than satisfactory".

CSLB REQUIREMENTS:

For those merchants deemed by Show Management (based on product/service) as potentially falling under the CSLB regulations, a valid and current license number must be on file, or a completed form stating the reasons why such license is not required. Failure to provide this information will result in cancellation. Refer to *the* California State License Board website for requirements and procedures.

CALIFORNIA BOE REQUIREMENTS:

All exhibitors are required to have a completed and signed **Sales Tax Form -410D** on file. The California State Board of Equalization requires that all exhibitors who sell merchandise during the show (cash and carry) provide Show Management with a California Seller's Permit Number and *conspicuously display their permit* in their booth during show hours.

LOCAL SALES TAX RATE:

The current sales tax rate in NAPA is **8.75** %.

FOOD & BEVERAGE SAMPLING/CONCESSIONS:

All exhibitors distributing food and/or beverage samples must provide a completed Temporary Food Vendor Application and fee (or waiver) prior to the start of this event. Late applications are at the discretion of the Health Department. The EDC Health Inspector will visit all food booths on the first day of the event.

MUSIC REGULATIONS:

Live or taped music is prohibited as part of an exhibit or display without written permission from an appropriate licensing source (i.e., BMI, ASCAP). Evidence of such an agreement must be available for review upon request. In the event written confirmation cannot be documented, the exhibitor agrees to cease playing the music.

LODGING INFORMATION



Hawthorn Suites By Wyndham

314 Soscol Avenue Napa, CA 94559
(707) 226-1878 \$90-\$150/night
1 mile from venue



Napa Valley Hotel & Suites

853 Coombs Street Napa, CA 94559
(707) 226-1878 \$110-\$160/night
.8 mile from venue

IMPORTANT TIP: Exhibitors may save \$50-\$100/night by considering hotels in nearby cities, including: American Canyon (10 minutes away), Vallejo (20 minutes away) or Fairfield (25 minutes away)

RV PARKING:

Please **contact the RV Park at (707) 333-6014** to make arrangements for available RV Parking. Please mention you are exhibiting at the Napa Home Show to receive the *discounted rate* of \$60/night – which includes full hookup!

FIRE DEPARTMENT GUIDELINES & REGULATIONS

Extension Cords/Power Strips

1. Only industrial strength power/extension cords in good condition are to be used.
2. Surge protectors should be plugged directly into Convention Center provided receptacles.
3. Cube/multiplug adapters are prohibited and cords shall never be kept in a pinched position.

Combustibles

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No flammable liquids are allowed in the building.
3. When displaying a flammable or combustible product, the display container shall be empty.
4. Painting or spraying of toxic or flammable materials is prohibited.
5. Smoking is prohibited throughout the Visalia Convention Center complex.

Use of Candles/Open Flames:

1. Flame shall be enclosed and the device/holder shall be designed to return to an upright position after being tilted to an angle of 45 degrees from vertical.
2. Candles on tables must be securely supported on substantial noncombustible bases.
3. All candles/open flames shall be kept away from contact with drapes, curtains, decorative materials, or other combustibles and are prohibited in areas where occupants stand, or in an aisle or exit.

Flame-Retardant Treatment

All decorations, drapes, signs, banners, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials shall be flame-retarded to the specification of the Fire Department. All fabrics or materials shall be labeled, tagged, stamped or stenciled with flame-retardancy certification or be able to pass a field flame test. Table covers must be flame retardant unless they lie flat with an overhang no greater than 6 inches.

Carpeting On Walls or Ceilings

When used as interior wall or ceiling finish, carpeting and similar materials having a snapped, tufted, looped or similar surface shall have a Class 1 flame-spread classification.

Special Finish Materials

Any material having a brushed or napped finish, such as but not necessarily limited to, carpeting materials, shall have a flame spread rating of not more than 25 regardless of location or occupancy.

Unframed Rigid Combustible Material: Rigid Combustible decorative material and assemblies of materials not more than 1/4 inch in thickness used for folding doors, room dividers, decorative screens or similar applications, which do not create concealed spaces and are installed with exposed edges, shall be flame-retardant.

Framed Rigid Combustible Decorative Materials: Rigid combustible decorative materials and assemblies of materials not more than 1/4 inch in thickness used for folding doors, room dividers, decorative screens, and similar applications, which are installed with all edges protected, shall conform to the following: a) All exposed edges shall be protected with frames of metal or other noncombustible material, or solid wood of a minimum of 1/4 inch dimension; b) The total square foot area of the material shall not exceed ten percent (10%) of that of the floor area of the room in which the material is installed. Canvas, cloth, cardboard, leaves or similar combustible materials shall not be used in the construction of ceilings for thirty (30) days and shall be completed flame-retardant.

