

October 6-8, 2023

39th Lane County Home Improvement Show
Fall in Love with Your Home Again!

Exhibitor Manual - Please share with your employees setting up and working the booth.

- ☐ All Exhibit Space Must be Paid for In-Full by Aug. 31, 2023
- ☐ Check in at the Truck Door or Office upon arrival.

Show Location & Ship To Address:

Lane County Fairgrounds
Lane Co. Home Show - "Your Company Name"
796 West 13th Ave
Eugene, OR 97402

Exhibit Move-In & Drive-In Appointments:

See the text in your email for MOVE IN TIMES.

- If you have a Drive in Appointment, please unload, and pull your truck outside so aisles open up for others.
- "DO NOT Set Until" appointments near truck doors/lanes are set. If you need a change to your move in time/drive in appointment call now to discuss alternate booth locations.
- FREE forklift service available **Wed & Thurs 8am-6pm.**
- All **MUST** be setting up by **Fri. 1 pm** for Fire Inspection.
- All items out of aisles for Floor Scrubbers at **Fri. 1pm.**
- **Friday 5:00 pm the HOME SHOW OPENS!**

General move-in hours are:

Wednesday, Oct. 4th.....10 am-9 pm (fork ends at 6pm)

Thursday, Oct 5th.....8 am-9 pm (fork ends at 6pm)

Friday, Oct 6th.....7 am – 12noon (no fork service)

Must be setting up by noon on Friday when roll doors go down.

October 6-8 - Show Exhibit Hours

Friday 5:00 pm – 9:00 pm

Saturday 10:00 am – 8:00 pm

Sunday 10:00 am – 5:00 pm

Move-Out Hours:

Do NOT break down prior to 5pm.

Truck Door & Lane Exhibits must move out first on Sunday.

Sunday.....5:15 pm – 10:00 pm (fork runs 6-10pm)

Monday.....8:00 am – 2:00 pm (fork runs 8am-2pm)

Monday 2pm Move-Out Ends

Move-out ends at 2:00 pm on Monday, October 9th

All displays must be removed or the fairgrounds will dispose or recycle all remaining exhibits at 2pm.

On Site Show Offices:

Rear of Convention Center – Room #3 East
Show Office Year-Round (541) 484-9247

For quicker response CALL US on Show Week:

Show Management:

Berg Productions, Inc.

PO Box 22905

Eugene, OR 97402

Phone (541) 484-9247

EugeneHomeShow.com

info@EugeneHomeShow.com

Show Decorator

Save \$\$\$ if ordered by September 25th

NEW: Rentals of Tables, Chairs, Carpets, Furnishings via
FERN Expo – ONVIEW evite will be sent to exhibitors.

You will receive NEW email invitation from Exhibitor

Services at FERN Expo:

exhibitorservices@fernexpo.com

Fern Customer Assistance: 1-800-774-1251 ext. 1

Show Electrician

Save \$\$\$ if ordered by September 27th

Each 10x10 booth is automatically given one outlet with
500 watts of power. Order additional power on page 11.

Lane Events Center

Attn: Event Coordinator

796 W. 13th Ave.

Eugene, OR 97402

Phone 541-682-4292

FAX 541-682-3614

Important Fire Safety Info:

- All cords must be heavy weight & grounded – 3 prong only.
- Use Multi-Strips directly plugged into the outlet. Then run your heavy weight grounded cords to appliances from the multi-strip.
- All material (fabric & decorative) must be flame resistant.

Mark this date on your calendar!

2024 Brochures & Application Links emailed the week after show.

Quick response will assure you preferred placement in the show.

You can now sign up for the show online on OCTOBER 1st online:

EugeneHomeShow.com

March 8-10, 2024 - SPRING Arrives!

44th Lane County Home & Garden Show

NEW: No Duct Tape ALLOWED to tape down carpets any longer. Exhibitors must use ONLY Painters or Gaff Tape. LEC will now invoice exhibitors for residue clean up.

2023 Fall Show Theme: ***Design, Decorate & Entertain!***

This manual advises you of your rights, restrictions and the show requirements. It answers many of the questions that you may have about your display and the show. Please read it carefully, and advise exhibit staffers as to its contents. The enclosed information will help you be successful at the show. Please call us a week prior to the show with any questions ~ as show week we can not assist you with logistical issues.

The Fall Official Show Guide Magazine will be direct mailed to 14,000+ targeted higher value homes in Lane County – landing in mailboxes 12 days prior to show opening with two complimentary VIP tickets! Admission remains free with 3 cans of food, benefiting FOOD For Lane County. Guests can purchase tickets for \$5 at the door if they forget their donation. On September 18th we will be emailing complimentary tickets for your staff, family, clients, and prospects – share these tickets in your eblasts, company news, and mailings.

Dynamite advertising and public relations campaigns are already underway! The show will feature **four live radio remotes**, and over 800 ads will run on **9 radio stations / Pandora / Spotify too. 18 Poster & Digital Billboards** will go up in Eugene & Springfield. Television commercials will air on **KEZI-9, KVAL and Comcast beginning the week prior to the show**. Over **10 newspapers** will carry 37 print ads. Over 14,000 past attendees will receive our E-newsletter with VIP tickets. We've added more OTT Streaming Video Ads, google digital, YouTube, Facebook, Pinterest, & Instagram swizzle and video ads to deliver over **Three Million Gross Impressions** to assure that reach new customers!

Remember to mention “**See our Exhibit at the Lane County Home Improvement Show**” in any pre-show advertising, newsletters, website and promotions to drive traffic to your exhibit. Show logos are online, and attached to the email with this logo.

Connect with us on social media - tag photos #EugeneHomeShow #LaneCountyHomeShow

<https://twitter.com/EugeneHomeShow> <https://twitter.com/EugeneHomeShow>

<https://www.facebook.com/EugeneHomeShow> https://www.instagram.com/show_chix/

Remember to extend your exhibit with our new 365 event at EugeneHomeShow.com See the attached Free Promo Flyer on how to use our 365 Porthole with online project portfolios, show specials/deals, and company or product news!

