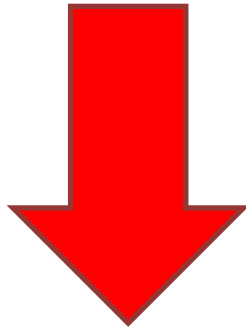


## *\*Please Note\**

Due to vendor requests show hours have been changed. Please mark down these new show hours and make sure your staff is aware.

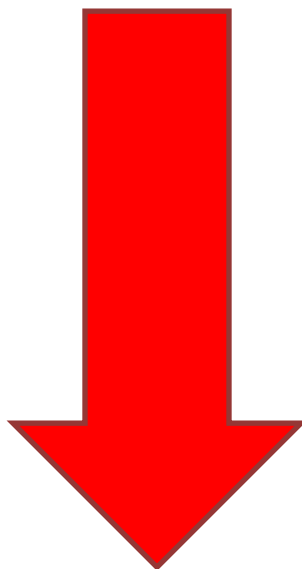


### New Show Hours

Friday 2/24- 12:00pm-6:00pm

Saturday 2/25- 10:00am-7:00pm

Sunday 2/26- 10:00am-5:00pm



**Orange County**  
**Home Improvement & Landscape Show**  
February 24-26, 2012  
at the Anaheim Convention Center- Hall B

**Exhibitor Info Packet**

**VERY IMPORTANT -  
Please Read Set Up Information!!!!**

**DIRECTIONS:**

**FROM SOUTHERN ORANGE COUNTY AND SAN DIEGO:**

Take I-5 North. Take the KATELLA AVE. exit toward DISNEY WAY. Turn SLIGHT LEFT onto ANAHEIM WAY. Turn LEFT (west) onto E. KATELLA AVE. (becomes W. Katella Ave.) Turn LEFT onto S. HARBOR BLVD. Turn RIGHT onto CONVENTION WAY. Anaheim Convention Center is straight ahead.

**FROM NORTH ORANGE COUNTY AND THE VALLEYS:** Take the HARBOR BLVD. exit. Keep RIGHT at the fork in the ramp. Merge onto S. HARBOR BLVD. Cross W. Katella Ave. Turn RIGHT onto CONVENTION WAY. Anaheim Convention Center is straight ahead.

**LOADING AREA** – You enter the loading docks from West Street – please see the attached Convention Center map.

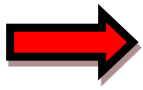
When you arrive at the Convention Center, please check in **immediately** with the Show Check-In Desk. You will receive your exhibitor badges at this time, which must be worn at all times while in the building. Once the show opens, you can pick up any additionally needed exhibitor badges at the info desk at the front entrance to the show.



**All Booth space must be paid in full before setting up:**  
**You can pay by Cash, Cashier's Check or Credit Card – NO CHECKS.**

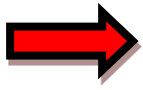
**PARKING:** Parking at the convention center is **\$12 CASH per day per car** (*no in and out privileges- if you leave the parking area you will be charged to re-enter*).

**SET UP TIMES:**



**Wednesday, Feb. 22     3pm-6pm    **LARGE ITEMS ONLY!**  
**SPAS, SUNROOMS, AUTOMOBILES, ETC.****

**You will not be allowed to pull up to the loading dock after 5:00 pm**



**Thursday, Feb. 23                     8am –7pm    **ONLY!****

**You will not be allowed to pull up to the loading dock after 6:00pm**

**Friday, Feb. 24                             8am – 11:30am**

***We suggest you arrive earlier in the day – the later in the day, the longer the line usually!***

**Show opens at Noon Friday**

**TEMPORARY SELLER'S PERMIT**

California state law requires that all exhibitors selling merchandise from the floor or taking orders either on a wholesale or retail basis, must have a valid California Seller's Permit. All merchandise is subject to sales tax. Seller's permits can be obtained through the State Board of Equalization. Refer to the local telephone directory for the location of the nearest field office. It is listed under the State of California "Taxes" Section: Board of Equalization.

