

RULES & REGULATIONS Big Country Home & Garden Expo

2012 Home & Garden Expo Exhibitors

March 3 and 4, Abilene Civic Center
1100 N 6th Street (915/676-6211)

EXHIBITOR PARKING: ALL VEHICLES, TRAILERS, VANS, etc shall be parked

on the west side of the Civic Center or the far northwest corner of the Civic Center parking lot. Please do not block any RV parking; you will be asked to move. **Failure to cooperate** will result in either an additional "parking fee" OR a vehicle off premise towing fee. Only exhibitors paying additional booth fees are allowed to park in the main parking lot.

\$5.00 Admission, 12 & under free WHEN accompanied by parent or guardian

Featuring **'THE DUCT TAPE GUYS'** (Conference Center Stage)

HOURS OF EXPO:

Saturday: 10 until 5:00

Sunday: 12 Noon until 5:00

PLEASE, PLEASE check-in at booth **#91A in Exhibit Hall!** Upon check-in, the following items may be picked up -

Sponsors receive:

1. Event Sponsors: 10 Exhibitor Badges and 50 Complimentary V.I.P. Passes
2. Lawn & Garden Sponsor: 10 Exhibitor Badges and 50 Complimentary V.I.P. Passes
3. Day Sponsors: 6 Exhibitor Badges and 25 Complimentary V.I.P. Passes
4. Section Sponsors: 4 Exhibitor Badges and 6 Complimentary V.I.P. Passes
5. Door Sponsors: 4 Exhibitor Badges and 6 Complimentary V.I.P. Passes

Exhibitors receive:

- a. 4 Exhibitor Badges and 6 Complimentary V.I.P. Passes

Passes are good either Saturday or Sunday but REMEMBER - **ALL PASSES WILL BE TAKEN UP AT DOOR.**

I. THINGS TO REMEMBER: Courtesy FIRST AND ALWAYS!

- A. During set up and tear down, please try to limit time of vehicle blockage at the overhead entrance, as well as all isles and loading dock areas.
- B. All vehicles, including lawn mowers, used in actual booth display are required by order of Fire Marshall to **contain less than 5 gallons of gas; fuel tanks must be sealed with a locking gas cap or other approved device and the battery cables disconnected.** If a vehicle is to be used please notify HBA office.
- C. There are no booth display restrictions, except for those in the Conference Center (See #D) and Foyer (See #E). Please take extra care to insure your display does not extend out into the main isles. Precautions must be taken to avoid injury, and according to the fire code, the isles have to be a certain width. Should items protrude from your booth dimensions, you will be asked to rearrange your display. **Each exhibitor is responsible for any and all damages incurred during move-in or move-out in assigned area as well as any damages in neighboring exhibitor areas, to any floor, to any equipment owned by the Civic Center or to any portion of damage to a building.**

D. Exhibitors in Conference Center:

This is a carpeted area. The Civic Center requests that all vehicles traveling in or out use plastic, and any vehicle used in your display area, **MUST BE PARKED ON PLASTIC**, and contain less than 5 gallons of gas.

1. Exhibitor is responsible for any carpet damage(s).
2. Carpet must be protected from possible tears or rips caused from display materials especially during move-in/move-out.
3. No spas or booth requiring water (except as allowed by Civic Center).
4. No tape on carpet
5. No pins in side skirts or backdrops; damages will result in a **\$25 damage** charge by the Civic Center
6. No stapling to tables; damages will result in **you** having to purchase that table, by order of Civic Center. (Table cost \$195.00 per table)
7. Exhibitor is responsible for any and all damages incurred in booth space as well as other possible damages. See #C.

E. Exhibitors in Foyer:

1. No spas or booth requiring water (except as allowed by Civic Center)
2. No 220 outlets
3. No sand or abrasive substances
4. No paints, lubricants or similar products
5. No tape on floors
6. No decals or adhesive materials may be affixed to FOYER floor. This does include the "taping" down of carpet.
7. No pins in side skirts or back drop; damages will result in a **\$25 damage** charge by the Civic Center
8. No stapling to tables; damages will result in **you** having to purchase that table (by order of Civic Center). Cost \$195 per table.
9. Please carry objects to booth; do not drag so as to cause damage to flooring. Exhibitor is responsible for any and all damages in their designated area as well as other possible damages. See #C.

Repeating: Exhibitors shall not pin, staple or cause damage to backdrop or side skirts. Damages could result in a \$25 additional charge. Do not staple skirts, banners or anything else to your table. **Your** cost to replace one of these tables is \$195. or higher!

II. There shall be no booth dismantling or move-out prior to 5:00 PM, Sunday. Early tear-downs will not be asked to return.

III. DJ's will be available for drawings at your booth. It is Exhibitor responsibility to make necessary arrangements with DJ's. Also, this year, the radio sponsor will be offering live remote packages to the Exhibitors. A radio representative will be in contact with you. FYI: The DJ's will be visiting with all the exhibitors discussing their products and services over the PA system. Depending on booth location, certain booths may end up under a speaker. Management will do what is possible to control the degree of loudness. When the buildings are full, it will not seem as loud as when they are less full. If you have a problem with the loudness, **please DO NOT COMPLAIN to the DJ's** as they are only doing their job. If you have a problem with sound/noise, please contact Management at the Information Booth (#187 in Conference Center).