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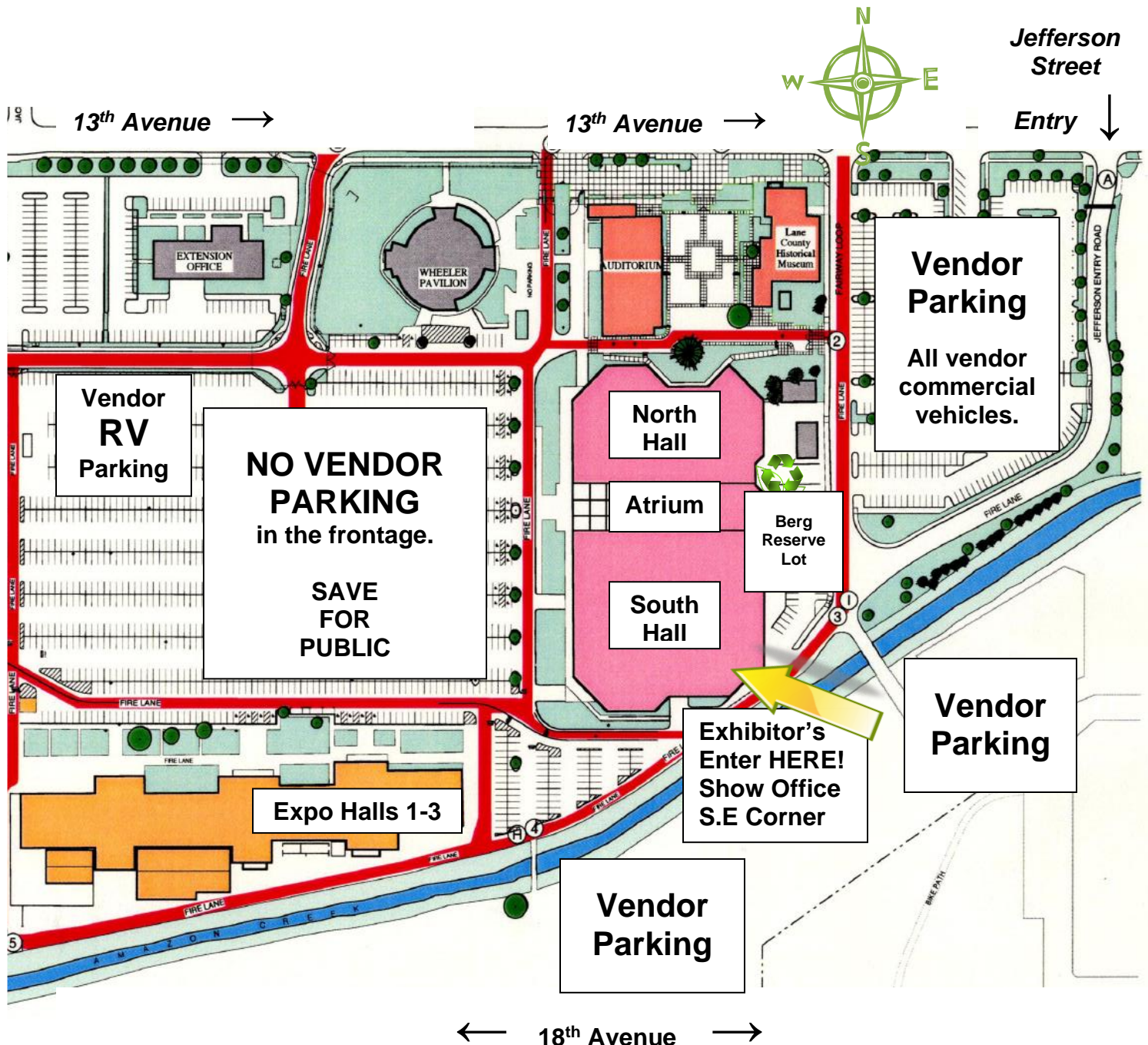
Public Show Hours:

Friday	October 6 th	NOTE 5pm Opening 5pm-9pm
Saturday	October 7 th	10am-8pm
Sunday	October 8 th	10am-5pm

Held at:
Lane County Events Center/Fairgrounds - Convention Center
796 West 13th, Eugene, Oregon 97402
Telephone 541-484-9247

Directions:

Merge onto I-105 W/ OR-126 W via EXIT 194B toward EUGENE.
Go over the river, stay in the middle lane toward JEFFERSON ST. toward FAIRGROUNDS.
As you come down the bridge go straight onto Jefferson St., stay in the right lane.
Cross through 13th St. going straight into the Fairgrounds rear parking lot abutting the Convention Center Truck Doors.



Important Guidelines on Booth Construction and Height Restrictions

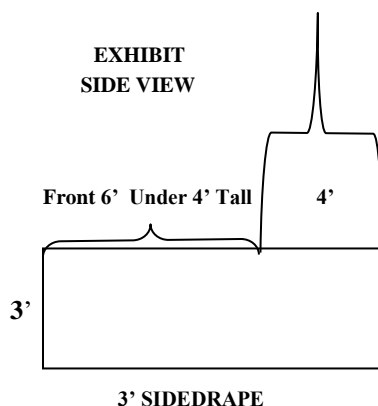
Remember - It isn't so much as where your booth is located as what you choose to do within your exhibit that makes your showing a success! Use imagination & creativity! Develop your own professional backdrop; use signs that spell out consumer benefits (save money, time & frustration), add color and plants.

Please contact us anytime, for advice on all aspects of your exhibit. We welcome your calls on design, exhibiting, selling, and generating leads.

10' deep booths: We provide each exhibit with 8' high back drape and 3' high side drape (unless otherwise noted on your contract). Your display **MUST NOT BE TALLER THAN 8'** high across the back wall, unless your exhibit is placed against the building's hard wall. All exhibit and display racks over 4' tall must be located in the rear 4' of the booth (unless you have booked your space asking for 8' high side drapes). In the front 6' of your booth, your exhibit must drop down below 4' – this preserves each vendor's visibility. The exterior of any part of your display or structure facing adjacent booths must be finished in neutral colors at your expense. No signs allowed above the 8' drapes. Booths along the perimeter have taller signs with management approval.

