

## 41st Annual –Lane County Home & Garden Show - March 12-15, 2020

It's Officially Spring! EugeneHomeShow.com ph: 541-484-9247

### Quick Tips for a Successful & Easy Show:

#### **Show Days & Hours:**

Thursday 5 pm – 9 pm  
Friday 5 pm – 9 pm  
Saturday 10 am – 8 pm  
Sunday 10 am – 5 pm

**\*Thursday 12noon – All electrical connections completed for Fire Marshal's inspection.**

**\*\*All Displays MUST be moved out by 2pm on Monday, March 11th.**



**Drive in by Appointment ONLY – see exhibitor manual cover. Some spaces don't have drive-in appointments.**

**Call today 541-484-9247 if you need to change your drive or move-in appointment.** No Changes after Feb. 24th.

Only one vehicle at a time! Not all vendors can drive inside. We have two push carts & 2 handcarts at the show office, in each building, on a first come basis – be patient if you need our shared carts during move-in or move-out.

**Save Money on DWA Decorator Furnishings: Carpet, Tables, Chairs or Signs if ordered by Monday, February 28th.** Order online or via the DWA order forms in the rear of the Exhibitor Manual – online use show code: LCGARDEN20.

**Save Money on Additional Electricity if ordered by February 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 Thursday noon.

**Floor Coverings are REQUIRED.** Astro turf to vinyl flooring...but your customers and staff will love a padded carpet! Coverings of any type define your space and makes standing more comfortable. Tape Carpets Down for Public Safety – use yellow tape for grade changes with pavers. **The Atrium has black commercial carpet – so no floor covering is required. 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 tall items go into the rear 4' unless you booked a booth with high drape on the sides, or have Management's Permission.

**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. We strongly suggest a bar height counter as you meet your customer at a comfortable height for customers to view portfolios. Order professionally skirted tables from the decorator, DWA Trade Shows on page 12-15 – save if ordered by February 28th. Fine furniture, decorative furniture & patio sets do not need 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 give you 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! Buy onsite Thursday: flower sale in the Expo Halls!**

Your neighbor's dazzling exhibit will complete for attention. Stand out when you bring flowers, joy or color into your exhibit.

**NO Moving In/Out the Front Doors of the Expo Halls or Convention Center.**

**Vendors must park in the Rear Lots to Enter & Exit Daily.** Do not park in the front lot of the Expos or the Convention Center. DO NOT park in Fenced Reserved Parking Lot. Commercial trucks must park in the rear, or rent space daily to park in the front of the show. Forklift service ends at 2pm sharp on Monday

**Forklift Service Ends & all displays MUST be moved out by 2pm on Monday, March 16<sup>th</sup>.**