

FINAL INSTRUCTIONS AND EXHIBITOR AGREEMENT INFORMATION
Solano County Home & Garden Dixon Fairgrounds
655 S First St. Dixon, CA 95620

Event Dates

Please take a few minutes to read this important detailed information.

Make checks payable to and mail to business address:

The Solano County Home & Garden Show

2010 Harbison Drive, Ste. A 457, Vacaville CA 95687. Phone:

707-655-8439 Email:

shawna@schg.show

SET UP: CHECK IN, BADGE PICK UP and Set up for all vendors:-Friday day before event - FROM 8 AM- 8 PM

SHOW HOURS: Saturday and Sunday **10:00 am - 4:00 pm**

LOCATION: 655 S FIRST STREET, DIXON CA 95620- **Dixon Fairgrounds**

BREAKDOWN: Starts at **4 PM Sunday**

VIIP E-TICKETS: Send E-tickets to drive traffic to the show. Please Email, Text or print. Share with your Clients, Family, friends etc.

VIP E- Tickets are Not for Social media.

OUTDOOR SETUP: You need to **bring your own** tent(s) table(s), Chair(s) and string, weights etc. to **secure your tent from high winds. No ground stake longer than 6 inches.**

PARKING: is across the street on Saturday and Sunday. If you don't setup on Friday you will need to dolly your items into the front gate. No vehicles will be allowed on premise. Thank you.

Free parking and handicap parking across the street.

**Welcome to the Solano County Spring Home & Garden Show at the
Dixon Fairgrounds, Dixon CA.**

We are looking forward to another successful show. The Dixon community is very excited to have us here again. Thank you for being a valued part of our event.

ALL EXHIBITORS need to check in at Exhibitor Check-In prior to moving into your booth/space location. Follow the signs to Exhibitor Check-In Madden Hall. One of our staff at Check-In will help you locate your booth and/or space location, answer most, if not all your questions, and allow you can pick up your Exhibitor Badges to be worn at all times during the show. During show hours you will need to park in a designated area leaving spaces for attendees.

EXHIBIT SET UP: Sorry, NO Forklifts, Dollys, Pallet Jacks, Ladders will NOT be onsite, you will need to provide your own. We will set up on

Friday 8 am-8 pm. Friday is for all vendors to set up. All Loading and drop off must be completed before 8pm Friday.

Saturday Vehicles will not be allowed on the premises for loading or unloading. You will have to dolly and set up before 9 am. We will open gates at 8am for morning finishing touches.

PLEASE NO DUCT TAPE OR TAPES ALLOWED ON THE WALLS OR FLOORS. PAINTER TAPE IS THE ONLY TAPE ALLOWED. Thank you.

- **Friday, Set up is for everyone 8am - 8pm**
- **Saturday, finishing touches (8am-9am)• Sunday Break down is at 4pm. No early break downs Early break downs are subject to penalties.**
- **All vendors need to be set up 1 hour before doors open to the public. NO vehicles are to be in front of the gates, fire entrances, exits or emergency roads at any time. It's the law.**

• **IN SETTING UP YOUR DISPLAY(S)**, Please do not block off the view into your neighboring booths, you will be asked to move any signs displays or anything that hinders the attendees from seeing a vendor.

EXHIBITOR BADGES; (4) set you apart from the attendee's and any possible imposter's. The badges will identify the business as an exhibitor and the badges will accommodate a business card to further enhance your company's appearance at the show. Please make sure you have your badge and wear it during the show hours, your badge will also get you in and out through the gates. Extra Badges are available for purchase for \$5.00 each badge.

VIP E-TICKETS; Complimentary VIP E-tickets will be made available for you to give to your Family, friends and VIP clients. Offer as a perk to clients. You may email them, print them or use them on the phone. Place them on your booth for clients to return on Sunday. **VIP E-Tickets are NOT for resale or for social media.**

SHOW LOGO: Use the Show Logo in your promotions, advertising and Social Media to identify your firm as being a part of the event. A number of firms intend to use the logo in their ads prior to the show to enhance their success at the event. If you would like the logo for use in a publication, please call us.

PARKING INSTRUCTIONS: After unloading for your appropriate booth exhibit area, park your vehicles away from the building, in the designated area. Please remove valuables and lock your cars. We are not responsible for your vehicles.