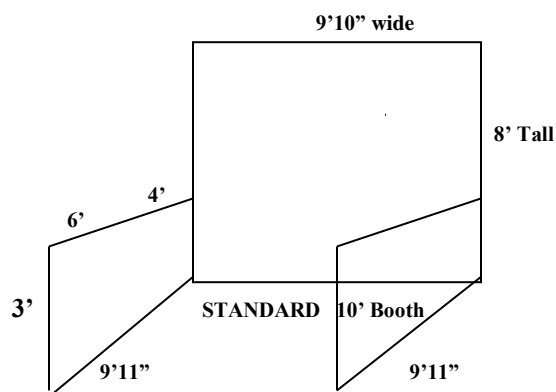
There are a few exceptions to the above rules, these exceptions must be stated on your contract and pre-approved by show management. We try to place all high-sided exhibits side by side, as high-sided exhibits block visibility. If you are planning to display an exhibit with high sides, please tell us when booking your space. End cap 20'x20' booths or larger will have more freedom to vary from these policies – call us to discuss your backdrop if you are a new vendor. No signs with commercial messages may face into neighboring exhibits.

If you are constructing a hard wall, remember to deduct 2" off the width of any back hard wall and 1" off the depth of side hard walls. So, build a 10'x10' booth with a 9'10" wide back wall and 9'11" deep side walls. A 10'x20' booth would measure 19'10" along the back wall and a maximum of 9'11" along the sides. These 2" & 1" deductions allow for the drapery poles that divide each exhibit space – and only need to be factored in for the depth and width.



nothing taller
than 8' back drape

Items over 4'
must be placed
in the rear 4'
of your booth
if 3' side drapes.



Please note that the above rules apply to your sign too. Your sign must be no higher than 8' along the back and face forward with a **finished backside**...

- **Floor covering improves the image of your exhibit.**
- Fine furniture need not be skirted. Nice furnishings improve your business image and your sales.
- Professionally skirted tables (form enclosed) with floor-length pleated skirting looks the best.
- Store-bought tablecloths must be ironed and must cover folding table legs & all stored items.
- Professionally-made signs only - no magic marker, grease pencil or "homemade" signs.

Booth Information:

- ☑ **Order (pg 12) carpet & furniture from FERN Services. Save \$ if ordered by Sept. 25.**
Black Drapes used throughout the show. Please do not pin, staple or tape to the drapes – Use FREE "S" hooks from our office & fishing line. Pipe can support banners & lightweight items only - use easels for heavy items. You will be billed for drapes that you snag, rip, or stain @ \$85 each. Drapes, rented furniture and carpet come out Sunday night – take down signs on Sunday close of show.
 - ☑ **Exhibit signage is provided by the vendors.** All signs must be professionally made - absolutely no handmade signs. FREE "S" hooks to hang signs are in the office. Use "S" hooks to hang signs from the drapery poles. **Do not tape, staple, pin to drapes. Do not nail to walls.** Hang all signs under the 8' height rule. Remove all signs at show closing, as all drapes come down on Sunday night. Design signs so the public knows your co. name, products & services – signs communicate!
 - ☑ **Order additional (form enclosed) Electricity – Save if ordered by Sept. 27.**
Each 10x10 exhibit will be given one fused 120 outlet, of up to 500 watts. **Use multi-plug strips and heavy duty (orange) grounded extension cords to run electricity - no lightweight cords are allowed by code.** If more power is required, place your order with the facility at your expense. Orders placed after Sept. 29th cost more. At the close of show electricity will be disconnected. Unplug all Sunday night.
 - ☑ **Exhibit Booth Construction - New Fire Rules:** Decorative materials must be flame resistant. Wood less than ¼" shall be treated with a flame-retardant coating. All corn stalks, hay bales, fabrics hanging for decor... must also be coated with fire retardant available at Jerry's Home Center or National Fire Fighters in Eugene. Please pre-spray these items prior to bringing them into the booth.
 - ☑ **No POP UP Tents or Canopies permitted inside – unless pre-approved by show management. These tents violate the height and sign restrictions and cut off your neighbor's sightlines.** No logos or signs are permitted to face into the neighbors exhibit at the pipe & drape line.
 - ☑ **Height Restrictions on Exhibitor/Factory Built Boots:** No exhibit shall exceed 8' in height across the back wall. Items over 4' tall, must be placed in the rear 4' of the booth – so you don't block your neighbors sight line. Any exposed surfaces facing an abutting exhibit must be finished in a neutral color – no logos, or designs. Items in the front 6' of the booth must be less than 4' in height (unless you have management permission). Some exhibits have 8' side drapes. You may go up to 8' along any 8' drape. All corner exhibits may go to 10' in height on the outside corner. No high objects in the front 6' of your booth without management's pre-show approval. Call us today with questions.
 - ☑ **Floor Covering Required: Carpet, Astro Turf, Vinyl, etc. All carpet must be taped down with PAINTERS or GAFF Tape only. The Fairgrounds has banned duct tape for carpet tape downs. Exhibitors will be billed for tape residue clean up if used beginning Fall 2023 show.**
- NEW:** Bring painters tape or gaff tape for your carpet. No carpet can extend beyond the contracted exhibit space or in the aisle. Rented carpet is removed Sunday night, so please remove any fragile or heavy items Sunday. The Atrium has a wall to wall commercial carpet - it must be protected.
- ☑ **Water:** Water is available in the floor boxes marked "E" on the floor plan. These boxes also have drains, gas and electricity. There are also hose bibs under the sinks in the rest rooms. Bring your own hoses, buckets and mops. Bring a sump pump to drain tubs.
 - ☑ **Landscapes:** Cover floor with heavy weight plastic if using bark, plants, or ponds. Forklifts can deliver all palletized items, block and plants to your space. Schedule delivery with management.
 - ☑ **Wireless Internet:** Free LEC Wi-Fi is available in the Convention Center. The network is **LEC-Wi-Fi**; the password is **October2023!** – verify in office or truck doors onsite. Due to limited bandwidth, please limit to business use only. We cannot guarantee Wi-Fi in all locations, quality of bandwidth. If Wi-Fi is crucial to your business, please secure a hot spot.

**Shipments:**

Accepted Show Week: Wednesday thru Thursday - 8am-5pm.

Shipping Address: Lane County Events Center – HOME SHOW
Exhibitor Company Name & Booth #
796 West 13th Ave., Eugene, OR 97402

Move- In Guidelines:

No moving in, or out via the front doors of any building.

Forklift service runs Wednesday & Thursday until 7pm daily. No Fork Service on Friday.



Move-in Schedule – Use the appointments in the text of the manual email.