**ELECTRIC AND WATER/PLUMBING:** Shows USA provides each Exhibitor with 500 watts of electricity. This is basically one or two items plugged in. If you need more power, you may order and pay for it from the show electrical contractor, Edlen Services (attached and on our website: showsusa.net) Any and all water needed must be also be ordered and paid for through Edlen (form available at www.showsusa.net) – there is no janitor's sink to fill buckets at, so if you cannot use a bathroom sink, you will have to pay for water service. There are also no drains, so all water must be disposed of through Edlen Services. Order early – ordering at the show is quite a bit more expensive.

**SHOW HOURS:**

<b>Friday, Feb. 24, 2012</b>	<b>Noon-6pm</b>
<b>Saturday, Feb. 25, 2012</b>	<b>10am-7pm</b>
<b>Sunday, Feb. 26, 2012</b>	<b>10am-5pm</b>

**Please man your booth all of these hours – we have customers from the minute we open until the minute we close!**

Exhibitors may enter the building up to one hour early to restock and prepare for the day. Exhibitor must have badge on to enter the building before show hours and are asked to wear badges at all times. You can pick up your badges at check-in. We do not personalize them for you, so you may write your name or place your business card in them.

**TEAR DOWN: No booth is allowed to be dismantled before 5pm Sunday, February 26. We have customers coming up right until we close, and they get very upset to see booths being torn down. If you have crates that you need to pack your display with, please put in a request at the loading dock to have the crates delivered to your booth after the show closes at 5pm.**

**Tear Down Hours:**

**Sunday, Feb. 26, 2012**

**5:30pm – 8pm**

**Monday, Feb. 27, 2012**

**8am – Noon**

**All booths not totally removed by 1pm on Feb. 27, 2012 will be charged up to \$125 an hour or \$500 a day.**

**INSURANCE:** Each exhibitor is responsible for insuring against Public Liability. Please have your insurance carrier add Shows USA, the Anaheim Convention Center, and the city Anaheim to your policy for the event.

**SMOKING:** Smoking is not permitted anywhere inside the Anaheim Convention Center.

**FIRE MARSHALL** – The Fire Marshall will inspect the show prior to opening and each booth must pass inspection. Any enclosed booths (canopies, tents) must have a smoke detector and fire extinguisher within the booth space. All Exhibitors booths must be kept clean and cleared of all combustible material. Any vehicles on display in the building must receive a fire permit after they have disconnected the battery, have a locking gas cap or tape the gas tank opening, and have less than 1/8<sup>th</sup> a tank of fuel in the vehicle.

**YOUR BOOTH INCLUDES** - Unless otherwise specified your booth will have an eight (8) foot back drape, and three (3) foot side drape dividers. **You cannot build your display higher than 8 feet high, and the 3 feet closest to the aisle may only be 3 feet high, so you do not block your neighbor.**

You will be provided with an identification sign, up to 22 characters, if booth reserved a minimum of 10 days in advance.

Also includes one (1) 500 watt duplex (110 power only). If you need additional power, it can be provided at Exhibitors expense. Please see the information packet from the show decorator. Please remember to order in advance, as the savings are significant.

*Note: Sorry – but we are unable to provide tables, chairs, brooms, vacuum cleaners, ladders, paper, pencils, copies, etc. Please arrange for these items to be brought to the show, or rent them from the show decorator – see their packet for info.*

**SHOW DECORATOR** – **Raphael's Party Rentals** is the contracted show decorator, and their show packet with information about rental of tables, chairs, exhibit materials, booth cleaning services, and a multitude of other services, is included with this mailing. We highly recommend that you arrange these services in advance to take advantage of the advance discount prices. If you have questions you may reach them at 858-689-7368

**EXHIBIT DISPLAY POLICY** - Your exhibit may extend as high as 8 feet in the back, and 8 feet on the sides, up to 7 feet from the rear of the exhibit space. **The 3 feet closest to the aisle must be no higher than the drape height of 3 feet.** Any part of your exhibit extending above the 3 foot side drapes (only the rear 7 feet of your booth), must be draped or otherwise made appealing, and must be free of any advertising or anything to deter from the exhibit of your neighbor. If your exhibit or employees damage any part of the Fairgrounds, it is your responsibility to pay for damages and repairs.

**CARPET** – If you provide your own carpet in your booth, you must tape the edges down at the aisle, only using carpet tape – NOT duct tape. Carpet is available to rent from the show decorator also, and includes installation; please see their packet for information.

