



Exhibitor Manual
Show Floor Plan
Decorator
Request Form

VISALIA CONVENTION CENTER
303 E. Acequia, Visalia CA 93292

PRODUCED BY:

SHOWCASE

EVENTS, INC.

For questions, call 1-800-700-7469

Fax: 408-960-6685

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SET-UP, SHOW & MOVE-OUT HOURS

SET-UP HOURS

| | | |
|------------|------------|-----------------|
| Wednesday* | February 5 | 2:00pm - 9:00pm |
| Thursday | February 6 | 8:00am - 9:00pm |
| Friday** | February 7 | 7:00am - 9:00am |

NOTE: All exhibitors must check-in no later than 5pm on Thursday, Feb 6th.

**** Wednesday set-up does NOT apply to booths located in NORTH Show Areas!***

***** On Friday, exhibitors may make adjustments to booth displays, carry in product, etc., but there will be no inside forklift availability and the loading dock doors will be secured.***

SHOW HOURS

| | | |
|----------|------------|------------------|
| Friday | February 7 | 11:00am - 6:00pm |
| Saturday | February 8 | 10:00am - 6:00pm |
| Sunday | February 9 | 10:00am - 5:00pm |

NOTE: Exhibitors may enter Exhibition Halls after 8:00am each day.
Exhibit booths **must** be staffed throughout all show hours.

BOOTH REMOVAL HOURS

Nothing is allowed to leave the exhibit areas before the show closes!

Exhibitors who violate this policy will be fined \$100 and jeopardize future participation.

Exhibitors may commence breakdown **AFTER 5:00pm on Sunday**

Exhibitors located in **all Lobby Areas and San Joaquin** must complete their move-out no later than **midnight on Sunday, February 9th**.

Exhibitors in **SOUTH Exhibit Hall, NORTH Exhibit Hall and Courtyard Areas** must complete their move out no later than **noon on Monday, February 10th**.

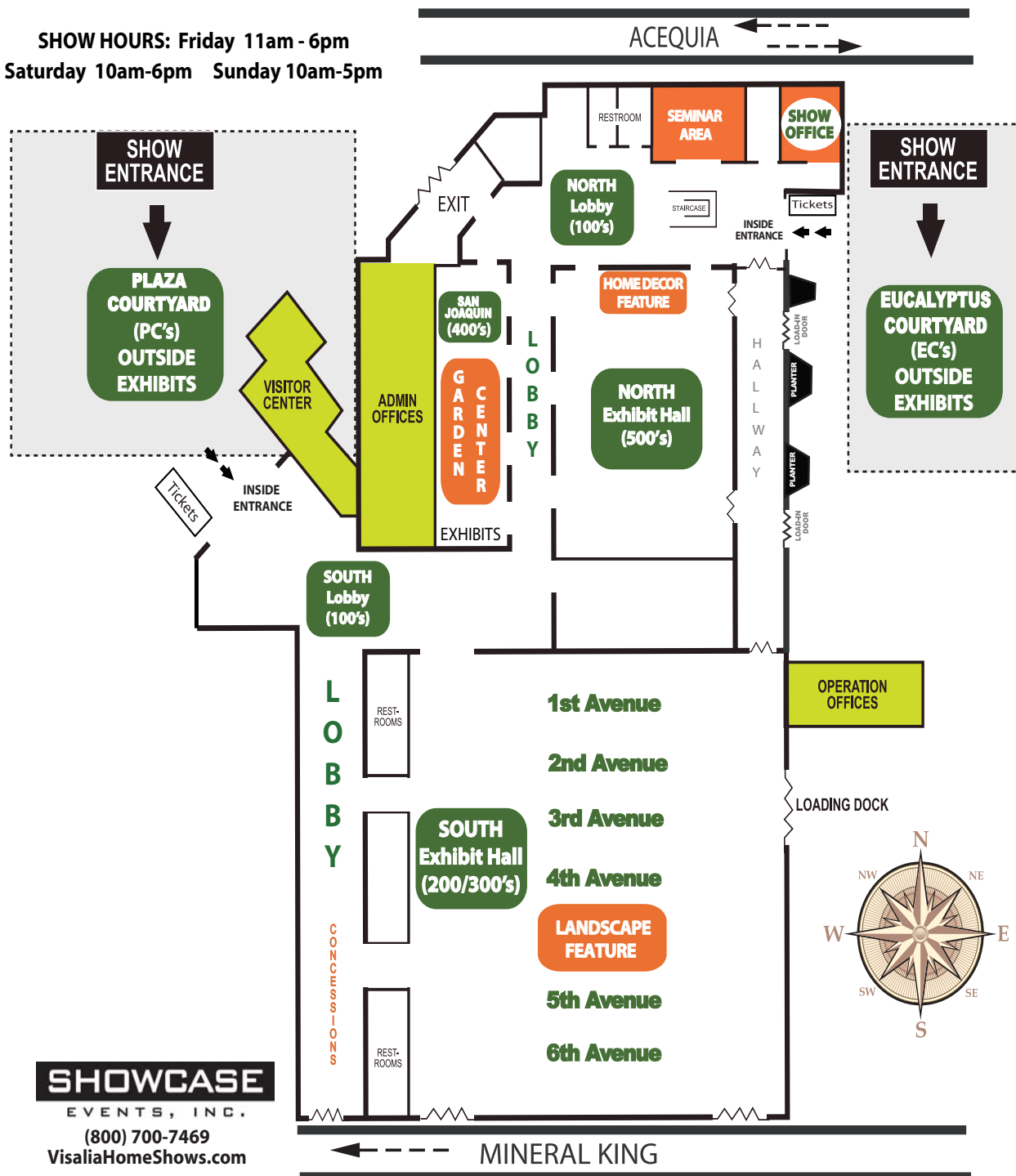
All facility areas must be vacated by noon on February 10, 2020.