If you must change an appointment, this MUST be done before September 18th. Some appointments cannot be changed due to the location so please call early (in a truck lane, truck door...). If you do not have a drive-in appointment, you must handcart or forklift to your booth. Bring your own carts, or you may have to wait a bit for show carts.

Some locations have restricted move-in times. Exhibitors on the center aisles and near the truck doors have restricted move-in times, and must move out Sunday night. Drive-in appointments are not flexible as the show is built toward the truck doors.

On Wednesday and Thursday if you enter the building by 9:00 pm you may work as late as you wish. Our night guard will open doors when you are ready to leave. Once your move-in time starts, you may work as long as you need to complete your exhibit. You may continue to move in until the Fire Inspection on Friday at 12 noon – but all electrical connections must be made by 10 a.m. for this inspection. Please all items from aisles by Friday 1pm for cleaning.

Atrium Exhibits must move in large items via the North or South Hall – see Email please.

On Thursday afternoon all driving inside is limited to exhibits near truck doors: only vendors with appointments will be able to drive in from Thursday 12noon on.



Arrival & Check-In at the Truck Doors or Show Office prior to moving in: Verify your booth location/#, confirm payment in full, pick-up badges and "S" hooks for signs.



Move-In Regulations: * All exhibits are required to be partially set up by 10 a.m. on Friday. Anyone wanting to move-in later than Friday 9am must notify the show office the week prior to the show so we can review electrical connections. Exhibits not set up by 11am Friday will be forfeited, as no move in can occur once the fire inspection is completed.



When To Move-In: See your move in appointment on the text of the manual email. Bring in heavy items and construct large exhibits on Wednesday and Thursday by appointment. For security reasons please hand-carry small valuables in on Friday. Access to the building will be reduced as move-in progresses. At 5 pm on Thursday, when center rear exhibits are set up, it will become difficult to drive inside. Permission to drive in is at the discretion of the door guards at all times for safety reasons. If you must change your move-in appointment call 541-484-9247 by Sept 18th.



Exhibits Requiring Special Handling & Construction: If your display requires special handling due to size, weight, etc. or you feel there may be problems at move-in, contact show management **now**. Oversized delivery vehicles, large exhibit pieces and exhibits near the front must come in during the appointment on the front of this manual. Any exhibit that requires extensive construction must come in on Wednesday, unless restricted from doing so. Guard rails, platforms, steps, must be built to code and secure enough to support the heavy show traffic. Displays must also be child proof, trip proof and safely constructed. You must carry insurance and comply with all building codes for temporary exhibits. Nothing may be in the aisle.

- ☒ **Vehicles & Loading:** If you must drive into the building you can only do it during the **drive in appointment in the email included with this manual**. Any driving into the buildings is at the discretion of the door guards. Drive slowly and with caution. Unload your vehicle quickly and remove it from the building or loading dock. Do not block the aisle while constructing exhibits. Please clean up any oil that your vehicle drips (the door guard has spill towels). Do not leave unattended vehicles parked on loading docks.
- ☒ **Truck Doors:** Move in through the truck doors in the rear of the Convention Center.
All the front lobby doors will remain locked during move-in & non-show hours. South Hall truck door is 24'w x 13'10"h. North Hall is 13'10"h x 13'w. Call immediately if there are problems moving in these sized truck doors. All large items must come in when your move-in time is scheduled.
- ☒ **FREE Forklift Service 8am-6pm on Wednesday & Thursday for move in.** Sunday 5:30 – 10pm & Monday 8am -2pm. Complimentary fork service at all Berg Shows. All equipment and materials will be moved at the exhibitor's risk of all/any damage. For your benefit & safety, all display materials must be crated or palletized. Request this service with door guards. Expect a 10 or 20 minute wait. Give our guard your location, load information and we will queue your company up. Move in forklift service ends daily at 6pm. Sunday it ends 10pm and on Monday at 2pm.
- ☒ **Storage:** Crate Storage is not available at the Center & must be stored off premises, unless permitted by show management. We do have limited storage in a meeting room if it can fit through the man door – this storage will be locked and can be opened twice daily for you to restock. If you want to park a commercial vehicle during show days ask the show office for the proper location.
- ☒ **R.V. Parking:** Dry R.V. Camping (electricity, no water) on the grounds is possible with a permit available for purchased for \$30.00 per night or \$100.00 for the week at the Fairgrounds office on 13th. Park RV's at the 2nd electric poles past the round building along the north chain link fence. Ask in the show office for the specific location if you are unsure. One gate will be dummy locked at the west end for you to come and go to dinner after hours. You will be asked to move if you park in the public lot. There is a self-service option if the fairgrounds office is closed.
- ☒ **Hotels:** *Book online for best deals in Eugene, Oregon. There is no Duck Game on Saturday!!*
- ☒ **Exhibitor Parking & Entrances:**
Convention Center exhibitors must park across the road from the small lot behind the Convention Center and enter through the two doors marked as exhibitor's entrance. Look for the signed lots for exhibitors. Only cars with an official parking pass on the dashboard may park in the small fenced lot behind the Convention Center (at truck doors) during show hours – all other vehicles will be towed.
- ☒ **Commercial Vehicles & Outdoor Displays:** Only exhibitors that have paid for outdoor exhibit space will be permitted to park commercial vehicles in the front of the Convention Center. Other commercial vehicles must park in the rear lot of the Convention Center and in the gravel lot across the creek.
- ☒ **Security:** The building will be locked during non-show hours and show security will be on duty at that time. Exhibitors can enter one hour prior to the show opening each day. Passes are not needed at the rear of the building. If you need to enter the building earlier to work on your display call the show office 541-484-9247. Knock hard on the glass doors by the show office (or at the exhibitor's entrance in the rear) and wait for a guard.
Sign in & out, stay in your exhibit only, DO NOT enter other exhibits unless staffed.

 We have hired additional security to work the show floor. K-9 Dogs now provide the show with nightly security. We have security who can escort you to your vehicle at any time during the show, and up to 15 minutes after show closing. Please let the show office know you wish to be escorted out to your car.
- ☒ **Vehicle Break-ins:** The Lane County Fairgrounds on occasion has experienced car/truck break-in's.
Do not leave any valuables in view in your vehicles during move-in/out or during the show.