**SECURITY** - Security is provided in the building from set-up on Wednesday, through breakdown on Monday after the show. However, they cannot be everywhere at all times, and we highly recommend putting away or taking with you, small or valuable items when you are not in your exhibit. You are responsible for insuring your own exhibit, merchandise and exhibit space. Shows USA, the event facilities, and the city wherein the show takes place are not responsible for any damage incurred in or to your display.

We strongly suggest you staff your booth all hours of the show, as this is usually when theft occurs – during show hours, by attendees.

**MEDICAL EMERGENCIES** – In case of medical emergency during show hours, we have an EMT on duty – please notify Show Staff at the information desk at entrance of the show, the EMT will be dispatched.

**SHIPMENTS TO THE SHOW** – All deliveries to the show must go through Raphael’s – please see their packet for further information. **Advance Shipments (before 2/22) must be sent to :**

(Your Company Name and booth #)

Orange County Home Show  
C/O Raphael’s Party Rental  
8606 Miramar Road  
San Diego, Ca 92126

We cannot guarantee that Direct Shipments will reach the show. Sometimes UPS will deliver to the show. Shipments received before 2/22 will not be accepted. The address is:

(Your Company name & Booth number)

C/O Shows USA  
Anaheim Convention Center  
Hall B  
800 West Katella  
Anaheim, California 92802

**SHOW CLEAN UP** - We clean the aisles prior to and during the show, but do not pick up trash from inside your booth – this is your responsibility. Remember a clean booth is more attractive to potential customers.

**CITY AND STATE REQUIREMENTS** - Exhibitors who plan to sell merchandise during the show in a cash and carry fashion are responsible for complying with city licensing and State Tax requirements.

All vendors selling tangible personal property are required to hold a valid seller's permit and send the permit number to Shows USA. A special events certification form is available in the show set up info at [www.showsusa.net](http://www.showsusa.net).

The current tax rate for the city of Anaheim is 7.75%.

**TELEPHONE/WIFI**- Telephone line rental is available through Smart City Services (forms at [www.showsusa.net](http://www.showsusa.net)), as well as internet lines. These items are pricey and we suggest you order early if you need them to take advantage of the early booking rates. There is WIFI available in the lobby for a daily charge of \$12.95 or you can get WIFI in the hall for \$99.95 per day.

**MUSIC IN BOOTH** - Live or taped music is prohibited as part of an exhibit or display without written permission from Show Management, and appropriate music licensing (i.e. BMI, ASCAP).

**FOOD AT THE CONVENTION CENTER** – The food concessions do not open until the show is open to the public, and then can be found at the back right in Hall C- past the restrooms. Some food is available in the lobby of the Convention Center, but is based on what other events are open at the time.

No food for consumption at the event may be sold at the event.

**FOOD HANDLERS PERMIT** - All food handlers (including cooking shows) must also apply for, pay for and receive a food handler license from Orange County, at least 2 weeks before the show opens. The application form is available under set up info at [www.ShowsUSA.net](http://www.ShowsUSA.net).

**ACCOMMODATIONS:** This is a short list of hotels close to the Convention Center. For a more extensive list go to [www.Hotels.AnaheimOC.org](http://www.Hotels.AnaheimOC.org)

- Hilton Anaheim & Towers  
714-750-4321 [www.HiltonAnaheimHotel.com](http://www.HiltonAnaheimHotel.com)  
777 Convention Way Anaheim, CA 92802
- Red Lion Hotel Anaheim  
714-750-2801 [www.AnaheimRedLion.com](http://www.AnaheimRedLion.com)  
1850 S. Harbor Blvd. Anaheim, CA 92802
- Alamo Inn & Suites  
714-635-8070 [www.TheAlamoInn.com](http://www.TheAlamoInn.com)  
1140 W. Katella Ave. Anaheim, CA 92802

**For further information contact Shows USA at  
1-800-999-5400**

*Check out our website*

*for all up to date news and exhibitor lists:*

[www.OrangeCountyHomeShow.net](http://www.OrangeCountyHomeShow.net) and [www.ShowsUSA.net](http://www.ShowsUSA.net)