

Bart Hall Shows

Exhibitor Information and Instructions

Del Mar • February 15-18, 2024

Del Mar Fairgrounds, 2260 Jimmy Durante Blvd, Del Mar, CA

Welcome to the 2024 Hall Show! For over 75 years the Hall Shows have served to bring crowds of avid outdoor enthusiasts together to celebrate their passion for the great outdoors. By exhibiting in a Hall Show, you are taking part in one of the nation's truly great shows while promoting and encouraging increased participation in all things outdoors. We thank you for your support.

The following information will help you prepare for the upcoming Hall show in Del Mar, California.

***Raphael's Convention Services** is the show decorator. They are responsible for all move-in, freight shipments, booth furniture rentals, etc. **Get your orders into Raphael's by January 30 for discounted prices! Refer to Show Decorator pdf for additional information or to place an order.**

***Edlen Electrical Services** is the show electrical contractors. They are responsible for any Electrical needs you will have in your booth. **Get your orders into Edlen Electrical Services by January 22 for discounted prices! Remember 500 watts of electricity is provided to all 10x10 booths. You only need to order electrical if you need more than that or if you are in a bulk display area. Please refer to the Electrical Service pdf to order any additional power or for any questions.**

IMPORTANT NOTICE

When ordering services from Raphaels Convention Services and Edlen Electrical Services, please use your company name as it appears on your Bart Hall Show contract. Booth numbers will not be available until you check in at the show office. All service orders will be processed using your company name.

**All pdfs for show vendors can be found on our website at hallshows.com/exhibitor-kit
All forms should be returned to the respective vendor whom you are ordering the services from.**

IMPORTANT SHOW INFORMATION

Show Hours:	Thursday – Friday	12:00 PM to 7:00 PM
	Saturday	10:00 AM to 7:00 PM
	Sunday	10:00 AM to 5:00 PM

It is required that you staff your exhibit during **all** show hours. Leaving your booth unmanned not only costs you sales opportunities, it is in violation of your contract.

Move-in and Set-up: Please check-in at the show office located in the Bing Crosby Hall before you begin setting up. Move in begins Tuesday, February 13th at 12:00 Noon until 7:00 PM. Wednesday, February 14th, move-in will continue from 8:00 AM until 8:00 PM. Thursday, February 15th from 8:00AM until 11:00 AM. **All exhibits** should be ready one hour before show time. The show will open at 12 Noon on Thursday.

Move In Hours

Tuesday February 13th	12:00 Noon - 7:00 PM
Wednesday, February 14 th	8:00 AM - 8:00 PM
Thursday February 15th	8:00AM - 11:00 AM

All exhibits should be ready one hour before show time. The show will open at 12:00 PM

MOVE OUT: All exhibits **MUST** remain intact until the final show closing at 5:00 PM. Sunday, February 18th. Nothing can be moved into the aisles until the show has been closed and the public has left the building. Immediately after closing, exhibitor's crates will be delivered to the booths as quickly as possible. The hall will remain open late Sunday night for moving out your exhibit. The hall will reopen on Monday, February 19th at 8:00 AM. All exhibits **MUST** be removed **NOT LATER THAN 12:00 NOON**, Monday, February 19th.

PLEASE READ CAREFULLY...

IN ORDER TO MAINTAIN THE SAFETY OF OUR ATTENDEES AND TO REDUCE THE RISK OF LIABILITY FOR THE BART HALL SHOWS, INC OUR EXHIBITORS AND THE DEL MAR FAIRGROUNDS, NO PRODUCT OR DISPLAYS CAN BE REMOVED FROM YOUR EXHIBIT SPACE UNTIL THE SHOW IS OFFICIALLY CLOSED BY THE SHOW MANANGEMENT. NO CARTS, DOLLYS, OR OTHER EQUIPMENT WILL BE ALLOWED IN THE AISLES WHILE THE SHOW IS OPEN TO THE PUBLIC.

AS AN EXHIBITOR, PER CONTRACT, YOUR COMPANY HAS AGREED THAT VIOLATING THIS POLICY WILL RESULT IN A 15% SURCHARGE DUE AND PAYABLE 30 DAYS FROM DATE OF INVOICE.

YOUR COOPORATION IS GREATLY APPRECIATED.

Drayage: Drayage(Freight Handling) service is provided by Raphael's Convention Services. 8606 Miramar Road, San Diego, CA 92126. (858) 689-7368, Fax (858) 689-8040. Information for Drayage and show equipment rental services is provided in this package.

Parking: We have arranged a discounted price for a week-long parking pass for our exhibitors. This pass will be available for sale at the Solana Beach gate Wednesday and Thursday with proper exhibitor credentials. Price has yet to be determined.

Fire Department Rules: To comply with the fire department regulations, all motors being displayed may not contain gasoline. All gas caps must be locked or taped closed.

Health Department: If your exhibit involves food preparation or handling, you will be required to meet specific standards and acquire a permit from the County Health Department. Contact our office for details.

Security: We believe we have sufficient guard service. However, if you display small items, we suggest they be wired or otherwise fastened to your display. Further, if you have larger loose items, bring a footlocker or other box with a clasp and lock to store them after show hours. We advise that your exhibit materials be covered by your insurance since show management is not responsible for loss and or theft.

Sublet of Space: No exhibitor may sublet space to anyone. Subletting will result in forfeiture of your booth space for the balance of the show along with all fees. No refunds will be given.

Payment: Final payment for all exhibit space is due by 1/15/24. **All contracts must be paid in full before an exhibitor can move in.**

Exhibitor Passes: VERY IMPORTANT, PLEASE READ CAREFULLY. The Bart Hall Show name badge will be your exhibitor pass. These passes are issued for the exclusive use of your company. **Do not distribute these passes to anyone outside of your company. Any guest apprehended with these passes in their possession will be escorted from the show! The exhibitor to whom these passes belong will be asked to leave the show! No refunds will be given!**

*Please read the enclosed badge/pass form for additional details

VIP Guest Passes: We have a one-time use VIP Guest Pass. This is the appropriate pass for distributing to your customers, friends, etc. (Please read the enclosed badge/pass form for additional details).

Exhibitor Admission: Exhibitors with proper credentials will be permitted into the building one and a half (1 1/2) hours before the show opens with specific guidelines. Exhibitors must have and wear their badge/pass. Exhibitors must remain in their respective exhibit areas during this time. For security reasons, browsing and walking the aisles during this time is not permitted. This time is provided solely for the purpose of preparing exhibits for the show opening. Security guards and show management will enforce this rule for your own protection.

Additional Questions: If you have any questions or special needs, please contact our office. Our office number is (866)247-4697. You can also email us at info@hallshows.com.