



EXHIBITOR GUIDE

DATES:

Saturday, February 22 & Sunday, February 23, 2020

LOCATION:

Bob Keefer Center - 250 S. 32 Street Springfield, OR 97478

SHOW HOURS:

Saturday 9:00 am - 5:00 pm

Sunday 9:00 am - 5:00 pm

MOVE-IN SCHEDULE:

You may move-in to set up your booth during the following times:

Thursday 8:30 am - 6:30 pm

Friday 8:30 am - 6:30 pm

ABSOLUTELY NO VEHICLES or FORKLIFTS are allowed inside the building. The Expo area has a sports floor that will be covered but will not allow the weight of vehicles or forklifts.

Refer to the attached map for unloading/loading zones. All vehicles should enter on the South side of the complex and proceed to the back of the building to one of the five unloading/loading zones. DO NOT BLOCK THE ROAD while unloading/loading and keep all vehicles moving in the same direction. Consider pulling up to a zone, unload and then move your vehicle before setting up your booth. This will allow other exhibitors to unload as well.

MOVE-OUT SCHEDULE:

Exhibitors are **not permitted** to tear down before the close of the show on Sunday, February 23, 2020., at 5:00 pm.

Sunday 5:00 pm - 8:00 pm

Monday 8:30 am - 4:00 pm

If you are not able to tear down your booth Sunday, we request you remove any signage, pictures, decorations, etc. from the drapes and curtains before you leave. Immediately after the show closes, the decorators will begin tearing down the drapes and we do not want them to have to remove your property. NOTE: If you leave your display until Monday, please remove any and all valuable items from your booth.

PARKING:

Parking at the Home Building & Remodeling Expo is FREE to both exhibitors and show patrons. We request that exhibitors park in the areas marked on the attached map leaving the parking out front for our guests.

SOUND CONTROL:

Show management reserves the right to control the volume of any radio, recorder, television, stereo, or musical instrument on an exhibit in order to prevent demonstrations from becoming a nuisance. The use of a P.A. system must first be approved by show management.

BALLOONS & POPCORN/FOOD:

There will be no balloons (Helium or Mylar), popcorn or food (unless authorized by show management) allowed in the building for the purpose of company promotions of any nature. NO EXCEPTIONS!

ELECTRICAL:

Each 10 X 10 space is provided with 500 watts as stated in your contract. Additional power drops, 110V, or 220V are available at an additional cost. Please contact Natalie at 541-345-7989 or natalie@essigentertainment.com at least one week in advance of the show to make arrangements.

SECURITY:

Security will be provided by show management during show hours. Please take appropriate precautions during set-up and tear down hours as it is impossible for either the Home Builders Association or security to know who is and is not authorized to enter your display and/or handle products.

SIGNAGE:

Signs – A) If signs extend above the back or side walls of the booth, the side of the sign(s) facing outward to the exterior of the booth must be blank or covered. B) If you have signs that need to be hung from the ceiling rafters, contact Ed McMahon at 541-484-5352 ASAP for delivery requirements. There will be a \$200 fee to install these signs

BARK DUST, BRICKS, DIRT & OTHER:

If you plan to use bark dust, bricks, dirt, or other materials with staining agents you MUST first lay visqueen before setting up your booth in order to prevent staining of the floor and/or walls. Clean up of ANY stains caused by you will be charged to you! ABSOLUTELY NO EXCEPTIONS!

SMOKING, GAS & FIRE/OPEN FLAMES:

Smoking, fire, portable propane/gas tanks, and/or open flames are NOT permitted at the Bob Keefer Center.

CARPET / BOOTH TAPE:

IMPORTANT - Use only show authorized tape to adhere carpeting or other items in your booth to the show floor. If you need to buy/acquire tape, please contact the show decorators or show management. Approved tape can be purchased from the show office. Clean up charges incurred by show management from OSF of ANY unauthorized tape will be charged to you! ABSOLUTELY NO EXCEPTIONS!

WI-FI is available at Bob Keefer Center and no password is needed.

Show Management

Home Builders Association of Lane County
1065 River Road, Eugene, OR 97404
541-517-5449
ed@hbalanecounty.org

Show Decorator

Essig Entertainment
PO Box 28409, Eugene, OR 97402
541-345-7989
natalie@essigentertainment.com

Rental of Tables, Chairs, Carpets, Furnishings and additional electrical needs can be ordered through Essig Entertainment by contacting Natalie at 541-345-7989 or by email natalie@essigentertainment.com