VISALIA CONVENTION CENTER FLOOR PLAN OVERVIEW

303 E Acequia Ave, Visalia, CA 93291
(800) 640-4888 Fax: (559) 713-4804

SHOW HOURS: Friday 11am - 6pm
Saturday 10am-6pm Sunday 10am-5pm



SHOWCASE
EVENTS, INC.

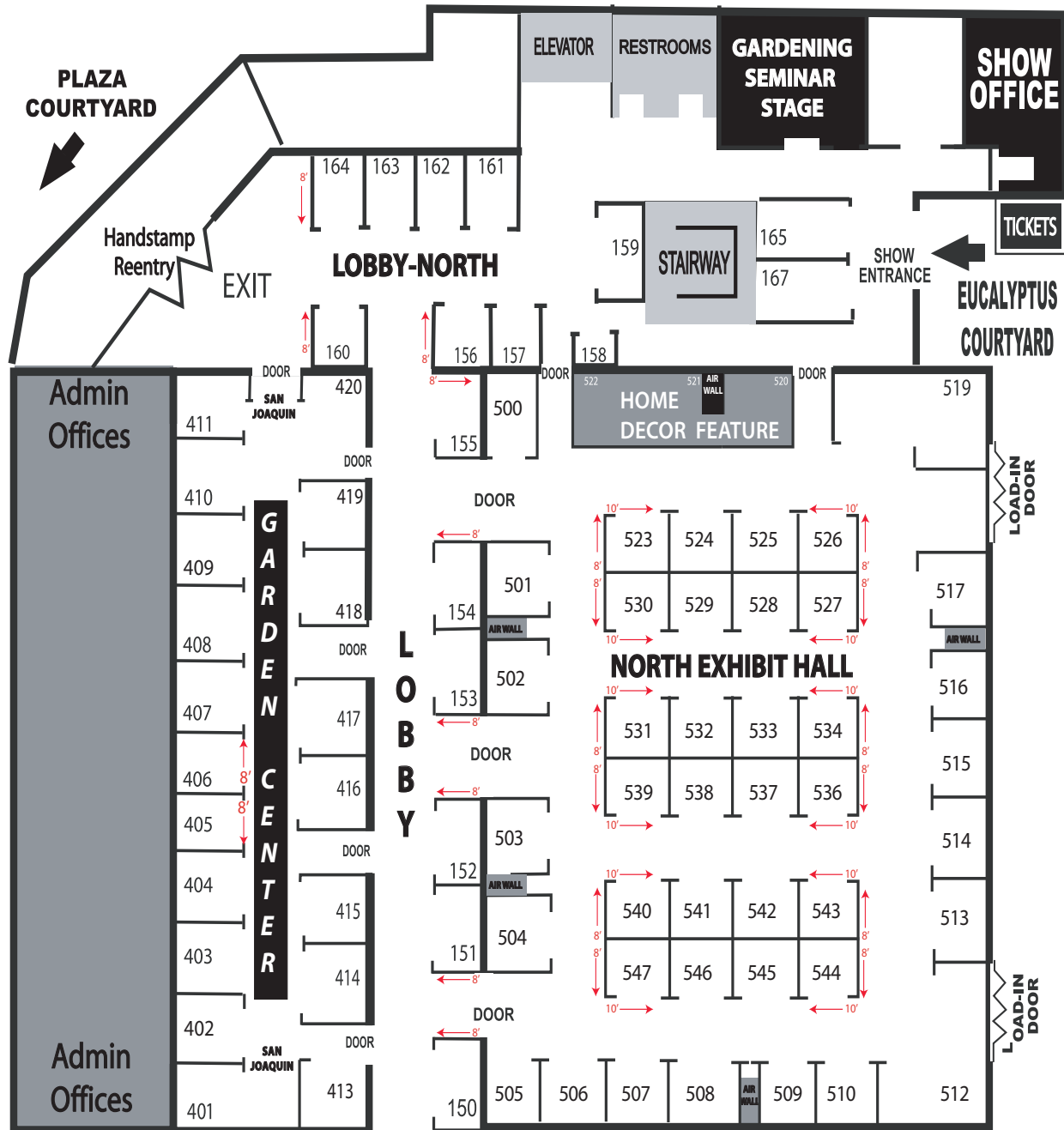
(800) 700-7469
VisaliaHomeShows.com



27th Annual **VISALIA**
SPRINGFEST
HOME & PATIO
 FEBRUARY 7, 8, & 9, 2020

VISALIA
 CONVENTION
 CENTER

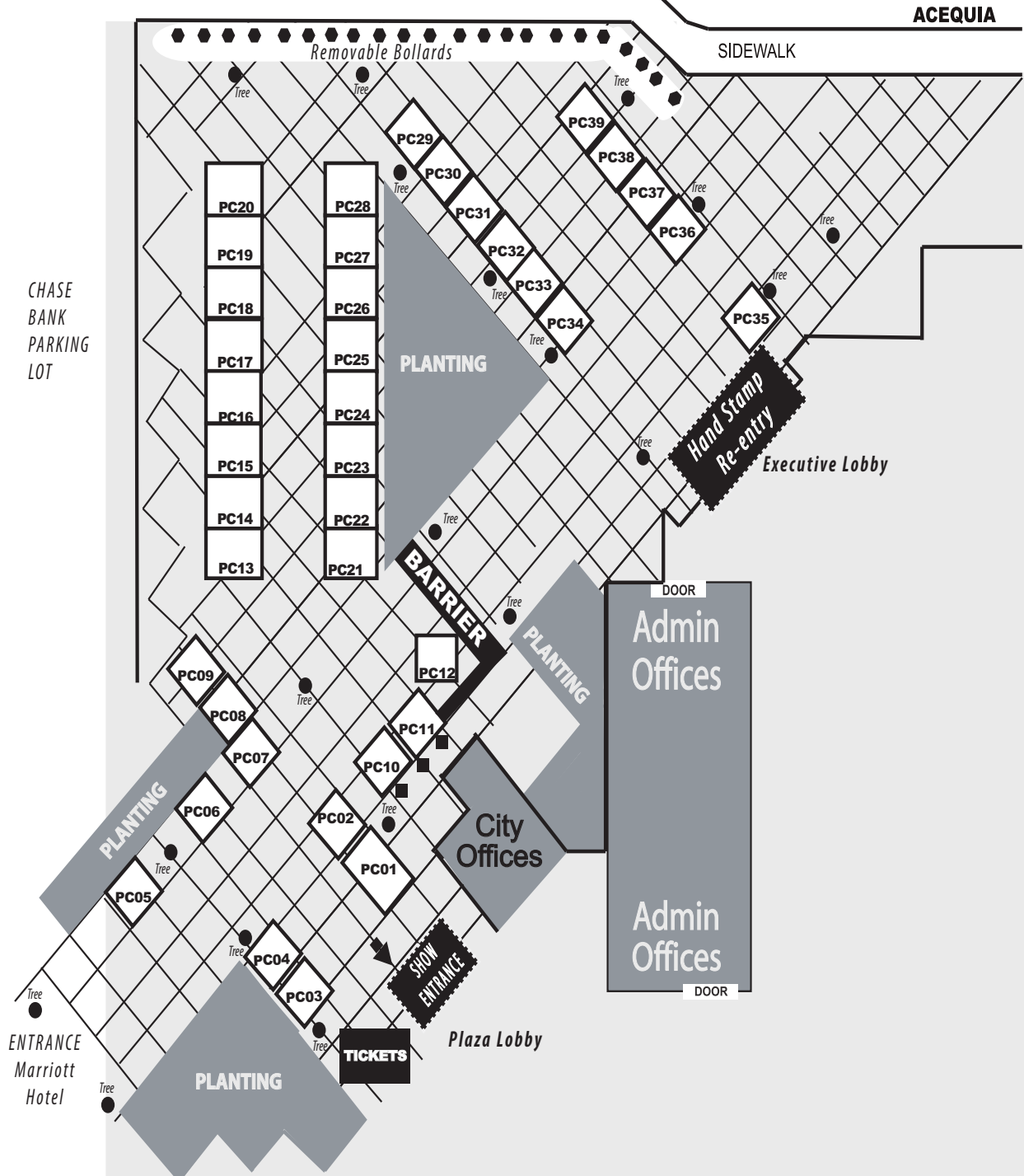
