



Held January 18-20, 2019 Lane Events Center in Eugene, Oregon

READ for an Easy, Breezy Show

January 7th Deadline to SAVE \$\$: Order Tables, Carpet, Chairs & Eco Friendly Signs from DWA.

The Atrium has new blue wall-to-wall carpet installed in booths & aisle ~ please use floorcovering to prevent stains.

January 7th Deadline to SAVE \$\$: Order EXTRA Electricity, if needed to Save Money! Each 10x10 booth is automatically provided one outlet of 500 watts and ordered by show management.

ATRIUM, Food Exhibits, and NORTH Hall – Living, Health, Transportation, & Art Exhibits
Tighter Move-In Times & Move Out Times – See the cover of Your Manual: Due to your exhibit location, your move in time is restricted to Thursday or Friday and **requires a Sunday night move out.** We have FREE forklift service, and 4 push carts at the show office on a first come, first serve basis.

OPENING DAY – Friday, noon - All exhibits must be partially set up by 12 noon Friday with all electrical connections made. The fire inspector will need to see all electrical connections at 12noon. Forklift service ends at 12noon Friday. Doors open at 5pm Friday – exhibits should be staffed.

OPENING DAY - Friday, 2pm - All exhibits should be set up – because the truck doors close. At this time only hand carry items thru back lot man doors permitted. Floors will be cleaned at 2pm. Media begins remotes at 3pm. Please be sure to staff your exhibit during all the public hours.

NO MOVE-IN or MOVE-OUT thru the Front Lobby Doors. No hand carrying boxes through these front lobby doors as the magnetic doors are very sensitive. In & out through the rear or north / south exits please.

DO NOT PARK in the small reserved parking lot abutting bldg during show days/times.

This small fenced lot abutting the building is reserved for security, fire and media vehicles only.

NO Un-skirted Tables or Wrinkled Tablecloths – Nice Furniture & Patio Furniture can be bare legged & un-skirted. All folding leg office tables must have IRONED Skirting that reaches the floor and covers the table legs and boxes stored below. Order skirted tables from decorator (form in exhibitor manual) or use nice, ironed linen tablecloths that reach the ground.

Signs: Complementary Company ID & Booth # Signs will be hung in each exhibit.

Professional Signs Only - Print Signs. NO Handmade Signs, Please.

Free Sign Hooks are available in the Show Office. If you pin or staple to drapes - you will buy the drapes! Signs at the rear of the exhibit should stay below the 8' height limit along drape. Exception is for booths along the building hardwalls where signs can go to 10' high if no exhibit is behind your booth – supply your frame also.

Items 4' to 8' tall must be placed in the rear 4' of the booth - along your back drape.

Exceptions are the exhibits with high drape along the sides, or if the item was pre-approved by show management on your contract. Please call us today to discuss tall items over 4' in the front of booth.

Construct hard walls 2" narrower than the width of the booth to fit between pipe/drape.

For example build a 9'10" back wall for a 10'x10', or 19'10" back wall for a 10'x20' booth.

Tape Down Carpets for Public Safety (use yellow tape for grade changes).

Your Exhibit must move out Sunday Night: 5:15pm-10pm

Fork Lift Service 5:30-10pm Sunday Night Atrium & North Hall: must move out Sunday night due to location. If inside the hall working at 10pm on Sunday night you can work as late as needed. Our night guards will let you out once you are finished.

Questions? Call us: 541-484-9247 Email us: info@eugenehomeshow.com G19 AN