

39th Lane County Home Improvement Show
Presented by NW Natural
Fall in Love with Your Home!
October 6-8, 2023



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

**Friday 10am – All Electrical Connections completed for Fire Marshal's inspection.*
***Friday 10am - All Displays MUST be semi set up in space or the booth is forfeited.*
****All Displays MUST be moved out by 2pm on Monday, October 9th*

Drive in by Appointment ONLY – See Move In Appointment / Drive In Appointment in Exhibitor Email

Call today 541-484-9247 if you need to change your drive or move-in appointment! No Changes to Drive in appointments after Sept. 18th. Only one vehicle at a time, as not all exhibitors can drive inside at once. We have two push carts & 2 handcarts at the show office on a first come basis.

Save Money on FERN Decorator Furnishings if ordered by Wednesday, September 25th Carpet, furniture, and other equipment are made available to exhibitors through Fern's Oneview exhibitor services portal online. Fern Exhibitor Services will EMAIL you New Account Information to sign up and order furnishings online from exhibitorservices@fernexpo.com If you do not receive a FERN email by Friday Sept. 8th, or have any questions regarding the system once logged in call 1-800-774-1251 ext. 1. We are here to help as well.

Each 10x10 automatically gets one 500 watt electric outlet. **Save Money on Additional Electricity if ordered by Wednesday, September 27th.** See order form in manual if you need more electricity. Please see diagrams in manual for electrical connections - the Fire Marshal inspects them.

Floor Coverings are 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 creates a sense of space – potential clients stepping over that line means they are serious. **NEW: Tape Carpets Down with PAINTERS OR GAFF TAPE ONLY. No duct tape permitted on the floors.** Use yellow tape for grade changes with pavers. The Atrium has black wall-to-wall carpet – 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. Storage Sheds, Greenhouses, Structures can be over 8' but no commercial signage without permission from management.

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

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

NO Tents allowed without Show Management Permission – call us today as use of a branded tent may change your location in the show to a back corner space if available.

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, FERN - save if ordered by September 25th. Fine or decorative furniture & patio furniture look professional without skirting/cloths.

Stand, or Sit UP HIGH on a bar stool 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 decorator rents 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 local sign company. If you need to make flyers or signs – FedEx is six blocks away.

Plants & Flowers Improve Display Quality and Attract Attention! Use fall mums, house plants, or a football theme to decorate your exhibit.

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 as that is speakers and the media for press coverage.

Exit & Enter at all Times from the Rear Doors ONLY: One exhibitor entry will be unlocked at the south hall with a Berg Staffer at all times. If exiting during show hours to dine out front please wear your exhibitor badge (available at check in and the office daily), or corporate wear to re-enter.