IV. ATTENTION...

1. Both rear entrance doors (Exhibit Hall & Conference Center) to remain locked during Expo hours; Saturday 10:00 - 5:00 and Sunday Noon - 5. You may exit but will not be able to get back in. Entrance WILL BE monitored. Please arrange for your workers to arrive before 10 AM and Noon, respectively, or have a proper Exhibitor ID badge or pass. Otherwise workers/volunteers will be asked to pay the \$5 admission fee! Without proper ID, the door volunteers will have no way to identify your workers. Badges and passes

may be picked up at check-in, if prior arrangements have not been made. **Exhibitor cooperation is requested.**

2. **Feature Classes:** If you are participating in one of the special feature classes, please remember to be courteous to those before and after you. All seminars to be held on the CONFERENCE CENTER STAGE.
3. **'THE DUCT TAPE GUYS' will perform** on stage in the Conference Center on Saturday 11:00 and 2:00 and Sunday at 2:00
4. The **Health Department is requiring inspection** of all food/samples, etc. and the preparation of those items which are to be handed out. If you are planning on serving samples, etc. please notify Expo management and contact Taylor County Environmental Health, 325-437-4590, at least 48 hours prior to event. Temporary Food Requirements are attached. We do ask that you **NOT GIVE** any food that may be purchased at the Concessions Stand. If you will be handing out or selling food, please let Management know.
5. Members of the HBA Professional Women in Building operate the Concession Stand, with proceeds benefiting the scholarship fund and community projects. Please help support them and again, please do not give away any food or beverage items that may be purchased at the concession stand.
6. **Animals and Pets:** As stated in the Civic Center policy handbook, only seeing-eye dogs or animals that are part of an exhibit, activity or performance legitimately requiring the use of animals, are permitted in the Civic Center.
7. **Out of town guest accommodations:** room block has been reserved at Hilton Garden Inn Abilene, 4449 Ridgemont Drive, Abilene, Texas 79606. 325-690-6432 or BCHBA has a Hilton webpage for your convenience in registering online: http://hiltongardeninn.hilton.com/en/gi/groups/personalized/A/ABIABGI-BCH-20120302/index.jhtml?WT.mc_id=POG
Cost is \$99.00. Reservations are being held under the name of Big Country Home Builders Association or BCHBA.

V. Hours of set up:

Friday March 2, 8:00 AM until 10:00 PM. Please be present and ready to go one (1) hour prior to start of Expo on Saturday. If you are not arriving **until early Saturday** morning, **PLEASE NOTIFY MANAGEMENT** of arrival time!

VI. Hours of tear down: Early tear-downs will not be asked to return.

Sunday March 4, **AFTER 5:00 (until 10:00 PM) or**

Monday March 5, 8:00 AM until noon. **ALL MATERIALS MUST BE TOTALLY OUT BY NOON!**

VII. Items not furnished by Management: (Exhibitor Responsibility)

1. Pens/pencils
2. Carpet/floor covering (optional)
3. **Table skirting (optional).** Management does not furnish table tops or skirting. Skirt and top rental available through the Abilene Civic Center, 325-676-6211. Skirting rented from Civic Center are white only, and will be an additional cost of \$22.00 for skirt and table cloth). Exhibitor is responsible for making this arrangement and payment thereof.
4. Extension cords/water hoses and/or adaptors, etc.
5. Banners (optional).

VIII. Items furnished by Management:

1. 8' Royal Blue Backdrop.
2. Two 3' Royal Blue Side Skirts.
3. Tables/Chairs (**if requested**).
4. Water, (**if requested**) except where prohibited by Civic Center.
5. Electricity, (**if requested**) except where prohibited by Civic Center.
6. Exhibitor Badges (to slide your business card in).
7. V.I.P. Passes (for your workers or special guests) **ALL passes will be collected upon entrance.**

8. Exhibitor ID Sign. (These are to help you locate your booth during move-in. If you have banners, you are welcome to replace or cover the ID sign but please do not damage the backdrop or side skirts.)
9. Security furnished before and after hours of Expo. If you have items you are concerned about, you are encouraged to remove them during non-Expo hours.

Notes.

1. Complimentary Exhibitor Snack Break, Friday afternoon about 4:00 PM. An announcement will be made over the PA system when the meal is ready.

For more information, or questions, please call Brenda, Big Country HBA. 325/698-4232. **THANK YOU IN ADVANCE FOR YOUR COOPERATION!** Or visit our website www.bigcountryhba.com for all information regarding the Expo.

UPON ARRIVAL Friday **YOU MUST CHECK -IN**
TO PICK UP YOUR EXHIBITOR PACKET/BADGES!

If you are not arriving until Saturday morning, please notify Management, 325-698-4232.

WE THANK THESE SPONSORS!