Exhibit Hall-North
 Executive Lobby
 San Joaquin
 Show Office



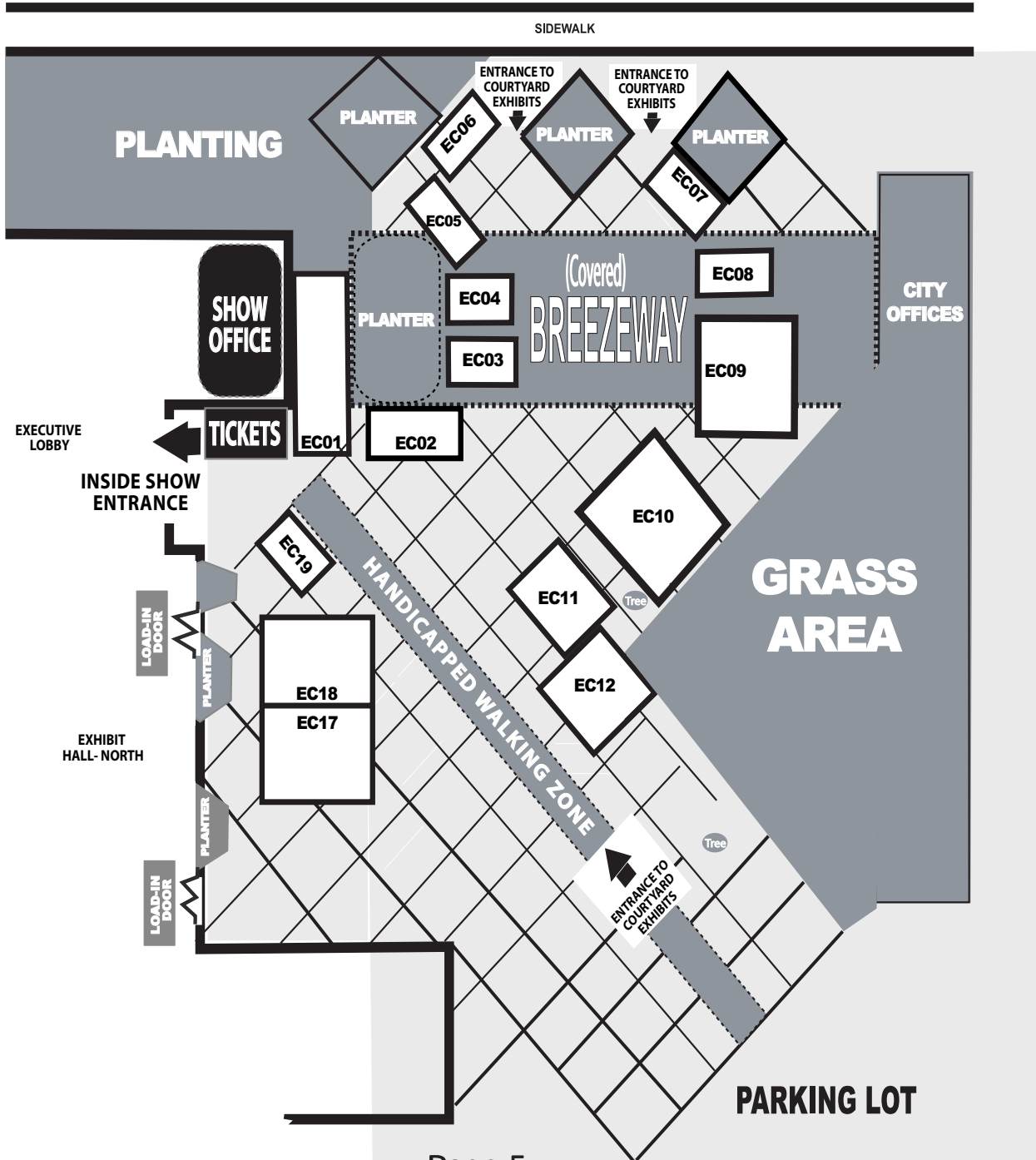
27th Annual **VISALIA**
SPRINGFEST
HOME & PATIO
 FEBRUARY 7, 8, & 9, 2020

VISALIA
 CONVENTION
 CENTER

PLAZA
 COURTYARD



ACEQUIA



EXHIBITOR CHECK-IN INFORMATION

SHOW OFFICE

The **Show Office** is located at the very end of the (Executive) NORTH lobby. (please refer to the floor plan on *Page 1*).