FIRE DEPT GUIDELINES & REGULATIONS (Cont'd)

Canopies (or) Pop-Up Tents:

1. Canopies are allowed with a maximum size of 10x10 and must be state certified (T-19,332(a)). *Contact Show Management if your display requires a waiver.*
2. Canopies shall be open and accessible from a minimum of one-side, are not allowed to block fire suppression systems and may only have a minimal number of combustibles under the canopy

Cooking Demo/Food Warming/Food Sales

1. Food Preparation/Cooking will be accomplished a) if INSIDE: using a UL listed electrical cooking device, or b) if OUTSIDE: using any approved and UL listed method of cooking
2. Cooking devices must be: a) placed on noncombustible surface; b) separated by a minimum of 2' of horizontal distance
3. A Class ABC extinguisher must be inside booth (cooking without grease), and an additional Class K extinguisher (cooking with grease*) and some venting regulations may apply.
*(Definition: Grease-laden vapor - render animal fat, vegetable shortening or other such oily matter expanded into air resulting in the process of cooking/and or preparing foods)
4. If OUTSIDE, any action involving an open flame is prohibited under a canopy, tent or structure.

Motor Vehicle Display

Liquid or gas-fueled vehicles, boats or other motor craft may be located indoors provided:

1. Batteries are disconnected
2. Fuel tank does not exceed one-quarter tank or 5 gallons and fill openings are closed and sealed
3. A accessible fire extinguisher is in the vehicle or the surrounding booth area.
4. A drip pan is provided underneath the motorized equipment or vehicle display
5. No vehicle, boats, or other motor craft may be fueled or defueled within the building

Fire Department Special Permits - request for the following require show management pre-approval:

1. Display and operate any heater, barbeque, heat-producing device or open flame, candles, lamps, lanterns, or torches.
2. Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
3. The use of liquified Petroleum gasses is prohibited
4. Use or store flammable liquids, compressed gasses or dangerous chemicals.
5. Display an operating internal combustion engine.

Required exit doors, exit lights, fire alarm sending stations, wet standpipe hose cabinets and fire extinguisher locations shall not be concealed or obstructed by any decorative material. Treatments used to accomplish this flame retardation shall be renewed as often as deemed necessary by Fire Prevention Bureau or maintain the flame-retardation effect.

All displays or exhibits of combustible material or construction and all booths and temporary construction in connection therewith shall be so limited in combustibility or protected as to avoid any undue hazard of fire that might endanger occupants before they have the opportunity to use available exits, as determined by the authority having jurisdiction.

Non-compliance of this requirement will cause the revoking of fire permit and/or in the case of exhibits, the elimination of the booth from the show.

RULES OF PARTICIPATION

These rules are part of the exhibit space contract:

- 1 Exhibit booths must be staffed throughout show hours.
- 1 Exhibitor may not assign, sublet or share assigned space without consent of Show Management.
- 1 Demonstrations and distribution of products or materials are restricted to exhibitor's assigned space and must directly relate to the exhibit. Non-exhibitors may not advertise or solicit business within the show. No advertising, circulars, catalogues, folders or devices shall be distributed within the confines of the show or facility by non-exhibitors for other events.
- 1 Exhibitors must keep their exhibit space clean during show hours.
- 1 Aisles cannot be blocked; if demonstrations are planned, exhibit space must be adequate to contain a reasonably- sized audience.
- 1 Raffles, drawing, or contests of an appropriate and audited nature are allowed when no purchase is required. Exhibitors are charged with having knowledge of state and local legal restrictions on such operations.
- 1 All exposed parts of display partitions must be finished or covered so they do not present an unsightly appearance when viewed from adjacent booths or aisles.
- 1 Offensive exhibits are prohibited.
- 1 Signs must be professional, of appropriate size and nature, and displayed within the limits of the booth. Show Management reserves the right to remove any sign that is deemed unacceptable.
- 1 Exhibitors must take measures to protect the exhibit hall, tables, chairs, walls, columns, and floors from damage. Exhibitor will be held responsible and charged by the facility for any damage to their equipment, building, grounds, or for clean-up necessitated by paint, grease, oil, abrasives, and for excessive debris left in the exhibitor's space.
- 1 Exhibitor agrees that Show Management, without incurring any liability for damage or loss, has the right to dismantle and pack any property exhibitor has failed to remove in time allotted, or may order such work to be done at the sole expense of exhibitor. Exhibitor agrees that, with respect to any exhibit material or other (exhibitor), property for which sufficient shipping arrangements have not been made or carried out, Show Management shall have the right and the authority to clear such property from the exhibit premises, designate carriers for its return, send it to public or private storage or otherwise dispose of it without incurring any liability therefore. All cost of such removal, return, storage, and other disposition shall be at the expense of the exhibitor.

