

# Umpqua Valley Home & Garden Show

## 2012 Exhibitor Application Packet

Umpqua Valley Home & Garden Show  
Douglas County Fairgrounds  
March 2-4<sup>th</sup>, 2011

**IMPORTANT INFORMATION – NEW CHANGES FOR 2012!**

## **PLEASE MAKE NOTE OF THE FOLLOWING INFORMATION:**

### **SHOW MAILING ADDRESS:**

Umpqua Valley Home Builders  
3000 Stewart Parkway, Suite 206  
Roseburg, OR 97471

### **CONTACT PHONE/FAX NUMBERS:**

Show office (booth reservations/general show information):

- Phone: 541-673-3711
- Fax: 541-957-7731
- Email: [homeshow@umpquavalleyhba.org](mailto:homeshow@umpquavalleyhba.org)

### **SHOW DATES:**

Friday, March 2, 2012  
Saturday, March 3, 2012  
Sunday, March 4, 2012

### **SHOW HOURS:**

Friday: 10AM – 7PM  
Saturday: 10AM – 7PM  
Sunday: 10 AM – 5PM

Ticket booths close 30 minutes prior to the end of the show each day.

### **SET UP HOURS\*:**

All exhibitors must sign in at the information desk and pick up your badges before setting up your display.

Wednesday: 8AM -8PM

Thursday: 8AM-8PM

### **ABSOLUTELY NO FRIDAY SET UP**

\*Large exhibits (300 sq. ft. or larger) please contact the show office by February 17<sup>th</sup>, 2012 to coordinate set up days/times.

### **TEAR DOWN HOURS:**

Sunday: 5PM- 8PM

Monday: 8AM-8PM

**ABSOLUTELY NO TEARING DOWN PRIOR TO THE 5PM ANNOUNCEMENT ON SUNDAY!! Violators will be fined \$300 and may not be allowed in future shows. Compliance Deposit will not be returned.**

# **Umpqua Valley Home & Garden Show**

## **Exhibitor Information**

Thank you for your interest in the 2012 Umpqua Valley Home & Garden Show!

Before you fill out the exhibitor application, please read through the following rules and regulations for our show.

The following rules and regulations have been adopted by the Umpqua Valley Home & Garden Show Committee (the Committee) and such rules and regulations are applicable for all future Umpqua Valley Home & Garden Shows (the Show) unless and until such time as they might be amended or revised by the Committee.

The Committee shall resolve questions pertaining to any of these rules and their decision shall be final and binding. The Chairman of the Umpqua Valley Home & Garden Show Committee or the Executive Director of the Umpqua Valley Home Builders Association (UVHBA) shall serve as spokesperson in regards to these rules and regulations.

UVHBA will make every reasonable attempt, through advertising and promotion, to attract qualified attendees but does not guarantee any particular level of attendance. UVHBA will have sole control of admission policies during the Show.

Any concerns during the Show are to be brought to the attention of the Committee ASAP. The Committee will determine the best method to remedy the concerns.

We look forward to having you in the 2012 Umpqua Valley Home & Garden Show!

## **RULES & REGULATIONS**

### **Exhibit Space Eligibility**

Prospective exhibitors may apply for exhibit space in the Show by submitting a complete Show Registration & Information Packet plus proof of liability insurance, signed Compliance Deposit form, and booth fees. Applications will not be processed until **ALL** required documents have been received.

To be eligible for participation, all exhibitors must be free of outstanding debts to the Show and the UVHBA at the time an exhibit space is requested.

Due to the number of companies exhibiting similar or related product lines or services, Show Management cannot guarantee that a company exhibiting similar products or a company's competitor will not be located in a nearby or adjoining booth. Exhibitors are encouraged to review the Show floor plans available on the UVHBA website to inquire about which companies have booths nearby. **Any corporate requirements regarding product exclusivity in the Show is up to the exhibitor to address with the UVHBA prior to reserving a booth space.**

To maintain the prestige of the Show, a review is made of all exhibitor applications. In fairness to exhibitors and the public, the Committee reserves the right to refuse any exhibit or exhibitor who in the opinion of the Committee is not in the best interest of the Show.

The Committee reserves the right to remove, without notice, an exhibit, exhibitor, his agents and property from the building. In the event of such cancellation, the exhibitor hereby waives any claim for damages or for the recovery of any rental monies.

### **Space Assignment Schedule**

In order to maintain a variety of exhibits and serve as many members of the UVHBA as possible, the following policies have been adopted:

Exhibition space is assigned by a priority systems based upon membership in the UVHBA and previous exhibition experience. Each exhibitor is only allowed to have the same booth number two years in a row. After those two year, they are required to move.