EXHIBITOR CHECK-IN:

Before starting any booth construction, check-in at the Show Office. ALL EXHIBITORS must check-in no later than 5pm on Thursday, Feb. 6th

Please call **(800) 700-7469** to request Late Check-In. However no late check-in privileges will be granted if all paperwork and payments are not in order. If we don't hear from you by 5pm on Thursday, Feb 6th, we reserve the right to reassign and/or resell your booth and *no refunds* of any kind will be given.

EXHIBITOR PAYMENTS:



All final exhibitor payments should arrive at our office well in advance of the show. If there is an outstanding balance the week of the show, we do not guarantee the booth space and all prior payments will be non-refundable and non-transferable. **Any late payments we have agreed to accept must be in the form of a credit card, cash, money order, or cashier's check.**

A \$50.00 *late fee* may be assessed for payments made during set-up.

EXHIBITOR INSURANCE REQUIREMENTS:

All exhibitors are required to provide proof of insurance that covers their display area. "Showcase Events" and the "City of Visalia" must be listed as additional insured. On the event website, there is a link to **RainProtection Insurance**, a company that provides exhibitors with inexpensive, easy-to-obtain, online policies.

EXHIBITOR BADGES:

Show Management will provide five (5) badges to all participating merchants and/or organizations. Requests for additional badges will be considered on a case-by-case basis.

Badges are for designated personnel *actively* working in exhibitor booths. They are not to be given to anyone else. Starting at 10am on Friday, all exhibitors are required to wear their badges for the duration of the event.

SHOW DECORATOR SERVICES

SHOW DECORATOR: Visalia Convention Center

The Visalia Convention Center Staff will provide onsite assistance to exhibitors during set-up, show and removal hours. Use the **Decorator Request Form** (*included on the very last page*) to order furniture, carpet, WIFI, fire extinguishers, additional electrical wattage, etc. For questions about decorator services, please contact **Kari Coleman at 1-800-640-4888**.

FORKLIFT SERVICES:

The Visalia Convention Center will provide forklift services during set-up and removal hours. **Request for service is first-come, first-served, and the cost is \$25 for each 15-minute interval and may not be carried over to move-out.**

Merchants may use their own forklift equipment to unload from the exterior of the buildings when the following documentation is provided in advance:

1) Liability insurance; 2) Auto insurance, and, 3) Forklift operator's certification. Exhibitors are not allowed to operate equipment inside exhibit areas.

Forklift service will only be provided for a maximum load capacity of 3,580 pounds and ***the Staff reserves the right the refuse service for any tasks it deems unsafe***. Exhibitors who require transport of items that exceed capacity will need to contact Show Management to discuss the possibility of making other arrangements. Show Management is not responsible for exhibit material carried on the forklift.

DELIVERIES:

Once Show Management is onsite, we will be happy to assist you in receiving your shipments (at no charge). Be sure to instruct delivery personnel to come to the Show Office so we can have your shipment placed directly in your booth.

Shipping Address: **Visalia Convention Center c/o Kari Coleman**
303 E. Acequia, Visalia, CA 93291 Phone: (800)640-4888 Fax:(559) 713-4804

Note: The Convention Center ***reserves the right to charge for special handling and/or storing*** exhibitor shipments. Charges may vary and will be calculated on a case-by-case basis for services rendered.

WIFI & TELEPHONE LINES:

The Convention Center is WiFi equipped. Daily access passes may be pre-ordered using the **Decorator Request Form** (*last page*) or obtained any time during set-up or show hours. To make arrangements for a telephone or dedicated DSL line, please contact Kari Coleman at (800) 640-4888 well in advance of the show.

BOOTH SET-UP INFORMATION

UNLOADING:

The loading dock is at the back of the Convention Center, adjacent to the Eucalyptus Courtyard. Vehicle(s) are prohibited from parking in FIRE LANES and may be ticketed or towed without warning. After your vehicle is unloaded, please move it off loading dock to make room for other exhibitors. Vehicles may park in the back of the building off of *Bridge Street*.

Exhibitors with booth display areas on the *Courtyard* areas are allowed to drive up and unload in those areas. **Drip pans must be placed underneath all vehicles while parked on Courtyard Areas.** All other exhibitors must unload from the street unless Show Management has give prior approval. The Convention Center reserves the right to charge exhibitors for any damage and/or clean-up required due to unloading, booth construction, or booth removal. Unauthorized vehicles may be ticketed and/or towed by the City of Visalia.

PIPE & DRAPE:

Each *inside* booth will be draped with two 3-foot curtain dividers, one 8-foot curtained backdrop and an exhibitor identification sign. Drape color is FOREST GREEN for *South Exhibit areas* and BURGUNDY for *North Exhibit areas*.

ELECTRICAL SERVICE:

All booths receive one electrical 500w, 120v outlet. Exhibitors using more wattage (*than the amount included in the booth package*) will be expected to pay for the additional power - at the rates specified on the **Decorator Form**.