- ☑ **Protecting Valuables:** We strongly recommend that you do not place small items in your exhibit until Friday am, before the show opens. Cover anything small or valuable with sheets or place out of sight near the rear of your exhibit. Please follow this procedure during non-show hours as well. On Sunday night do not leave small items, tools and valuables that could disappear easily during move-out.
- ☑ **Merchandise Removal & Sold to the Public:** If you are selling items that can be hand carried, please provide a bill of sale. This will serve as proof of ownership to security. During show days merchandise being removed by vendors must go out the doors by the show office, or the exhibitor's entrance. Please notify show management of the removal of electronic equipment at night during move-in.
- ☑ **Food Service – Fall '23:** Food & Espresso will be in Concessions Stands. Beer will be served in the brick hallway. Food will be served from Concessions.
- ☑ **Exhibit Staffing:** If your company is facing challenges staffing all show hours, please place a sign in your exhibit as to when you will be staffing for the guests wanting to speak with you. Bring a stack of business cards to our show office and we will restock them for you during unmanned times. Remove small valuables, or hide them under a skirted table, as we cannot watch all exhibits that are unmanned.
- ☑ **Cleaning:** Maintenance cleans floors, and empties all trash on Friday at 1pm. All packing materials must be removed - please observe this "Cleanup" deadline. The aisles will be cleaned daily prior to our opening, and as needed during the show. You must clean your exhibit space - bring your own vacuum, broom, and cleaning supplies. Exhibitors serving food products, must clean to meet food regulations. **Place all flattened cardboard in the recycling bins out back.** Recycling bins are available throughout the building for paper/cardboard, cans, bottles, wood, as well as trash cans.
- ☑ **Nightly Closing:** Secure small items, leads, price lists, and please cover merchandise with sheets. We must be out of the building within 15 minutes after closing on Friday and Saturday night for the alarm system and K-9 patrols. The show staff will be on site for about 15 minutes after the show closes. Please request an escort if you are uneasy about walking to your car alone. We have night guards in each building, alarm systems, and K-9 patrols. **We are happy to escort you to your car at night – just ask at the office.**

Berg Productions is the Show Producer. Locally owned with 41 years of show production experience in the Lane County Convention Center. We have experienced staff on the show floor at all times: during move-in, show hours, non-show hours, and move-out. Our staff and show security have been in our employment for many years.

FERN is our contractor for the pipe & drape, tables, carpeting and signage service. Please let the Berg Productions staff know if you need drape changes, as they must be approved by show management. FERN will handle all the orders for tables and carpeting. Fern drives the forklift for the event, but the service is complimentary for all our exhibitors. Forklift service ends earlier than move in hours. For forklift service, ask Berg Productions Staff at the truck doors, or the driver.

FERN is our contracted Forklift Service Provider. For forklift service, ask BERG staff at the truck doors to radio for service, or request service with a nearby forklift driver. Forklift service ends early at 6pm on Wed & Thurs.

Lane Events Center provides all electrical services. Berg installs one 500 watt plug-in outlet in each 10x10' exhibit space in advance of your arrival. Please order your additional electricity early for discounted prices.

The Lane Events Center is responsible for Operations: Maintenance and Janitorial services. Please request needed services at the Berg Show Office or Information Booth.

The Lane Events Center is responsible for Food Services. If you have issues speak with their counter staff, Berg Show Office, or the Info Booth.

Oregon Beverage is the Concessionaire for the Bars. If you have issues speak with their staff or Berg Staff.

Restrictions & Rules:

- ☒ **No Inflated Balloons** are allowed to be passed out or sold.
- ☒ **No propane, gas or compressed air tanks** allowed in building during the show.
- ☒ **No burning or open flame** in building, without written management permission.
- ☒ **No Children or Pets allowed at Move-in or Move-out!** Anyone that chooses to bring a child or pet to move-in/out will be asked leave the building. Our door guards will enforce the policy “no children or pets allowed”. Older children will be asked to stay within your booth space by our staff. It is very dangerous at move-in/out - forklifts, trucks, saws, gas & electrical lines... Show personnel will not watch them - you will be responsible for any injury to them or damage that they cause to other exhibits.
- ☒ **Liability:** The exhibitor is entirely responsible for the space they contracted for and agrees to reimburse the management for any damage he or his employees do to the building, equipment, other exhibits or people. Each exhibitor has accepted the all terms & conditions of the lease contract and agrees to all fire regulations. See the enclosed copies of these documents.
- ☒ **Insurance:** The exhibitor shall secure and maintain liability insurance naming Berg Productions, Inc. and the “Lane Events Center, a division of Lane County”, as additional insured. You can usually secure a rider on your present business policy. A certificate of insurance is to be furnished to the Show Management. Show Management or Lane Events Center shall NOT be responsible for loss or damage occurring to the exhibit or sustained by the exhibitor from any cause. Coverage for your exhibit and product is your personal choice.
- ☒ **Fire Marshall Inspects on Friday:** Read the enclosed letter from the Eugene Fire Marshall. Any exhibit found out of compliance will be tagged with a notice. The correction of any violations must be made immediately, or the exhibit will be removed from the show. **No lightweight extension cords are allowed.** Use heavy-duty, grounded extension cords & UL approved multi-strips.
- ☒ **Flame Retardant for Decorations & Fabrics:** Decorations (cornstalks/hay bales & etc.) must be coated with fire retardant – place the empty cans or the receipt near the decorations for the inspection. Fire retardant available at: National Fire Fighters ph. 541-485-3566 or a local hardware store.
- ☒ **No Soliciting in the Aisles, Lobbies or Parking Lot:**
Do not work the aisles or lobbies, place literature/cards on the front lobby tables or on cars in the lot. Please report any such behavior to the show office - anyone trying to sell to you at the show is robbing you of selling time. Let them know they are freeloading, or tell us, and we will clarify our no soliciting policies. If you have competitors harassing you, notify the show office.
- ☒ **Undignified Behavior:** Any exhibitor whose behavior disrupts neighboring exhibits or their ability to conduct business will be given one warning to stop. If exhibitor behavior is aggressive no warning will be given. Management reserves the right to have show security remove, and ban the exhibitor from the show if behavior persists. Uncooperative exhibitors will have their display removed by security without refund. While problems such as these are rare, please do ask show management to handle any issues.
- ☒ **Liquor:** Oregon State Liquor Laws prohibit the use of alcoholic beverages in public buildings unless specific licenses have been issued. Only the Center can serve/sell alcohol. Bottled wine sellers need a copy of their license available. We suggest vendors refrain from drinking at the show, as it will only hurt business. Drunken exhibitors will be asked to leave the show.
- ☒ **Smoking & Vaping is no longer allowed on Fairgrounds property – inside or outside.**

