

**44th Lane County Home & Garden Show
March 8-10, 2024**



NEW Hours:

Friday 12 noon – 9 pm *Friday 10am – Fire Marshal Electrical Inspection.
Saturday 10 am – 8 pm **Friday 10am - Displays MUST set or space is forfeited.
Sunday 10 am – 5 pm *** Monday, March 11th 2pm – all displays must be out.

Drive in by Appointment ONLY – See Move-In Appointment / Drive In Appointment on this EMAIL

Call today 541-484-9247 if you need to change your drive or move-in appointment! No Changes after February 14th. Only one vehicle at a time, as not all exhibitors can drive inside at once. We rent four push carts & have 2 handcarts at the show office on a first come basis.

Save Money on Additional Electricity if ordered by February 23rd - Use Electrical Form in Manual

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. All cords must be grounded, and plugged in per the images in the manual.

NEW: Tape Carpet down with PAINTERS OR GAFF TAPE ONLY. Do not use Duct Tape – this residue must be cleaned by the exhibitor.

NEW DECORATOR, Rental Forms for Furnishings & Carpet in Exhibitor Manual only.

Save Money on Trade Show Supply House Furnishings if ordered by Friday, February 23rd They are available to assist you with any decorating, freight, labor, porter service, or graphics needs you may have and make your participation in this event a success. Show management provides the following for each booth space: black 8' high back drape with 3' hide side drape. SAVE 20% Pre-Order Discount full payment must be received on or before February 23, 2024. ** See the forms in the Exhibitor's Manual

Order Cable Lines Today! Call Comcast or Hunter for exhibit space exclusively dedicated internet. **All services MUST be scheduled to be INSTALLED on Tuesday, March 6th between 8am-12noon.**

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. Order professionally installed carpeting from the decorator, Trade Show Supply House, Inc. - save 20% if ordered by February 23rd. The flooring of your exhibit creates a sense of space – potential clients stepping over that line means they are serious! Only GAF Tape or Painters Tape can be used to tape edges of carpet. Please use yellow tape for grade changes with pavers. The Atrium has black wall-to-wall carpet – do not tape down other carpet and protect this carpet from stains & moisture.

Items OVER 4' Tall MUST be placed in the rear 4' of your booth unless approved by Show at Booking. 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 on top.

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" deep x 9'10" wide. Call show management with questions prior to construction.

NO TENTS - allowed without Show Management Permission, they won't help you succeed, and block neighbors.

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, Trade Show Supply House, Inc. - save 20% if ordered by February 23rd. 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, Trade Show Supply House rents bar height chairs and skirted counters, bistro tables, or you may bring them from home.

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. Signs Now, Harris, FedEx and others can create lightweight hard signs that hang beautifully, or vinyl banners. Digital fabric backdrops are powerful, professional, and easy to store. Roll up tall banners must be positioned at rear of booth, or along a high wall only. **No handmade signs permitted, use your computer to print pricing signs.**

Plants & Flowers Improve Display Quality and Attract Attention! Your neighbor's dazzling exhibit will compete for attention. It's Springtime!

NO Moving In/Out of the front of the Convention Center. 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 – we must tow this lot. Exhibitors can enter at rear without tickets.

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.