OPEN VIEWING DISPLAY POLICY:

Unless Show Management has approved an exception, inside exhibitors must comply with the "Open Viewing Display Policy". Please review the ***Exhibit Display Graphic (Page 10)***. *This does not apply to Markeplace/Crafter exhibit areas in San Joaquin.*

BOOTH APPEARANCE & TABLE SKIRTS:

A presentable finished appearance is required on all areas of the display visible to the public. Any unfinished, exposed portion of the exhibit must be draped and all tables in visible booth areas must be skirted to the floor using fire retardant materials. Canopies allowed inside in the SOUTH EXHIBIT HALL but not permitted in Lobbies or North Exhibit Areas (*Refer to Fire Department Rules on Pages 15-16.*)

BOOTH SET-UP INFORMATION (Cont'd)

SATELLITE EQUIPMENT:

The Convention Center technicians can assist you in deploying your satellite equipment to your booth. Contact Show Management prior to set-up to arrange a time for tech support. There is no additional charge for this onsite service.

CARPETS & FLOORING:

Carpets and raised flooring must be sized to fit within the booth area and not intrude into aisles. All exposed carpet edges, raised flooring, exposed extension cords must be taped down or configured in such a way as to prevent any tripping hazards. To rent carpet, use the **Decorator Request Form** (*included on the last page*).

SIGNAGE:

Signs must be professional, of an appropriate size and nature, and displayed within the limits of the booth. Show Management reserves the right to remove any signage that is deemed unacceptable.

ELECTRICAL CORDS/POWER STRIPS:

Only the large orange industrial-strength power/extension cords in good condition are to be used. Surge protectors should be plugged in directly into Convention Center receptacles. Cube or multi-plug adapters are prohibited and cords shall never be kept in a pinched position.

CANDLES/OPEN FLAMES:

Refer to detailed Fire Department Rules as outlined on Pages 15-16.

SUPPLIES & SERVICES:

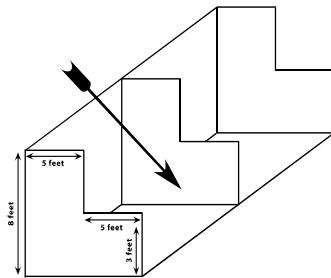
The Show Office **will not** be able to provide you items such as: ladders, dollies, hammers, brooms, vacuums, cleaners, pencils, paper, staplers, rulers, etc. Please arrange to have all of the supplies and equipment you will need with you during set-up. Exhibitors are responsible for any additional costs incurred when using Show Decorator services or renting their equipment.

CHILDREN:

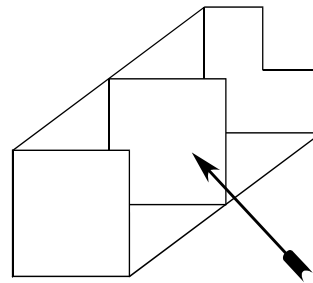
Children under 12 years old are not allowed in display exhibit areas during set-up and/or booth removal hours. During show hours, children who are visiting exhibitors must be supervised at all times and not allowed to interrupt other exhibitors from conducting business. No skating, running, or yelling of any kind is permitted.

Exhibit Display Policy

- Open Viewing -

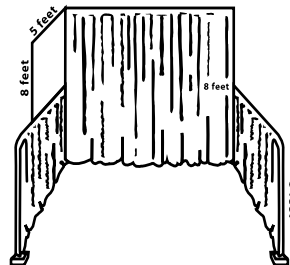


Correct Set-up



Incorrect Set-up

- Booth Specifications -



Booths will be cloth, with 8 foot high backdrop and 3 foot high side panel drapes. The side panels of the display may be no higher than 8 feet for one-half of the distance measured from the rear drape. The remainder of the side panels, out of the aisle, may be no higher than 3 feet. The backdrop of the display may be no higher than 8 feet without the approval of show management.

A presentable finished appearance is required on all areas of the display visible to the public. Any unfinished, exposed portion of the exhibit must be draped at the exhibitor's expense. Exhibitor provided tables must be skirted to the floor and have a professional-looking appearance.

Any exemption from the above must be approved by the Show Management. For all questions or information regarding booth display specifications, please contact Steve Tarter, Show Manager at 1-800-700-7469.

RULES DURING SHOW HOURS

EXHIBITOR ACCESS:

Exhibitors may enter all show areas starting at 8am on all three show days.

RESTOCKING:

Exhibitor may restock their booths from the loading dock through walk-in doors from the hours of 8am to 9am on Saturday and Sunday. After 9am, all vehicles must be removed from the loading dock. No vehicles may be parked on the loading dock and unattended vehicles will be ticketed and subject to towing.

PROHIBITED ITEMS & RAFFLES

Exhibitors are prohibited from giving away helium-filled balloons, but balloons may be used as part of a booth display. Please note however, that exhibitors may be charged by the facility for balloon retrieval of helium or other gas filled balloons that float to the ceiling during set-up or removal.

Exhibitors are prohibited from giving away concession foods (e.g. popcorn). All food-related giveaway items must be approved by Show Management, the Convention Center, and the Tulare Health Department (*two-weeks prior to the start of the show*). Additional health permit fees may apply.

Raffles, drawing, or contests of an appropriate and audited nature are allowed. Exhibitors are charged with having knowledge of state and local legal restrictions on such operations. Show Management can only announce winners of show-sponsored giveaways.

NOISE LEVELS:

Noise levels in each exhibitor's booth may not be so loud as to interfere with adjacent exhibitors. The noise levels from any electronic devices, instruments or other equipment must be regulated in a way that prevents said use from creating a distraction to nearby exhibitors. Should sound complaints occur, exhibitors will be expected to decrease volumes to acceptable levels.

SOLITICING OUTSIDE OF BOOTH AREAS:

Demonstrations and distribution of products and materials are restricted to each exhibitor's assigned space. Exhibitors must refrain from soliciting in aisleways.