#### ***Priority System Criteria:***

- A: UVHBA Members that exhibited in the previous year's Show
- B: Non-HBA Members that have exhibited in the previous year's Show
- C: UVHBA Members that did not exhibit in the previous year's Show
- D: All others expressing interest in the Show

**Priority System Criteria Timeline:**

March 31<sup>st</sup> – 2011 vendor's who want to keep the SAME space for the 2012 Show, must turn in their reservation form (provided at the Show) along with 50% of their total fees. Spaces may be kept a maximum of 2 years.

April 14<sup>th</sup> – UVHBA Members who were vendors in the 2011 Show, may begin submitting their 2012 applications along with 50% of their total fees.

April 29<sup>th</sup> – Non UVHBA Member who were vendors in the 2011 Show, may begin submitting their 2012 applications along with 50% of their total fees.

May 13<sup>th</sup> – UVHBA Members who were NOT vendors in the 2011 Show, may begin submitting their 2012 applications along with 50% of their total fees.

June 3<sup>rd</sup> – Registration is now open to the general public. Applications must be submitted with 50% of their total fees.

**Exhibitor Communications**

- End of March – Show contracts will be mailed to UVHBA Members and 2011 Show Exhibitors
- Beginning of May – Show contracts will be mailed to individuals who have expressed an interest in becoming an exhibitor in the 2012 Show
- Exhibitor confirmation letters will be sent within 2 weeks of receiving your completed contract.
- Invoices for final payments will be sent out the beginning of January.
- Beginning of February - Show reminder letters will be sent out reminding exhibitors of Set Up hours, Show hours, etc.

## MISCELLANEOUS INFORMATION

### Booth Size

All booth spaces are 10'x10' unless noted. Exhibitors may purchase booth spaces in 10'x10' increments.

### Booth Cancellation

Exhibitors who need to cancel their registration in the Show must notify the UVHBA in writing by February 1<sup>st</sup>, 2012. Cancellation requests made prior to February 1<sup>st</sup>, will receive a refund for their booth registration fees. Cancellation requests received after February 1<sup>st</sup>, will receive a 50% refund of their booth registration fees.

### Curtains/Floor Coverings

<u>Building</u>	<u>Curtain Color</u>	<u>Floor Covering</u>
Conference	Green	Carpet
Douglas	Blue	Painted Cement
Exhibit	Blue	Cement

### Delivery of Materials

The Douglas County Fairgrounds staff WILL NOT accept any shipments of displays/materials on behalf of exhibitors prior to Set Up days. It is the responsibility of the exhibitor to receive any shipment on set up days. Do not schedule any shipments for arrival prior to set up days.

Fairgrounds Shipping Address: 2110 SW Frear Street, Roseburg, OR 97470

### Electricity

Electricity and one electrical outlet (110v) are included in all of the buildings. An extension cord may be required to reach the outlet (cord not provided).

- Additional power needs (220v hook ups) must be purchased for \$80 in advance from the UVHBA

### Exhibitor Badges

Exhibitor badges will be distributed during Exhibitor Set Up hours. Badges are distributed according to exhibit size – 4 badges per 10'x10' space (max. 12 badges per company). Additional badges are available for purchase (\$2/badge)

### Exhibitor Parking

Exhibitors are required to park in the parking lot across Frear Street from the Conference Hall. The parking lots next to the Conference Hall and the Speedway are for show attendees. *Any exhibitor vehicles not parked across Frear Street, will not receive their compliance deposit back.*

- All empty trailers, during the show, are to be parked in the dirt parking lot across Frear Street from the Conference Hall.

## **Insurance Requirements**

The UVHBA requires that each Exhibitor submit a proof of liability insurance certificate prior to the opening of the Show. Proof of insurance, listing the UVHBA as additionally insured, with limits no less than \$100,000 each incident will be required through the Show set up to the Show tear down. Exhibitors assume responsibility and liability for losses, damages and claims arising from injury to persons or damages to exhibitor's display, equipment or other property brought upon the Douglas County Fairgrounds premise for the purpose of the Show. Exhibitors understand that neither the UVHBA nor the Douglas County Fairgrounds maintains insurance covering the exhibitor's property or lost revenue, and it is the sole responsibility of the exhibitor to obtain such insurance.

## **Security**

The buildings will be locked shortly after the close of the Show each night and reopened one hour prior to the Show opening each day. The gates to the Fairgrounds will also be locked at night. During set up and tear down, the buildings will be locked each night at 8:00 PM and reopened at 8:00 AM during set up and tear down days.

