



## EXHIBITORS MANUAL

AUGUST 25 – 27, 2017

Friday 12 PM – 7 PM  
Saturday 10 AM – 7 PM  
Sunday 10 AM – 6 PM

ANAHEIM  
CONVENTION CENTER  
HALL D

PRESENTED BY



Specialty Shows & Events

[www.anaheimhomedshows.com](http://www.anaheimhomedshows.com)

714-622-5031 office

714-622-5067 fax

## QUICK REFERENCE

Description	Company Name	Phone Number
On-Site Show Mgt Office	SPECIALTY SHOWS & EVENTS	714-622-5031
Contractor/Decorator	Blaine Convention Services	714-522-8270
Phone and Internet Services	Smart City	714-765-8626
Switchboard	Anaheim Convention Center	714-765-8950
Health Permit	Orange Co. Health Care Agency	714-433-6000
Sellers Permit	State Board of Equalization	949-440-3473
Fire Permit	Anaheim Fire Prevention	714-765-4040
Electric & Water Service	Convention Electric Inc.	909-623-5192

## SHOW LOCATION

Anaheim Convention Center  
800 West Katella Avenue  
Anaheim, CA 92802



Located on West Katella Ave.  
between Harbor Blvd & West Street.  
  
Move-In off West Street –  
1850 West St., Anaheim, CA 92802

## SHOW DATES / HOURS



Friday – August 25 <sup>th</sup>	12 PM	7 PM
Saturday – August 26 <sup>th</sup>	10 AM	7 PM
Sunday – August 27 <sup>th</sup>	10 AM	6 PM

- Exhibitors may enter 1 hour early each day to re-stock booth
- No handcarts allowed during show hours

## MOVE-IN TIMES

Wednesday, August 23 <sup>rd</sup>	1 pm – 6 pm
Thursday, August 24 <sup>th</sup>	8 am – 8 pm

## MOVE-OUT TIMES

Sunday, August 27 <sup>th</sup>	6 pm – 10 pm
Monday, August 28 <sup>th</sup>	8 am – 12 Noon

**Receiving & Dock DROP OFF area – Available for 45 minutes ONLY. All vehicles MUST be removed from Loading Dock area within 45 minutes.**

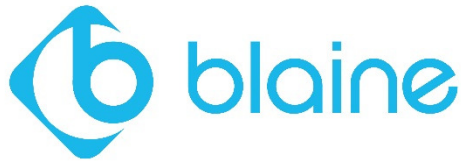
**MOVE-IN & OUT / FORK LIFT SERVICES 15 min. free between hours listed above**

**No SERVICES BETWEEN 12:00 NOON & 1:00PM**

**Vehicles on the floor will have access on Wednesday, August 23<sup>rd</sup>  
ONLY WITH PRIOR APPROVAL FROM SHOW MANAGEMENT**

**NO MOVE-IN ON FRIDAY**

# SHOW CONTRACTOR



## BLAINE CONVENTION SERVICES

114 S. Berry Street, Brea, CA 92821

714-522-8270 – Phone

714-522-8271 – Fax

**NOTE:** For Assistance please contact Blaine at the number listed above. [www.Blainesvs.com](http://www.Blainesvs.com)



## FORK-LIFT SERVICES – 15 minutes free between the hours listed below

August 23 & 24    Beginning                      End                      Beginning                      End

Wednesday	N/A	N/A	1 pm	6 pm
Thursday	8 am	Noon	1 pm	8 pm



# IMPORTANT



Show Management ONLY provides forklift services at **NO CHARGE** for exhibit displays and/or products that arrive at the facility via exhibitor's own vehicles. Forklift Service Charges are the responsibility of the Exhibitor when exhibit display and/or products are delivered via COMMON CARRIER to the facility.