PARKING/BOOTH REMOVAL/SECURITY

PARKING:

During set-up/booth removal, exhibitors are welcome to UNLOAD/LOAD from both the Convention Center Loading Dock and the Marriott Hotel parking lots - **at no charge**. **Fire Lanes may not be blocked at any time.**

During show hours, **Parking Lot #19** *located on Santa Fe* -has been reserved for exhibitor parking. This lot will also be used for Trailer parking. There is no provided security and parking is at your own risk. The Marriott Parking Lot *located behind the Convention Center* - now charges \$7 per day and NO OVERNIGHT (non-guest) parking is allowed. The Professional Building, and Chase Bank will tow any illegally parked cars during business hours.

A map indicating the **Exhibitor Parking Lot** and additional downtown FREE parking areas has been included on **Page 15**.

BOOTH REMOVAL (TEAR DOWN):

The show officially closes at 5:00pm on Sunday, February 9th. Prior to that time, Show Management requests that no product or equipment be removed from any booth, inside or out. This is essential for public safety reasons and to allow other merchants the opportunity to conclude ongoing business. Any company that does not comply will be fined \$100 and/or excluded from participating in future events.

Vehicles are not permitted in undesignated areas (by the buildings) prior to 5:00pm on Sunday. After that time, exhibits should be dismantled and removed within the time schedule indicated on *Page ii*. If it becomes necessary for any exhibit materials to be removed after the removal time expires, the Convention Center reserves the right to directly charge exhibitors the prevailing hourly rates.

SECURITY:

Exhibitors assume all responsibility for their displays. Show Management will not assume responsibility for any loss due to fire, theft, damage, etc. Exhibitors are reminded not to leave unattended personal valuables in their booth(s) during set-up, show hours, or during move-out. The Convention Center does have 24-hour onsite camera surveillance in most areas. At the conclusion of each set-up and show day, the Convention Center personnel will secure all inside building areas. Starting at 5pm on Wednesday, February 5th, security guards start patrolling all OUTSIDE show areas. **Security ends on Monday, February 10th at noon.**

GOVERNMENTAL/REGULATORY INFORMATION

BETTER BUSINESS BUREAU:

Show Management works closely with the San Joaquin Valley Better Business Bureau (BBB) to ensure that all participating merchants and organizations are appropriately licensed and promptly responds to public inquiries and/or complaints. To maintain an atmosphere where the public can "Shop with Confidence", *Show Management reserves the right to cancel any merchant whose BBB rating is rated as "less than satisfactory".*

CSLB REQUIREMENTS:

For those merchants deemed by Show Management (based on product/service) as potentially falling under the CSLB regulations, a valid and current license number must be on file, or a completed form stating the reasons why such license is not required. Failure to provide this information will result in cancellation. Refer to *Page 18* for specific CSLB requirements and procedures.

CALIFORNIA BOE REQUIREMENTS:

All exhibitor are required to have a completed and signed **Form BOE-410D** on file. The California State Board of Equalization requires that all exhibitors who sell merchandise during the show (cash and carry) provide Show Management with a California Seller's Permit Number and *conspicuously display their permit* in their booth during show hours.

LOCAL SALES TAX RATE:

The current sales tax rate in Visalia is 8.5 %.

FOOD & BEVERAGE SAMPLING/CONCESSIONS:

All exhibitors distributing food and/or beverage samples must provide a completed Temporary Food Vendor Application and fee (or waiver) three weeks prior to the start of this event. Late applications are at the discretion of the Health Department. The Tulare County Health Inspector will visit all food booths the day the event starts.

MUSIC REGULATIONS:

Live or taped music is prohibited as part of an exhibit or display without written permission from an appropriate licensing source (i.e. BMI, ASCAP). Evidence of such an agreement must be available for review upon request. In the event written confirmation cannot be documented, the exhibitor agrees to cease playing the music.

HOTEL LODGING & RV PARKING INFORMATION



300 South Court
Visalia CA 93291
(559) 636-1111



We recommend the **Marriott Visalia**.

It is conveniently adjacent to the Convention Center. This *newly renovated*, full-service hotel offers a rate of **\$109/night** to our exhibitors from Wednesday through Sunday nights (2/1-10)

(These rate subject to expiration after January 22nd and at the discretion of the Hotel Management. Also please note that Marriott has revised their cancellation policy to require 48 hours without penalty.)

Please keep in mind rooms are limited so reserve your room as soon as possible.

You make online reservations by *clicking on the link on our website* or by calling **Reservations** at **(559) 636-1111**, and be sure to mention you are exhibiting at the VISALIA HOME & PATIO SPRINGFEST.

RV PARKING:

RV Parking (without hookups) is available at a parking lot located in the back of the Convention Center. Refer to the *Exhibitors Parking Map* on *Page 15*.

Other arrangements may be made at the following RV Parks:

- **KOA Campground** (559) 651-0544
Online: www.koa.com/where/ca/05180

MAPS & DIRECTIONS:

Visit http://www.visalia.city/depts/convention_center for maps & directions including:

- Local Directions to the Convention Center
- Traveling Directions to Visalia
- Visalia Convention Center Expanded Floor Plan

FIRE DEPARTMENT GUIDELINES & REGULATIONS

Extention Cords/Power Strips

1. Only industrial strength power/extension cords in good condition are to be used.
2. Surge protectors should be plugged directly into Convention Center provided receptacles.
3. Cube/multiplug adapters are prohibited and cords shall never be kept in a pinched position.

Combustibles

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No flammable liquids are allowed in the building.
3. When displaying a flammable or combustible product, the display container shall be empty.
4. Painting or spraying of toxic or flammable materials is prohibited.
5. Smoking is prohibited throughout the Visalia Convention Center complex.

Use of Candles/Open Flames:

1. Flame shall be enclosed and the device/holder shall be designed to return to an upright position after being tilted to an angle of 45 degrees from vertical.
2. Candles on tables must be securely supported on substantial noncombustible bases.
3. All candles/open flames shall be kept away from contact with drapes, curtains, decorative materials, or other combustibles and are prohibited in areas where occupants stand, or in an aisle or exit.

