

36th Annual Lane County Home Improvement Show
Show Days: October 12-14, 2018



BIG TOP THEME – It's Showtime Ladies & Gents!

"GREAT HOME & GARDEN TRANSFORMATIONS"

Quick Tips for a Successful & Easy Show:

Show Days & Hours:

Friday 5 pm – 9 pm

Saturday 10 am – 8 pm

Sunday 10 am – 5 pm

***Friday 12 noon – All Electrical Connections completed for Fire Marshal's inspection.**

****Friday 2pm - All Displays MUST be set up in space or the booth is forfeited.**

*****All Displays MUST be moved out by 2pm on Monday, October 15th**

Drive in by Appointment ONLY – see the cover of your exhibitor manual.

Call today 541-484-9247 if you need to change your drive or move-in appointment! No Changes after Sept. 24th. Only one vehicle at a time! Not all vendors can drive inside. We have two push carts & 2 handcarts at the show office on a first come basis – be patient if you need our shared carts during move-in or move-out.

Save Money on Additional Electricity if ordered by September 28th with the Lane County Electrician

Each 10x10 automatically gets one 500 watt electric outlet. See order form in manual if you need more electricity. Please read how to use a multi-strip correctly in manual – connections are checked by the Fire Marshal.

Save Money on DWA Decorator Furnishings if ordered by Friday, September 28th Code: LCHOME18

Carpet, Tables & Chairs and even signs with the DWA order forms in the rear of the exhibitor manual.

Order Phone & Cable Lines Today! Call Comcast for dedicated internet.

All services MUST be scheduled to be INSTALLED on Wednesday, Oct 10th between 9am-12noon.

Floor Coverings are Now Required: Use Vinyl, Hardwoods, Carpet with Padding, Astro-Turf, Pavers....

Floor coverings must cover at least 90% of the flooring of the space. The flooring of your exhibit can be used for logo'd carpets, merchandising, or simply to create a comfortable space for your clients to stand. Tape Carpets Down for Public Safety - use yellow tape for grade changes with pavers. The Atrium has blue wall-to-wall carpet. You must protect it from stains & moisture.

Items OVER 4' Tall MUST be placed in the rear 4' of your booth. Keep it low next to your neighbors in the front 6' of exhibits. If you have an outside corner discuss your exhibit height with show management.

All items over 4' tall go into the rear 4' unless you booked a booth with high drape on the sides.

Construct hard walls 2" narrower than the width & depth of the booth to fit inside drape poles.

For example, build 10'x10' out at: 9'10"x9'10" ~ build 10'x20' booth to finished dimensions of 19'10"d x 9'10"w.

NO Branded Tents allowed with logos / company names facing into neighboring exhibits (behind or to the side).

NO Un-skirted Tables unless fine or patio furniture. No wrinkled tablecloths permitted.

If using portable tables (with folding legs) you must use an ironed tablecloth/skirting down to the floor to hide 100% of the table legs and boxes stored underneath. Consider a bar height counter as you meet your customer at a comfortable height. Order professionally skirted tables from the decorator, DWA Trade Shows on page 12-15 – save if ordered by Oct. 1st. Fine or decorative furniture & patio furniture look professional without skirting/cloths.

Stand, or Sit UP HIGH! Use bar stools so you are at eye level with customers! Why make a customer bend down to view materials? Sitting down low conveys you are tired & don't want to be bothered. A great trick to raise your tables is to slip short pieces of pvc pipe over table legs to raise to bar height. Our decorators rent bar height chairs and counters.

FREE Sign Hooks are available in show office. Do not pin or staple to the drapes or walls. The flame proof drapes will cost you \$85 per panel if cut, pinned to, stapled to, or painted on. Berg staff can assist with ideas to hang signs onsite.

Use Professional Signs - No Handmade Signs Allowed, unless very artistically executed.

Use computer generated signs (enlarge signs at printers) or visit a sign company! See DWA vendor specials on full color professional signs and banners. Order forms in the manual – DWA Trade Services delivers the sign to your booth!

Plants & Flowers Improve Display Quality and Attract Attention! Your neighbor's dazzling exhibit will complete for attention. Stand out with flowers & color in your exhibit. **Large mums will be for sale at 4pm Friday in North Truck Door.**

NO Moving In/Out the Front Doors in either building. Vendors must park in the Rear Lots to Enter & Exit Daily. **DO NOT park in small Fenced Guest Speaker Reserved Parking Lot behind the center during show hours.**