- ☑ **Food & Drinks:** Packaged food, drinks and wine to be consumed at home may be sold in your booth. Only several-ounce samples of food or drink can be passed out at the show. Bite size portions are allowed for demonstrations - nothing larger is allowed by the Fairgrounds Management. Any food handling must comply with the State of Oregon Laws. All food must be iced, dishes and all prep surfaces sterilized nightly, or in the morning prior to opening. Hands must be washed and use gloves for food products.
- ☑ **Sound Devices:** No loud sound devices, megaphones, or loud speakers are allowed. Sound devices, TV's, musical instruments must be kept at a respectful volume. Report any problems to the show office. Management will deal immediately with all sound problems. Sound **MUST NOT** interfere with others.
- ☑ **Music & Copyrighted Material:** Exhibitors that use copyrighted material and music are responsible for the contract with the owner's of said material (see enclosed contract).
- ☑ **Competing Exhibitors & Healthy Competition:** Sell your products and company on its benefits and features. This show has a "No Negative Selling Policy!" Negative selling (downgrading competitors) only confuses the public, turns them off, and keeps them from buying at the show. While rare, any exhibitor that harasses other exhibitor's, sells negatively, or acts unprofessionally, will be removed from the show and the company will not be invited back to future shows. Please advise your sales staff.
- ☑ **NO DUCT TAPE ALLOWED ON THE FLOORS OF THE CONVENTION CENTER – USE PAINTERS TAPE PLEASE.**

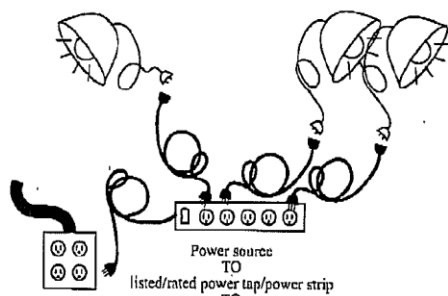
Move-Out Guidelines:

- ☑ **Move-Out Schedule:**
 - Sunday, October 8th.....5:15pm - 10pm* Work later if in the building by 10pm.
 - Monday, October 9th.....8:00am - 2pm** You must be completely out by 2pm.
 - *You may work as late as you want on Sunday night – just enter by 10pm when doors go down.
 - **Anything left in the building at 2pm on Monday, will be recycled by the fairgrounds.
- ☑ **You must wear the move-out labels at the close of show to go out with valuables, or come in for anything in your booth.** These labels are re-designed for each show, and given to you on Sunday Morning by our security. No staff can come into the building without a visible label on their jacket.
- ☑ **No signs, displays can be broken down or removed from the show until 5:15pm Sunday night.** Rushing down aisles with handcarts is dangerous while public is in the show. Give the public 15 minutes to leave the building. Vendors who break down early will not be invited back to future shows. .
- ☑ **Do not park in the small lot abutting the Convention Center without a parking pass.** Violators will be towed during the show. That lot is reserved for seminar speakers, EMT's and media during show hours. At the close of the show, on Sunday 5:15pm, we will marshal in the trucks at the move in lanes first as they must vacate immediately. By 6:30pm the small lot is wide open, so take down small valuables go have dinner, and come back to break down when it is wide open & the fork is running.
- ☑ **NO MOVING OUT the FRONT DOORS, the LOBBY, and NO vehicles on the sidewalks!**
- ☑ **Move-out Procedure & Process:**
 1. Remove signs and banners at 5:15pm - the pipe & drape come down Sunday night.
 2. Pack up and remove small and valuable items – or anything that could disappear Sunday night.
 3. Unplug all electrical outlets, as the outlets will be removed on Monday morning.
 4. Do not park on the ramps or by doors on Sunday unless you have been given a parking pass.
 5. Small vehicles will be allowed in the building after 7pm Sunday in the most accessible areas. Large vehicles will be admitted inside after 8:30 pm. Management will give permission for certain exhibits to get out of the way first. Driving into the front of the building is best after 10am Monday. Center aisle exhibits, and truck door exhibits must pull back their display at close of show on Sunday night so that vehicles can drive down the center aisle.
 6. Bring extension cords with you on Monday if you will have to use power tools.
 7. All building security will end at 8am Monday morning – please be present to protect valuables.

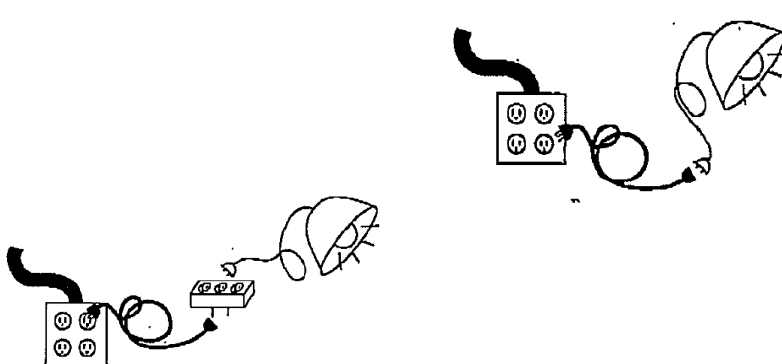
Fire Codes for temporary exhibits at shows in Eugene, Oregon.

