

POMONA EXHIBITOR KIT

Welcome to the **Pomona Fall Home Show** on **October 11th, 12th, & 13th, 2019** 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	October 11th	12noon-7pm
	Saturday	October 12th	10am-7pm
	Sunday	October 13th	10am-5pm
EARLY MOVE IN:	Thursday	October 10th	8am-6pm
	*LARGE ITEMS & DISPLAYS ONLY WITH PRIOR APPROVAL FROM HSC.		
MOVE IN:	Thursday	October 10th	12noon-6pm
	*THERE IS NO MOVE IN ON FRIDAY.		
MOVE OUT:	Sunday	October 13th	5pm-9pm
	Monday	October 14th	7am-10:30am
	*MUST HAVE PRIOR APPROVAL FROM HSC.		
RESTOCK:	Saturday	October 12th	8am-9am
	Sunday	October 13th	8am-9am

EXHIBITOR: All booths must be completely set up by 6pm on Thursday, October 10th, 2019. **There is no Friday set-up. If you don't check in by 6pm Thursday and/or set-up 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 \$250.00.** So please plan on getting to the show on time. Booth must be manned all hours of the show. **Dismantling of booth before 5pm Sunday, October 13th, 2019 will result in a \$250 fine.** All exhibitors and displays must be removed from the Pomona Fairplex 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 \$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 generic 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. Valuable items should be transported to and from venue at show close.**

LOCATION: The Pomona Fall Home Show is going to be held at the Pomona Fairplex at 1101 W. McKinley Ave., Pomona, CA 91769 in building #4. **Parking is \$12 per car per day.**

HOTELS:

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 \$100. Patio covers, room additions, anything with a large cover (4'x 2' 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 September 20th, 2019. 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 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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