California Contractors License Requirements

All businesses or individuals who construct or alter any facility, railroad, excavation, or other structure in California must be licensed by the California Contractors State License Board (CSLB) if the total cost (labor and materials) of one or more contracts on the project is \$500 or more.

Contractors, including subcontractors, specialty contractors, and persons engaged in the business of home improvement (with the exception of joint ventures and projects involving federal funding) must be licensed before submitting bids. Licenses may be issued to individuals, partnerships, corporations or joint ventures.

Becoming a California Licensed Contractor General Requirements

The State of California licenses contractors in the State through the Contractors State License Board. Applicants to be licensed must prove four years full-time experience during the last ten years, working in the construction trade in which the applicant is applying. Experience is defined as working at the level of: Journeyman (someone who can work unsupervised), Foreman, Supervisor, Contractor (unlicensed), and Owner/Builder. The Board does review the applications of those who claim "owner/builder" experience with additional scrutiny. Applicants who show college educational degrees can be granted between 0 and 3 years of experience toward the minimum requirements. Note: Part-time work is counted as half-time. Thus, 4 years full-time work experience is equivalent to 8 years part-time work experience.

Once the minimum work experience has been verified and the application approved for testing, the applicant is tested at a State-run computer testing site. The examination consists of two tests: (1) Construction Law and Business Management and (2) Construction Trade.

Each test is 2-1/2 hours, consisting of approximately 115 questions on test #1, Construction Law and Business Management. The second test is on Construction Trade and consists of approximately 100 multiple-choice questions. The number of questions on the various trade exams may vary slightly, but the computer computes accurate percentages for all.

Construction Law & Business Management Exam

The Contractors State License Board's exam on Construction Law and Business Management tests the applicant's knowledge in the areas of Contractors License Law with questions on such topics as license laws, contract laws, bonding, mechanics liens and dispute resolution. The Business Management aspect of the exam covers topics such as Project/Job Management, Licensing Laws, Bookkeeping, Bid Procedures, Contracts, Liens and Dispute Resolution, Employee Issues, Insurance, and Special Circumstances.

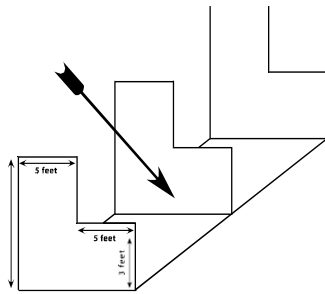
Construction Trade Exams

Construction Trade exams include questions on the particular construction trade or craft. Questions ranging from tools, to application and trade science are included. Each trade exam includes questions on safety in the workplace.

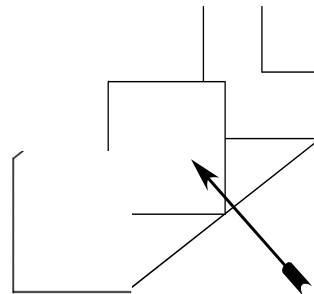
For more information or to apply for a contractor's license, visit <http://www.cslb.ca.gov>.

Exhibit Display Policy

- Open Viewing -

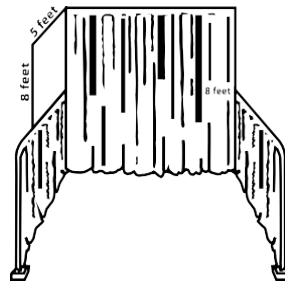


Correct Set-up



Incorrect Set-up

- Booth Specifications -



Booths will be cloth with 8 foot high backdrop and 3 foot high side panel drapes. The side panels of the display may be no higher than 8 feet for one-half of the distance measured from the rear drape. The remainder of the side panels, out of the aisle, may be no higher than 3 feet. The backdrop of the display may be no higher than 8 feet without the approval of show management.

A presentable finished appearance is required on all areas of the display visible to the public. Any unfinished, exposed portion of the exhibit must be draped at the exhibitor's expense. Exhibitor provided tables must be skirted to the floor and have a professional-looking appearance.

Any exemption from the above must be approved by the Show Management. For all questions or information regarding booth display specifications, please contact Lisa Patterson, Show Manager at 1-530-210-1505