

RIVERSIDE EXHIBITOR KIT

Welcome to **THE RIVERSIDE HOME & GARDEN SHOW** on **JANUARY 12th, 13th, & 14th, 2018** at the **RIVERSIDE CONVENTION CENTER**. 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	January 12th	12pm-7pm
	Saturday	January 13th	10am-7pm
	Sunday	January 14th	10am-5pm
EARLY MOVE IN:	Thursday	January 11th	11am-1pm
	*Big & Large Displays with HSC approval.		
MOVE IN:	Thursday	January 11th	1pm-6pm
MOVE OUT:	Sunday	January 14th	5pm-9pm
Must be approved by HSC	Monday	January 15th	8am-10:30am
RESTOCK:	Saturday	January 13th	8am-9am
	Sunday	January 14th	8am-9am

EXHIBITOR: Booths must be completely set up by 6pm Thursday, January 11th, 2018. There is NO move in on Friday and doing so will result in a \$100 fine. If you don't check in by 10am on Friday, Show management is free to reassign or re-rent your space, without any obligation to Exhibitor for any refund whatsoever, and/or charge a late fee of \$100. So please plan on getting to the show on time. Booth must be manned all hours of the show. All exhibitors and displays must be removed from the Convention Center property by 9pm 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 \$300 for late pick up, plus \$500 for handling if it has to be moved, and \$300 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 Riverside Home & Garden Show is going to be held at the Riverside Convention Center at 3637 Fifth Street, Riverside CA 92501. Parking is \$8 a day.

MOTELS:

Riverside Marriott
3400 Orange St., Riverside. CA 92501
(951) 786-7119

***Please ask for the Riverside Home Show rate. The hotel is just steps away from the Riverside Convention Center.**

<u>CURTAIN COLORS:</u>	BURGANDY
<u>BOOTH INCLUDES:</u>	8' Curtain Backdrop & 3' Curtain Sides Exhibitor Identification Sign
<u>NOT INCLUDED:</u>	Electricity (Provided at an additional cost) Special Lighting Table, Chairs, & Carpet Extension Cords (up to 30' to reach outlets) Phone Line

FORKLIFTS: Forklift will be available on Thursday at 8am to 11:00 am for setup, and Sunday at 5 pm to 9 pm for break down. The forklift will NOT be available on Friday. Please call Home Show Office to place your name on the list or the forklift may not be available for you to unload or reload.

FOOD & BEVERAGE: Please contact the Home Show office if you are giving away food or beverage at your booth. You will need to get special permission from the Convention Center, obtain a health permit, and **cover the floor of your booth with heavy duty plastic.** If your floor is not covered, you will be fined \$200.

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 11:00 am Friday or you will be fined \$50. Tape is available for purchase at the Home Show office for \$5 per roll, or better yet-bring your own. **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 December 29th, 2018. 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...order your tables and wifi early if you need them.

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

Once again, on behalf of THE RIVERSIDE HOME & GARDEN 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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Phone: (951) 681-0644 Fax: (951) 361-3454
www.homeshowconsultants.com

IMPORTANT NOTICE

The Riverside Convention Center has undergone a multi-million dollar remodel. We will be taking extra precautions at this facility and we ask that you do the same. The Convention Center is completely carpeted in the halls and lobby. There will be special forklifts and dollies to use inside the Convention Center. If you have a product or display that is damaging to the carpet (i.e. sod, paving stones, food, etc.), please cover your booth floor with heavy duty plastic prior to set-up. Failure to do so will result in a \$200 fine. There is absolutely no painting allowed. You will be fined, if there is any damage to the Riverside Convention Center.