## **Set Up and Tear Down Procedures**

- 100% of booth fees must be paid in full before you can set up your display.
- All companies must sign in at the information desk and pick up your badges prior to setting up your display.
- Set up will be from 8 AM to 8 PM on the Wednesday and Thursday prior to the show
- Set up times are not scheduled
- There are roll up doors in each of the buildings for your convenience during set up and tear down. Please be considerate of other exhibitors while using the roll up doors
- No children or pets are allowed on the show floor during setup or tear down
- All displays must conform to building codes of Douglas County, Oregon
- No propane is allowed in any of the buildings at any time, all gas tanks must be taped and batteries disconnected
- Any landscaping material, such as mulch, used in display needs to put on a heavy plastic liner under it. Mulch should not be placed directly on the floor
- **Tear down will begin at 5:00 PM on Sunday, March 4, 2012 and not a minute sooner. There will be an announcement made over the speakers stating when exhibitors may begin tearing down.** Any exhibitor, who begins tearing down early, will not receive their compliance fee back and will be charged \$300 and may not be allowed in future shows.

## **Show Awards**

The Committee awards exhibitors for excellence in booth displays. A limited number of awards will be presented to various exhibitors in the Show. Criteria that must be met to qualify for a booth award are, but not limited to:

- Visually stimulating for attendees
- Demonstrates creativity and planning in booth design
- Effectively communicates the essence of the business of the exhibitor
- Professional and knowledgeable staff working the exhibit

Winners of awards will be presented with signage noting their award during the show which can be on display in their booth during the Show and in their place of business after the Show concludes.

## **Show Cancellation**

The UVHBA is not liable for the cancellation of the Show due to weather, acts of God, strikes, acts of war, civil disobedience, or other causes beyond its control.

## **Tables/Chairs**

- One 8 foot table will be available for each 10'x10' booth
  - Table cloths are not provided
- Two hard plastic chairs will be available for each 10'x10' booth
- During set up, tables and chairs can be found on racks located throughout each building.
- During tear down, please leave the tables and chairs in the booth space and the Fairgrounds staff will restack them.
- Extra tables (\$10/each) and chairs (\$2/each) may be purchased from the UVHBA in advance
- Exhibitors are allowed to bring their own tables and chairs.

## **Waiting List**

Exhibitors requesting to be placed in a building that is currently full, may be put on a waiting list in the chance another Exhibitor cancels their booth space. Those on the waiting list will be contacted ASAP once an opening occurs. To be placed on the waiting list, please notify the UVHBA with your name and phone number.

## **Additional Information**

- **No outside alcohol is allowed at the Show.** Exhibitors violating this rule will be asked to leave the Show on the spot and will not be allowed back as Exhibitors for future Shows.
- No helium balloons allowed
- No popcorn giveaways
- It is the exhibitors responsibility to comply with all health and safety requirements and to obtain all necessary permits required by the City of Roseburg, Douglas County and the State of Oregon
- You are liable for any damages you may incur to the Douglas County Fairgrounds facility
- Floors must be protected against any substance that can stain, scratch, dent, or otherwise damage the floor.
- Nothing may be fastened to building walls and/or floors without using approved tape or fastening materials.
- Painters tape is the ONLY approved tape for the Show.
- Do not leave anything in the aisles that you do not want thrown away. Booth cleaning is your responsibility and strongly recommended at the start of each Show day.
- No soliciting for business shall be permitted in the aisles or in other exhibitor's booths. Samples, catalogs, pamphlets, and publications may be distributed by exhibitors strictly within the confines of their own booth
- Door prize drawings are allowed. Recipients of prizes will not be announced on the PA System
- Exhibitors are prohibited from using amplifying equipment of any nature without permission from the Committee and if the permission is granted, the use of such equipment must not interfere with adjacent exhibits or other activities. Decisions by the Committee are final
- Elevated signs must be self-supporting and must meet all building codes for the supports and/or electricity
- Signs weighing more than 10 pounds may not be hung from drapery bar
- Adhesive signs are not permitted on anything that does not belong to you
- Signs are only allowed in your exhibit space
- No two sided signs facing into another display area
- We do not provide a name sign at your booth
- Exhibitors are allowed to bring their own drapery at their own expense
- Exhibitors must cover the back of their displays that face neighboring booths

## EXHIBITOR FEES

### Booth Pricing

Booth pricing is broken down by HBA member and non HBA member pricing. HBA members receive a discount on their booth spaces. Membership must be in good standing at the time of the show to qualify for the HBA member pricing.