Flame-Retardant Treatment

All decorations, drapes, signs, banners, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials shall be flame-retarded to the specification of the Fire Department . All fabrics or materials shall be labeled, tagged, stamped or stenciled with flame-retardency certification or be able to pass a field flame test. Table covers must be flame retardant unless they lie flat with an overhang no greater than 6 inches.

Carpeting On Walls or Ceilings

When used as interior wall or ceiling finish, carpeting and similar materials having a snapped, tufted, looped or similar surface shall have a Class 1 flame-spread classification.

Special Finish Materials

Any material having a brushed or napped finish, such as but not necessarily limited to, carpeting materials, shall have a flame spread rating of not more than 25 regardless of location or occupancy.

Unframed Rigid Combustible Material: Rigid Combustible decorative material and assemblies of materials not more than 1/4 inch in thickness used for folding doors, room dividers, decorative screens or similar applications , which do not create concealed spaces and are installed with exposed edges, shall be flame-retardant.

Framed Rigid Combustible Decorative Materials: Rigid combustible decorative materials and assemblies of materials not more than 1/4 inch in thickness used for folding doors, room dividers, decorative screens, and similar applications, which are installed with all edges protected, shall conform to the following: a) All exposed edges shall be protected with frames of metal or other noncombustible material, or solid wood of a minimum of 1/4 inch dimension; b) The total square foot area of the material shall not exceed ten percent (10%) of that of the floor area of the room in which the material is installed. Canvas, cloth, cardboard, leaves or similar combustible materials shall not be used in the construction of ceilings for thirty (30) days and shall be completely flame-retardant.

FIRE DEPT GUIDELINES & REGULATIONS Cont'd)

Canopies (or) Pop-Up Tents:

1. Canopies are only allowed the Exhibit Hall-West with a maximum size of 10x10 and must be state certified (T-19,332(a)). *Contact Show Mangement if your display requires a waiver.*
2. Canopies shall be open and accessible from a minimum of one-side, are not allowed to block fire suppression systems and may only have a minimal amount of combustibles under the canopy

Cooking Demo/Food Warming/Food Sales

1. Food Preparation/Cooking will be accomplished a) if INSIDE: using a UL listed electrical cooking device, or b) if OUTSIDE: using any approved and UL listed method of cooking
2. Cooking devices must be: a) placed on noncombustible surface; b) separated by a minimum of 2' of horizontal distance
3. A Class ABC extinguisher must located inside booth (cooking without grease), and an additional Class K extinguisher (cooking with grease*) and some venting regulations may apply.
*(Definition: Grase-laden vapor - render animal fat, vegetable shortening or other such oily matter expanded into air resulting in the process of cooking/and or preparing foods)
4. If OUTSIDE, any action involving an open flame is prohibited under a canopy, tent or structure.

Motor Vehicle Display

Liquid or gas-fueled vehicles, boats or other motorcraft may be located indoors provided:

1. Batteries are disconnected
2. Fuel tank does not exceed one-quarter tank or 5 gallons and fill openings are closed and sealed
3. A accessible fire extinguisher is in the vehicle or the surrounding booth area.
4. A drip pan is provided underneath the motorized equipment or vehicle display
5. No vehicle, boats, or other motorcraft may be fueled or defueled within the building

Fire Department Special Permits - request for the following require show mangement pre-approval:

1. Display and operate any heater, barbeque, heat-producing device or open flame, candles, lamps, lanterns, or torches.
2. Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
3. The use of liquified Petroleum gasses is prohibited throughout the Visalia Convention Center
4. Use or store flammable liquids, compressed gasses or dangerous chemicals.
5. Display an operating internal combustion engine.

Required exit doors, exit lights, fire alarm sending stations, wet standpipe hose cabinets and fire extinguisher locations shall not be concealed or obstructed by any decorative material. Treatments used to accomplish this flame retardation shall be renewed as often as deemed necessary by Fire Prevention Bureau or maintain the flame-retardation effect.

All displays or exhibits of combustible material or construction and all booths and temporary construction in connection therewith shall be so limited in combustibility or protected as to avoid any undue hazard of fire that might endanger occupants before they have the opportunity to use available exists, as determined by the authority having jurisdiction.

Non-compliance of this requirement will cause the revoking of fire permit and/or in the case of exhibits, the elimination of the booth from the show.

RULES OF PARTICIPATION

These rules are part of the exhibit space contract:

- 1 Exhibit booths must be staffed throughout show hours.
- 1 Exhibitor may not assign, sublet or share assigned space without consent of Show Management.
- 1 Demonstrations and distribution of products or materials are restricted to exhibitor's assigned space and must directly relate to the exhibit. Non-exhibitors may not advertise or solicit business within the show. No advertising, circulars, catalogues, folders or devices shall be distributed within the confines of the show or facility by non-exhibitors for other events.
- 1 Exhibitors must keep their exhibit space clean during show hours.
- 1 Aisles cannot be blocked; if demonstrations are planned, exhibit space must be adequate to contain a reasonably- sized audience.
- 1 Raffles, drawing, or contests of an appropriate and audited nature are allowed when no purchase is required. Exhibitors are charged with having knowledge of state and local legal restrictions on such operations.
- 1 All exposed parts of display partitions must be finished or covered so they do not present an unsightly appearance when viewed from adjacent booths or aisles.
- 1 Offensive exhibits are prohibited.
- 1 Signs must be professional, of appropriate size and nature, and displayed within the limits of the booth. Show Management reserves the right to remove any sign that is deemed unacceptable.
- 1 Exhibitors must take measures to protect the exhibit hall, tables, chairs, walls, columns, and floors from damage. Exhibitor will be held responsible and charged by the facility for any damage to their equipment, building, grounds, or for clean-up necessitated by paint, grease, oil, abrasives, and for excessive debris left in the exhibitor's space.
- 1 Exhibitor agrees that Show Management, without incurring any liability for damage or loss, has the right to dismantle and pack any property exhibitor has failed to remove in time allotted, or may order such work to be done at the sole expense of exhibitor. Exhibitor agrees that, with respect to any exhibit material or other (exhibitor), property for which sufficient shipping arrangements have not been made or carried out, Show Management shall have the right and the authority to clear such property from the exhibit premises, designate carriers for its return, send it to public or private storage or otherwise dispose of it without incurring any liability therefore. All cost of such removal, return, storage, and other disposition shall be at the expense of the exhibitor.