INSURANCE: All vendors are responsible for providing your insurance. Including Pavers, food vendors, whole house fans, Candles, skin care, trailers trucks that are displayed need to provide insurance. Please request the insurance information. All COI's need to have The Solano County Home & Garden Show, 2010 Harbison Drive, Ste. A 457, Vacaville CA

95687. As COI holder and The Dixon Fairgrounds, 655 S First Street, Dixon CA 95620. Thank you.

INTERNET & WIFI: There is NO internet or wifi provided. Please make accommodations for this. We will not be responsible for your sales and devices or internet access. If you have a smart phone with a hotspot you can generally connect your devices that way.

RV PARKING: For Dixon RV parking rates call Dixon Fairgrounds 707-678-5529. If RV parking is full and not available at the facility. Please call Midway RV Park 707-446-7679

PLEASE READ OVER your agreement, as you are bound by it. Remember no sub or cross leasing. Only the firms/businesses that have paid for space may be promoted at the show. If sub or cross-leasing happens, the firm in question will be asked to leave or pay the full booth fee once again!

SECURITY will only be supplied by us. This will consist of one individual who will patrol the facility plus the outside grounds. This does not guarantee that items will be completely safe. This is only a deterrent. Please secure cover and put away highly valuable items. The Solano County Home & Garden Show and the Dixon Fairgrounds are not held harmless for damages, losses, etc. Also remember to please remove valuables and lock your cars. You must break down on Sunday. If you have special permission to break down Monday it will be at your own risk, there will be no security and you must be completed by 12 noon. You may incur a late fee if you are not completely out and cleaned your location.

MUSIC IN BOOTH: Live or taped music is prohibited as part of an exhibit or display. Any sound emanating from a booth must not be intrusive to the neighboring booths. If someone complains you will be asked to turn it off. Cooking demos are going to use a microphone but will courteously keep the volume at a pleasant level.

IT IS MANDATORY: That all booths be set up by 9am day of event personnel manning the display booths be present in the booth no later than 15 minutes prior to show time and attendees entering . All Vendors, staff will be expected to conduct themselves in a professional manner at all times. We also ask that you contact Shawna at 707-655-8439 before getting into a dispute with your neighbors about setup.

BREAK DOWN: Removal of displays must not start before 4pm on Sunday and should be completed by 10 pm. There are always attendees in the show until closing. Not only is it a safety issue, but also it is extremely disruptive to Exhibitors and attendees who are conducting business. Thanks for your cooperation in this matter. Also a reminder anyone breaking down early may be subjected to a penalty charge of \$50.00. Which you agree to by signing the application. You must break down on Sunday.

NO FOOD OR DRINK DISPENSING IS ALLOWED: The only main authorized food and drink concessionaires are the ones that have paid for that specialty!

SOCIAL MEDIA: We encourage you to promote the event on social media to help drive more people to the event.

PLACING FLYERS: on car windshields is prohibited and against local ordinances.

NO REFUNDS will be issued on canceled or rescheduled events or booths due to, but not limited to any unforeseen occurrences or events due to Covid-19, pandemics, severe weather, natural disasters, etc. No refunds will be issued if exhibitor or exhibitors staff does not show up to an event. Payments need to be made and paid in full 60 days prior to the event. Payments retracted or bounced will be subjected to a fee and if not paid within 60 days will be sent to small claims court and you (company/vendor) will be responsible for all incurred court costs and outstanding payments. Please remember that Solano County Home &

Garden Show has the responsibility to all the participating firms and agencies to put on a professional event. Please dress and conduct yourselves in a professional manner and with respect. Thank you in advance for your cooperation and participation.

We hope you have a great show!

Solano County Home & Garden Show reserves the right to ask anyone to leave the event due to disorderly conduct, unprofessional behavior, harassment, violence or verbal abuse or any other behaviors deemed not family friendly. California has a leash law All pets must be on a leash or in a kennel and are never to be unattended by the owner. No pets are allowed to wander the event unattended or off leash. All service pets must be Kenneled during business hours and attended at all times and need to remain 20 feet from any food vendors.

SINCERELY,

Solano County Home & Garden Show