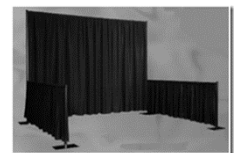
## PARKING

- **MOVE IN & OUT** – parking \$16.00 per 20 foot space WITH In/Out Privileges with TICKET STUB ONLY - if Stub is lost you MUST pay again!
- **SHOW DAYS** - parking \$16.00 per 20 foot space WITH In/Out Privileges with TICKET STUB & EXHIBITOR BADGES - if either are lost you MUST pay again!
- Please provide **ALL** move in and out crews with money, Visa or Master Card Credit Card for the City of Anaheim required parking



## EXHIBIT SPACE

- Show Management will provide an 8 ft. high back drape & 3 ft. high side drape
- 3 ft. high side drape will extend out from back drape
- Only island exhibits may exceed 8 ft. in height with Show Management approval
- Equipment on display is exempt from the height limit
- **Any portion of an Exhibitor's display extending beyond 5 ft. from the back drape may only be 4 ft. in height – unless you have submitted plans for approval prior to the show**
- **USE OF DUCT TAPE IS PROHIBITED IN THE ANAHEIM CONVENTION CENTER**



## BOOTH SIGNS

- Booth Signs may be displayed above the back drape
- **Exposed backs of all booth signs must be completely and attractively covered**
- **No wording or graphics are allowed on the backs of exposed signs**
- The sides of all booth signs must be attractively finished
- Compliance with booth & sign regulations shall be at the sole cost of the Exhibitor

**BADGES** distributed at show site. PLEASE use one badge per person for all days at show site!

## BOOTH REGULATIONS

- Exhibitors may not obstruct the view or operations of another exhibit
- **Exhibitors may not transfer, assign or sublet any of their contracted space w/o written Authorization from Show Management**
- **Non-exhibiting companies may not use booth space jointly with an Exhibitor w/o written Authorization from Show Management**
- Exhibitors may only promote brand names/items of products/services written on Exhibitor's contract. Anything else will be removed by Show Management.
- Exhibitors are responsible to keep their booth space safe, clean and tidy
- Show Management reserves the right to enforce and/or modify all rules & regulations that are in accord with the best interest of the show
- **PLEASE NOTE** – the Anaheim Convention Center requires all FOOD & WATER Sampling Exhibitors to provide visqueen beneath their display. Any filled spas, fountains, water feature, dirt, landscaping, pavers, vehicles and trailers must provide 4 mil visqueen beneath these items.

## EXHIBIT SALES

- Be sure to have an adequate supply of invoices, receipts, charge slips & Business Cards
- Each customer must be issued a Bill of Sale / Receipt for any item purchased
- Freight doors will not be opened for merchandise pick-up during show hours
- All demonstrations, advertising, displays, equipment, samples, souvenirs and sales must be contained within the booth area – **NO SELLING OR PROMOTING IN THE AISLES**

## TAX, LICENSE & PERMIT INFORMATION – on our web site as well!

EXHIBITORS WITH any money exchange deposits or “CASH & CARRY” SALES **MUST HAVE** a State of California Sales Permit and provide this number to Show Management **PRIOR TO THE EVENT**. Obtain Permits at; [www.boe.ca.gov](http://www.boe.ca.gov) ; Forms & Publications; Forms & Applications; scroll down to; Form BOE-400-SPA Rev.3; Page 5 & 6. Fill out and send in **PRIOR TO SHOW!**

## CONTEST / PROMOTIONS

- Exhibitors must adhere to all applicable laws
- Contests must be free of any obligation on the part of the winner & approved by Show Mgt.
- Awards and terms of the contest must be clearly stated on each entry form
- **Winners' name must be provided to Show Management within 30 days of show close**

## SECURITY

- Show Management recommends that exhibits be occupied by Exhibitor personnel at all times and especially at the close of the show until items have been removed during move-out
- Contact Show Management to contact the Center's Security to report any loss or damage to displays and/or inventory
- **No one under the age of 16 is allowed on the show floor, loading dock or load in parking area during move in and move out**