California Contractors License Requirements

All businesses or individuals who construct or alter any facility, railroad, excavation, or other structure in California must be licensed by the California Contractors State License Board (CSLB) if the total cost (labor and materials) of one or more contracts on the project is \$500 or more.

Contractors, including subcontractors, specialty contractors, and persons engaged in the business of home improvement (with the exception of joint ventures and projects involving federal funding) must be licensed before submitting bids. Licenses may be issued to individuals, partnerships, corporations or joint ventures.

Becoming a California Licensed Contractor

General Requirements

The State of California licenses contractors in the State through the Contractors State License Board. Applicants to be licensed must prove four years full-time experience during the last ten years, working in the construction trade in which the applicant is applying. Experience is defined as working at the level of: Journeyman (someone who can work unsupervised), Foreman, Supervisor, Contractor (unlicensed), and Owner/Builder. The Board does review the applications of those who claim "owner/builder" experience with additional scrutiny. Applicants who show college educational degrees can be granted between 0 and 3 years of experience toward the minimum requirements. Note: Part-time work is counted as half-time. Thus, 4 years full-time work experience is equivalent to 8 years part-time work experience.

Once the minimum work experience has been verified and the application approved for testing, the applicant is tested at a State-run computer testing site. The examination consists of two tests: (1) Construction Law and Business Management and (2) Construction Trade.

Each test is 2-1/2 hours, consisting of approximately 115 questions on test #1, Construction Law and Business Management. The second test is on Construction Trade and consists of approximately 100 multiple-choice questions. The number of questions on the various trade exams may vary slightly, but the computer computes accurate percentages for all.

Construction Law & Business Management Exam

The Contractors State License Board's exam on Construction Law and Business Management tests the applicant's knowledge in the areas of Contractors License Law with questions on such topics as license laws, contract laws, bonding, mechanics liens and dispute resolution. The Business Management aspect of the exam covers topics such as Project/Job Management, Licensing Laws, Bookkeeping, Bid Procedures, Contracts, Liens and Dispute Resolution, Employee Issues, Insurance, and Special Circumstances.

Construction Trade Exams

Construction Trade exams include questions on the particular construction trade or craft. Questions ranging from tools, to application and trade science are included. Each trade exam includes questions on safety in the workplace.

For more information or to apply for a Contractor's license, visit <http://www.cslb.ca.gov>.

EXHIBITOR PARKING AREAS

EVENTS, INC.



PUBLIC
PARKING

Comfort
Suites
Inn

**PUBLIC
PARKING**

MAIN STREET

Signature
Theaters

ACEQUIA AVE

**EXHIBITOR
PARKING
LOT**

COURT

**PUBLIC
PARKING**

Union
76
Station

MINERAL KING AVE

HIGHWAY 198

NOTE: Exhibitors park at their own risk in all parking lots (including the Convention Center)

DECORATING REQUEST FORM



Produced by: Showcase Events, Inc.
(800) 700-7469

| Quantity | Tables | Price | Total Cost | Quantity | ACCESSORIES | Price | Total Cost |
|----------|-----------------------------|-------|------------|----------|---------------------------------------|--------|------------|
| | 8' with Skirt & Linen | 39.00 | | | Carpet (9ft x 10ft) | 105.00 | |
| | 6' with Skirt & Linen | 39.00 | | | Carpet Pad (9ft x 10ft) | 57.25 | |
| | 4' with Skirt & Linen | 39.00 | | | Forklift Unload/Load - per 15 min | 25.00 | |
| | Cocktail with Skirt & Linen | 39.00 | | | Phone Line -Includes long distance | 80.00 | |
| | Chair-stacking | 3.00 | | | Masking: 8' (pipe & drape)...per ft. | 3.20 | |
| | Bar Stool | 6.75 | | | Masking: 3' (pipe & drape)...per ft. | 3.20 | |
| | | | | | Wastebasket | 4.00 | |
| | | | | | Easel | 16.00 | |
| | | | | | Wi-Fi Access t (5mb) (All Event Days) | 12.95 | |
| | | | | | Class "K" Fire Extinguisher | 25.00 | |

Total Table & Chair Cost

Total Accessories Cost

| Quantity | Electric | Price | Total Cost |
|----------|-------------------------|--------|------------|
| | Booth Electric - 20 amp | 42.00 | |
| | 60 amp - 3-phase - 280v | 210.00 | |
| | 200amp - 3phase - 480v | 425.00 | |

Total Electric Cost

Total Table
Total Chairs
Total Accessories
Total Electric
Amount Due

| Exhibitor Information & Payment | | Your Booth Number(s) | |
|--|--|---|--|
| Company Name: _____ Contact Name: _____ Address: _____ Phone: _____ Fax: _____ Email: _____ | | Load In Date: _____ Time _____ Load Out Date: _____ Time _____ Credit Card: VISA____MC____DISC____AMEX____ Number: _____ Exp.Date: _____ 3 Digit V Code _____ | |

Payment Policy: Payment in full is required on all advance and floor orders when order is placed. All orders must be received five (5) days before show move-in with payment to use the advance order rates. Late order rates will be charged and must be paid prior to show opening on all orders received without payment.

Cancellation Policy: All orders cancelled after delivery to booth will be charged at 50% of the rental price. Orders must be received five (5) days before the show/convention to guarantee item.

Checks Payable to Visalia Convention Center

Contact: Kari Coleman, Event Services Manager, (559) 713-4068 or Fax: (559)713-4804
Kari.Coleman@visalia.city

Special Comments: _____

Exhibitor's Signature

Date

Print Name