**HBA Member** pricing is as follows:

<b>Booth Size</b>	<b>Conference Hall</b>	<b>Douglas Hall</b>	<b>Exhibit Building</b>
8'x10'	N/A	\$300.00	N/A
10'x10'	\$350.00	\$325.00	\$325.00
10'x20'	\$625.00	\$600.00	\$600.00
10'x30'	\$875.00	\$850.00	\$850.00
10'x40'	\$1,075.00	\$1,050.00	\$1,050.00

For additional space, add \$200 per 10'x10' booth for each building

Outdoor space is \$1.50/sq.ft.

**Non- HBA Member** pricing is as follows:

<b>Booth Size</b>	<b>Conference Hall</b>	<b>Douglas Hall</b>	<b>Exhibit Building</b>
8'x10'	N/A	\$400.00	N/A
10'x10'	\$450.00	\$425.00	\$425.00
10'x20'	\$900.00	\$850.00	\$850.00
10'x30'	\$1,350.00	\$1,275.00	\$1,275.00
10'x40'	\$1,800.00	\$1,700.00	\$1,700.00

For additional space, add \$450 per 10'x10' booth in Conference or \$425 per 10'x10' booth in Douglas or Exhibit.

Outdoor space is \$2.00/sq.ft.

**Outdoor Food Vendor** pricing is as follows:

10'x10' space - \$150.00 – please note that the Fairgrounds will also charge a fee based on your sales. Please contact the Fairground staff for more information.

### Compliance Fee

A \$100 refundable fee applies to all exhibitors on top of their regular booth fees. To receive the fee back after the show, exhibitors must adhere to the rules outlined on the Compliance Fee form included in this packet.

### Additional Items Available for Purchase

- 220v electrical hook up - \$80 (paid in advance)
- Forklift - \$60/hour (to be billed after the show)

# Umpqua Valley Home & Garden Show Registration Form

Please complete the registration form and send to the Show mailing address.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a member of the UVHBA? Yes or No

Are you interested in giving a demonstration on our demonstration stage? Yes or No

I would like to reserve a \_\_\_\_\_ (ex. 10'x10') booth in the \_\_\_\_\_  
(ex. Douglas) Building/Hall.

My booth number preferences are \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

I would also like to reserve the following additional items (please indicate the number of each item next to the items you wish to reserve):

\_\_\_ Extra table (\$10)     \_\_\_ 220v Hook Up (\$80)     \_\_\_ Exhibitor Badges (\$2)

\_\_\_ Extra chair (\$2)     \_\_\_ Fork Lift (\$60/hr to be billed after the show)

**Continued on page 12**

**Company Name:** \_\_\_\_\_

**I owe the following amount:**

Booth Fees.....\$ \_\_\_\_\_  
Compliance Fee.....\$ 100.00  
Additional Items.....\$ \_\_\_\_\_  
  
Total Amount Due.....\$ \_\_\_\_\_

Check Enclosed (make payable to UVHBA)  
Check number: \_\_\_\_\_

Please charge my card (Visa/Mastercard/Discover)

Name on Card: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CRV: \_\_\_\_\_

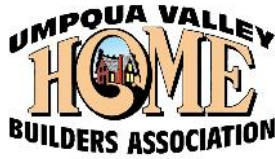
Signature: \_\_\_\_\_

Receipts will be mailed with exhibitor confirmation letter.

**Please send the following information to the  
UVHBA, 3000 Stewart Parkway, Suite 206, Roseburg, OR 97471**

- Completed Registration Form
  - Payment
  - Proof of Insurance
- Signed Compliance Deposit

**Thank you for your interest in the  
2012 Umpqua Valley Home & Garden Show!!**



## 2012 Home & Garden Show Compliance Fee Information Sheet

The following deadlines and compliance measures must be met in order to receive your \$100 Refundable Compliance Fee back at the end of the 2012 Umpqua Valley Home & Garden Show.

**Please initial next to each item and sign at the bottom**

\_\_\_ The following paperwork/fees must be turned in by February 24<sup>th</sup>.

- Registration Form
- Payment in Full
- Proof of Liability Insurance
- Signed Compliance Fee Sheet (this page)

\_\_\_ Must be moved in by Thursday, March 1<sup>st</sup>, 2012, by 8:00 PM

\_\_\_ Evaluation form has been turned in by 5:00 PM Sunday, March 6<sup>th</sup> at the Information Booth.

\_\_\_ Must NOT begin tear down until the 5:00 PM announcement on Sunday, March 4<sup>th</sup>, 2012.

\_\_\_ Must stay within the allotted booth space (*no extending out to the aisle*)

\_\_\_ Must park in designated Vendor Parking area (*across the street from the Conference Hall*)

\_\_\_ NO DOGS ALLOWED – Fairgrounds and show rule

\_\_\_ Booth must be staffed the entire show

\_\_\_ No outside alcohol in the booth.

I have read and understand the rules of the compliance deposit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date