- **Highly Flammable Decorative Material (except for products for sale), such as hanging fabric, must be flame-proofed to be acceptable to the Fire Marshall.** Combustible materials shall be flame resistant, wood less than 1/4" shall be treated with flame retardant coating. The Deputy may require a sample of the booth construction and decorative materials to undergo a flame test to verify flame resistance.
- **Any roofed and enclosed exhibit larger than 10'x10' must have a quality fire/smoke detector installed in the display.** Doors and windows must remain open. All interior lights must be turned off at the close of the show each night. Each enclosed and roofed exhibit must have a 2-A:10-B:C fire extinguisher in it as well.
- **Exhibitors shall remove, from the building, all packing material including crates and other combustibles not essential to their display.**
- **In Individual Exhibits the minimum aisle width will be 36" where table, counter, furnishings, merchandise or other similar obstructions are on one side of the aisle, 44" when obstructions are on both sides (i.e. when you have a walk thru display).**
- **Signs, banners, and decorative materials shall not be suspended from the sprinkler piping.**
- **NO portable space heaters or open flame is allowed in the building.**
- **NO Compressed Gas, Helium or Fuels are allowed on the show floor.**
- **Booths used for cooking shall have a minimum of one fire extinguisher with a rating of not less than 40B:C.** Approved UL appliances shall be placed on noncombustible surface materials. Cooking oils & alcohol are limited to 1oz. A wet towel must be available to smother flames.
- **Vehicles on display shall have the batteries disconnected. Fuel in tanks shall not be more than 1/4 full or 5 gal, which ever is less. Fuel tanks shall be locked and sealed.**
- **Extension cords of #14 gauge or larger heavy weight cords and multi-plug adapter with circuit breaker are allowed – if the multi-strip is plugged directly into the outlet first, then plug extension cords into the multi-strip. DO not overload the multi-strip as your outlets are only 500 watts each. You may use snake head cords directly plugged into the outlet. NO lightweight two prong cords all allowed.**

- **YES! Plug extension cord into multi-strip.**



- **YES! Extension cord to appliance.**



NOT OK - To plug multi-strip into extension cords!

Note: Fire Marshal will inspect exhibits and electrical connections on Friday at 1pm.