## FOOD / DRINK SAMPLES – WASH UP

- Exhibitors must notify Show Management of their intention to sell or distribute food or beverage of any size
- **ARAMARK** - exclusive food & beverage distributor at the Anaheim CC
- Sellers must submit an ARAMARK Food Sample Authorization Form for approval (on our web site)
- Sellers must submit a Health Permit from the Orange County Health Department. Contact the Health Department @ (714) 834-4722 for all requirements to exhibit by permit
- Free samples should be limited to bite-sized portions of 1 oz. food / 2 oz. liquid volumes
- Electrical cords for cooking appliances must be shielded with an 18 inch high, ¼ inch thick, clear plastic in compliance with fire regulations
- **Hand Wash Station MUST** be in each booth consisting of: Spigot Container of fresh water, soap, catch basin and paper towels in accordance with the Orange Co. Health Services Dept.

## INSURANCE

- Show Management is insured against public liability and facility property damage claims arising out of the conduct of the show
- Exhibitors **MUST HAVE THEIR OWN INSURANCE** to cover their own property and inventory
- Exhibitors **MUST HAVE THEIR OWN INSURANCE** against accidents, injuries and property damage caused to any persons or property which arise out of an Exhibitor's participation or activity in the show

## MOVE-OUT / FORK LIFT SERVICES – 15 min. free between hours listed above

- **No removal or dismantling of exhibits prior to final show closing day & time**
- Removal of portable items/stock is recommended to safeguard against pilferage
- Show Management may adjust move-out date/times for specific Exhibitors based on floor location.
- **All displays must be removed by 12 pm Monday, August 28th.** Show Management assumes no responsibility for any & all displays/materials left in facility after that time

**GENERAL RULES & REGULATION – DO NOT USE DUCT TAPE NOR GAFFER'S TAPE. ONLY 3M SCOTCH 3565 CLEAR TAPE IS ALLOWED TO TAPE DOWN ON THE FLOORS. NO TAPE OF ANY KIND IS ALLOWED ON THE WALLS OR COLUMNS.**

## FIRE & SAFETY

- The Fire Marshall has the authority to close down/fine exhibits not in compliance w/ regulations
- Please read and comply with all Anaheim Fire Department, Show & Exhibit Guidelines located in this information packet to avoid accidents, injuries and potential litigations
- Exhibitors must provide a certificate of flame-proofing for all flammable materials, display surfaces and table coverings
- Machinery capable of throwing off chips or splinters must be shielded to protect the public
- Machinery which could catch a person's clothing or limbs must be shielded
- Machinery w/o adequate shielding must be kept at least 3 ft. away from the public
- Fueled vehicles on display require a permit which may be obtained by request
- No Haze, Fog or Mist Machines may be used.

## USE OF BALLOONS

- Fire Marshall Regulations prohibit Helium balloons and Helium Tanks in Anaheim CC.
- Air Filled Balloons must be anchored to the display for the duration of the show

## ACCOMMODATIONS



- Go to <http://visitanahaheim.org/directory/result/363> for a list of local hotels

**PHONE, WATER  
& ELECTRICAL  
SERVICES**



**ELECTRICAL SERVICES  
ARE NOT INCLUDED  
WITH BOOTH FEES**



- UL Listed Porcelain sockets with three-wire *grounded cords of adequate gauge may be used*
- *Anaheim Convention Center will refuse connections* where wiring constitutes a fire hazard
- All electrical installations are subject to inspection by the Anaheim Convention Center
- Phone Services / Hook-up will be provided through **Smart City** – see form on web site
- **All Forms are available on our website: [www.anaheimhomeshow.com](http://www.anaheimhomeshow.com)**

## HELPFUL EXHIBITOR TIPS

- **Arrive to the show BEFORE it opens** so you can prepare for the day. If you don't, you may never know if the first person that went by might have been your best sale at the show.
- **Work at the front of your booth and be accessible.** Greet your potential customer with a "Hello – may I answer any questions?"
- **Stay in your booth until the show closes.** Some of the best sales are made as the lights are dimming in the hall.