

POMONA EXHIBITOR KIT

Welcome to the Pomona Home Improvement Show on November 3rd, 4th, & 5th, 2017 at the Pomona Fairplex. We are happy you chose to participate with us in a show that may provide you with sales, prospects, and many qualified leads for months to come!

SHOW HOURS:	Friday Saturday Sunday	November 3rd November 4th November 5th	12:00 noon-7:00 pm 10:00 am-7:00 pm 10:00 am-5:00 pm
EARLY MOVE IN:	Thursday <small>*LARGE ITEMS & DISPLAYS ONLY WITH PRIOR APPROVAL FROM HSC.</small>	November 2nd	8:00 am-12:00 noon
MOVE IN:	Thursday <small>*THERE IS NO MOVE IN ON FRIDAY.</small>	November 2nd	12:00 noon-6:00 pm
MOVE OUT:	Sunday Monday <small>*MUST HAVE PRIOR APPROVAL FROM HSC.</small>	November 5th November 6st	5:00 pm-9:00 pm 7:00 am-10:30 am
RESTOCK:	Saturday Sunday	November 4th November 5th	8:00 am-9:00 am 8:00 am-9:00 am

EXHIBITOR: All booths must be completely set up by 6pm on Thursday, November 2nd, 2017. Booth must be manned all hours of the show. If you don't check in by 5pm Friday, Show management is free to reassign or re-rent your space, without any obligation to exhibitor for any refund whatsoever, or charge a late fee of \$100.00. So please plan on getting to the show on time. All exhibitors and displays must be removed from the Pomona Fairplex property by 9:00 pm Sunday, unless authorized by Home Show Consultants. *All exhibitor merchandise left after move-out deadline will be fined at exhibitor's expense at the rate of \$500 for late pick up, plus \$500 for handling if it has to be moved, and \$500 a day for storage if it has to be stored.*

EXHIBITOR PASSES: We will be pre-printing Exhibitor badges that will be available to you upon move in, at no charge. Please pick up badges at the Home Show office check-in desk located at the main entrance. We ask that all exhibitors wear the badges while working at the show, and you must wear them for access before and after the show hours.

SECURITY: Home Show Consultants will furnish 24-hour security of merchandise prior to, and days of the show; however, we will not assume responsibility for any loss due to fire, theft, damage, etc.

LOCATION: The Pomona Home Improvement Show is going to be held at the Pomona Fairplex at 1101 W. McKinley Ave., Pomona, CA 91769 in building #4. Parking is \$10 per car per day.

HOTELS:

Sheraton Ontario
429 N. Vineyard Ave.
Ontario, CA 91764
(909) 937-8000

Sheraton Fairplex
601 W. McKinley Ave.
Pomona, CA 91768
(909) 622-2220

Shilo Inn Suites
3101 W. Temple Ave.
Pomona, CA 91768
(909) 598-7666

KOA R.V. Park
2200 N. White Ave.
Pomona, CA 91768
(909) 593-8915

CURTAIN COLORS:

Burgundy

BOOTH INCLUDES:

8' Curtain Backdrop & 3' Curtain Sides
Exhibitor Identification Sign

NOT INCLUDED:

Electricity (provided at an additional cost)
Special Lighting
Table, Chairs, & Carpet
Extension Cords (up to 30' to reach outlets)
Phone & WiFi Services (Please contact the Fairplex, form attached)

FORKLIFTS: Forklift will be available on Thursday for setup, and Sunday for break down at no extra cost. The forklift will NOT be available on Friday.

FOOD & BEVERAGE: Please contact the Home Show office if you are giving away food or beverage at your booth. We will need to get special permission from the Facility and obtain a health permit.

BOOTH RESTRICTIONS: Exhibitor may not take down or dismantle booth prior to close of show. All Exhibitor products and display materials must be confined to the actual limits of assigned space. Side rail height may not exceed the height of 3' for the distance of 4' from the aisle, unless placed so it does not disturb the view of another exhibitor's booth, aisle, or passageway. All photography is prohibited except for your own booth. All carpet must be taped down with clear sealing tape by 10:30 am Friday or you will be fined \$50. Patio covers, room additions, anything with a large cover (4'x2' or larger) must have a functioning fire extinguisher and smoke alarm per Fire Department. Once again, we would like to remind all exhibitors that helium tanks, balloons, and canopies (inside the building) are not allowed.

RULES & RESTRICTIONS: Rules and restrictions are subject to change without notice. Home Show Consultants reserves the right to amend these rules and make a final decision on any situation which may not be governed by the contract. Home Show Consultants shall not be responsible for any compensation paid by the Exhibitor if this event is cancelled by circumstances beyond the control of Show Management.

ALL EXHIBITORS: **YOUR BALANCE IS DUE IN FULL NOW!** If you have not paid your balance, please send it right away! We do not accept business/personal checks after October 20th, 2017. You will not receive your badges, and cannot move into your booth until your balance is paid in full, so please plan for this. Please bring essentials to the show—chairs, tables, spotlights, a dolly to move your merchandise around with etc.

The show decorator is Maverick Event Services and their phone number is (909) 609-4128.

Once again, on behalf of THE POMONA HOME IMPROVEMENT SHOW, thank you for your participation, and here's looking forward to a successful show. If you have any questions, please contact the Show Office.

HOME SHOW CONSULTANTS
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