2023 Lane County Home Improvement Show – Terms and Conditions

1. **EXHIBIT HOURS** - Management shall determine and publicize the hours the Show will be open to the public each day.
2. **MERCHANDISE REMOVAL** - Exhibitor must provide Customers receipts for merchandise sold. No exhibits, part of an exhibit or unsold merchandise may be removed from the Space or Building until 5:00pm on Show's last day without Management written approval.
3. **DELIVERY** - All shipments to Exhibitor at the Building must be PREPAID by Exhibitor.
4. **DISPLAYS** - No signs, partitions, apparatus, shelving, etc., may extend more than eight feet high in the rear of Exhibitor's Space if Space backs up to another exhibit. All exposed parts of Exhibitor's Space and display must be finished and or covered so it is not unsightly when viewed from other booths.
5. **RUNNING OF ENGINES** - Exhibitor may not operate any engine, including but not limited to oil, propane, diesel or gasoline engines, inside the Building.
6. **SPACE LIABILITY** - The Exhibitor is entirely responsible for the Space occupied by him and shall not injure, mar or deface the Space, Building or other premises. The Exhibitor shall not drive or permit to be driven any pins, nails, hooks, tacks, or screws in any part of the Building. Furthermore, Exhibitor shall not affix advertisements, signs, etc., or use adhesive type materials to the walls or windows of the Building(s). Automobiles, trucks and similar conveyances displayed by Exhibitor in the Space shall have drip pans and/ or protective material under them to safeguard the floor from oil stains etc., and all landscaped areas must have a similar barrier under them to safeguard the floor. The Exhibitor agrees to reimburse the Management, and the Lane Events Center for any loss or damage to the premises or equipment.
7. **AISLES** - The aisles, passageways, lobbies, and overhead spaces beyond Exhibitor's assigned Space remain under the control of the Management and no signs, decorations, banners, advertising material, or exhibits, will be permitted in those areas except by written permission of Management. All Exhibitor's personnel must remain within the confines of Exhibitor's Space, and Exhibitor shall not erect signs or display products obstructing the view, occasion injury, or disadvantageously affect the display of other Exhibitors. Exhibitor's display must be able to accommodate a reasonably sized audience for demonstrations.
8. **SPACE** - The Exhibitor's Space is to be used solely by the Exhibitor and no portion can be sublet, assigned or otherwise used by any other person or business. The Exhibitor shall forfeit its right to the Space; all prepaid space costs and upon demand pay any balance owing to Management if it fails to occupy or use its Space during the Show or fails to have its exhibit completed and in place by 10:00 am on the opening day of the Show. If Exhibitor forfeits its Space or this Agreement is terminated for any reason, Management may re-rent.
9. **REASSIGNMENT** - Management may move Exhibitor to another space location, or remove Exhibitor and its display or exhibit altogether, if necessary to conform to any Building, City, County, State, or Federal laws or regulations. Management may move the Exhibitor's space location to meet display requirements, guidelines, and needs of the Management.
10. **PARTICIPANTS** - This application and agreement does not reserve for, nor guarantee to, Exhibitor any specific space or priority, right of first refusal, or any other manner of participation in any future shows.
11. **ALCOHOLIC BEVERAGES** - Exhibitor and its employees, agents and guests shall not consume any alcoholic beverages except in designated areas. Management, in its discretion, may remove Exhibitor and its exhibit from the Show without refund in violations.
12. **RESTRICTIONS** - Management reserves the right to restrict or remove Exhibitor for a display or exhibit that has been falsely entered, violates this agreement, or is deemed by Management in its sole discretion as unsuitable or objectionable. Exhibits deemed unsuitable or objectionable must be removed if the objectionable condition is not immediately corrected after one verbal warning. Unsuitable and objectionable exhibits include, but are not limited to noise, public address systems, persons, animals, birds, conduct, printed matter, odors, food, or anything objectionable to Management, Building administration, or the general public. Exhibitor will not receive a refund for such removal. No inflated balloons or sharp objects may be handed out or sold. No compressed gas or air tanks are allowed in building during show hours. No microphones or sound systems without written permission of Management.
13. **USE OF COPYRIGHTED MATERIAL** - The playing, performing or other use of copyrighted television or radio transmission, music, videotape, audio-visual material, or any other work, whether live or recorded, by Exhibitor or its agents, representatives or employees is expressly prohibited unless the exhibitor or its agents, representatives or employees have contracted with the owner, ASCAP, BMI or a similar organization to use the work at the show. Exhibitor agrees to indemnify, defend and hold harmless Berg Productions, Inc. (and its respective officers, directors, owners, employees, insurers, agents, representatives and assigns) against any and all claims and costs of defense, or fees paid by Berg Productions, Inc. to ASCAP, BMI, or similar organizations arising from any unauthorized use of any work by Exhibitor or any of its agents, representatives or employees.
14. **INSTALLATIONS** - Any special carpentry, wiring, electrical or other work, steam, water or drainage connections shall be installed at Exhibitor's expense, and within the Building and Management's rules and requirements.
15. **ALL EXHIBITS MUST COMPLY WITH ALL LAWS, ORDINANCES, REGULATIONS & FIREMARSHALL INSTRUCTIONS** - All Building, City, County, State, and Federal Space and display shall be obtained by the Exhibitor at his own expense prior to the opening of the show, and Exhibitor may be removed without refund for non-compliance.
16. **ELECTRICITY** - 120 and 208 volts, 60 cps, single or 3 phase, is available in the building. Each 10x10 Exhibit Space is furnished with one fused 120-volt duplex receptacle outlet of up to 500 watts capacity, without charge. All electric connections shall be equipped with an Equipment Ground Conductor. Exhibitor can purchase additional electrical from the Facility.
17. **TERMINATION OF CONTRACT – Any termination or cancellation by Exhibitor must be in writing.** If this agreement is terminated or cancelled by Exhibitor for any reason, or by Management because of Exhibitor's default or violation of the terms of this agreement, then monies paid to Management by Exhibitor shall be retained as follows: If cancellation occurs 35 days or more before the start of the show, then Management shall retain 25% of the entire cost of the Exhibitor's Space and return the balance paid to Exhibitor. If cancellation occurs within 34 days or less prior to the first day of show, Management is entitled to the entire cost of the Exhibitor's Space, which includes money paid by Exhibitor, and Exhibitor will owe Manager any outstanding balance and fees. Management shall retain these monies as reasonable damages for the direct and indirect costs incurred by Management for organizing, setting up and providing space for Exhibitor, and losses and additional expenses caused by Exhibitor's withdrawal including re-let of the space.
18. **LIMITATION OF MANAGEMENT LIABILITY** - The fees paid by Exhibitor do not include any payment for assumption of risk by Management. ACCORDINGLY, IN NO EVENT SHALL MANAGEMENT BE LIABLE FOR ANY GENERAL, SPECIAL, DIRECT, INDIRECT, CONSEQUENTIAL (INCLUDING LOST PROFITS, BUSINESS INTERRUPTION OR LOSS OF BUSINESS INFORMATION), INCIDENTAL OR OTHER DAMAGES ARISING OUT OF OR RELATING TO THE SHOW OR ANY SERVICES PROVIDED HEREUNDER, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON WARRANTY, CONTRACT OR TORT, AND INCLUDING DAMAGES OR EXPENSE INCURRED BY EXHIBITOR IF THE SHOW IS CANCELLED FOR ANY REASON. IN NO EVENT SHALL MANAGEMENT BE LIABLE TO EXHIBITOR FOR ANY REASON IN AN AMOUNT IN EXCESS OF THE TOTAL AMOUNT PAID BY EXHIBITOR TO MANAGEMENT HEREUNDER.
19. **SECURITY FOR SPACE PAYMENTS** - Failure of Exhibitor to make any required payments to Management shall entitle Management to take possession of Exhibitor's display and merchandise in Exhibitor's Space, and Exhibitor hereby grants Management a security interest in all such display and merchandise, permits Management to retain the same as security for such unpaid amount, and agrees that Management shall have the right to dispose of same without notice to Exhibitor in such manner as it deems appropriate. Exhibitor agrees that Management shall retain sale proceeds to satisfy Exhibitor's unpaid amounts and to cover expenses incurred in disposing of such property, with any excess proceeds paid to Exhibitor.
20. **DESTRUCTION OR INTERRUPTION** - If Management determines that the premises where the show is to be held have become unfit for occupancy, or if the premises are materially interfered with by reason of strike, embargo, injunction, act of war, act of God, any other emergency, or any act or event, this agreement may be terminated or suspended by Management. It is expressly agreed that such a termination shall not constitute a breach of the contract. If for any reason Management determines the location of the show should be changed, or the dates of the show postponed, no refunds will be made, but Management shall assign to the Exhibitor, in lieu of the original space, such other space that Management determines to be reasonably equivalent to the reserved space hereunder and the Exhibitor agrees to use such space under the same terms as this Agreement and Rules and Regulations as set out for the show. In the event of such termination or suspension, the Exhibitor waives any and all damages and agrees that Management may, after deducting all costs and expenses, including a reserve for claims, refund to the Exhibitor as and for complete settlement and discharge of said Exhibitor's claims and demands the prorated amount of all monies paid by all Exhibitors.
21. **INDEMNIFICATION** - Exhibitor shall protect, defend, indemnify and hold harmless Management and the Lane Events Center from and against any and all claims, damages, losses and expenses, including attorneys' fees, arising out of, or resulting from the Exhibitor's display and exhibit and the actions of Exhibitor and its officers, contractors, licensees, agents, employees, guests, and visitors.
22. **INSURANCE** - Exhibitor shall secure and maintain liability insurance, at its own expense, naming the Management and the Lane Events Center as additional insured. Exhibitor will furnish a certificate of insurance to Management.
23. **ATTORNEY'S FEES** - In the event any suit or other proceeding is commenced for the purposes of interpreting or enforcing any provision of this agreement, the prevailing party in such proceeding shall be entitled to recover its reasonable attorneys' fees and related expenses in such proceeding and upon appeal thereof, in addition to the costs and disbursements allowed by law.
24. **CONSENT TO USE OF EXHIBITOR'S LIKENESS** - Exhibitor hereby grants Management a non-exclusive right to use visual and audio reproductions of Exhibitor, its Space and exhibit, and its employees, including without limitation, recordings, photographs, videos and other images or likenesses for the purpose of Management's promotions in this, and future Shows.
25. **EXHIBITOR'S MANUAL** - Prior to the Show, Exhibitor will receive an Exhibitor's Manual that provides specific rules and guidelines for Exhibitor's Space, exhibit, and display, and the Building, with regard to booth construction, move-in and move-out, and Building and fire code restrictions. The Exhibitor manual does not add or change the provisions of this agreement; however, Exhibitor agrees to follow all rules included in the Exhibitor's Manual, and Exhibitor agrees that this agreement may be terminated and Exhibitor may be removed without refund for violating any such rules.
26. **USE OF NAME** - Use of the name "Lane County Home Improvement Show" or any agent of said organization in recommendations of a product or service is prohibited.

