



Exhibit Space Application & Contract

Solano County Home & Garden Show Dixon Fairgrounds

March 25th & 26th, 2023

DIXON
FAIRGROUNDS
655 S First St.
Dixon, CA 95620

Mailing Address: 5055 Business Center Drive, Suite 108, PMB 415, Fairfield CA, 94534
(707) 655-8439 · shawna@schg.show · www.solanohomeshow.com

Please include the following information:

Your Name: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Fax: _____

Booth# _____ Building: _____ Table: _____ Chair: _____ Cost: _____ Deposit: _____ Balance: _____

Your deposit is non-refundable and this signed contract secures your booth space with your 20% deposit. Failure to make the required balance payment by the due date, 60 days prior to show, may result in the cancellation of this contract and the loss of booth space and deposit. Management assumes no risk. Your signature below acknowledges this and other terms of this agreement. thus releasing the promoters of this event from any and all liability for any damages, injury, exposure to Covid-19, Variants, or loss to any person and/or goods that may arise from the rental and occupation of booth space.

Please visit our website at:

www.solanohomeshow.com

for booth sizes, prices, and included services.

Exhibitors will be limited to displaying the **PRODUCTS/SERVICES** listed below. *(Must be completed)*

List Products
and/or Services: _____

(Arts/Crafts Handmade Exhibitors-provide pictures) (No vehicle displays) (No forklifts provided)

Exhibitor Signature: _____ Date: _____
(I hereby understand and agree to the conditions of this contract.)

Please Print Name _____

IMPORTANT: IF YOU WISH TO PAY VIA CREDIT CARD, PLEASE FILL OUT THIS CC AUTHORIZATION BELOW

Credit Card # _____ CVV # _____ EXP. DATE _____
American Express
Master Card
Visa

Signature: _____ Address: _____
(Authorized Credit Card Holder) (Street) (State) (Zip)

Credit card payment authorizes Solano County Home & Garden Show to automatically charge 20% deposit upon acceptance of contract. If you wish to pay the balance by cash or check, we must receive the payment no later than 60 days in advance of the show. If payment is not received, your credit card will automatically be charged the balance.

EXHIBITOR AGREEMENT

Solano County Home & Garden Dixon Fairgrounds 655 S First St. Dixon, CA 95620

Please take a few minutes to read over the outlined material, as there is valuable show information.

Make checks payable and mail to business address:

Solano County Home & Garden Show

5055 Business Center Drive, Ste. 108, PMB 415, Fairfield CA 94534

Phone: 707-655-8439 Email: Shawna@schg.show

SHOW HOURS: Saturday 10:00 am – 5:00 pm and Sunday 10:00 am - 4:00 pm

Solano County Home & Garden Show would like to welcome all of you to our Spring Home & Garden Show at the Dixon Fairgrounds, Dixon CA. We are looking forward to another successful show and the Dixon community is very excited to have us here again.

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, 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 to pick up your Exhibitor Badges to be worn at all times during the show and use for parking. During show hours you will need to park in 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 have set up on Friday 8am-8pm. Friday is for all vendors to set up. We will be available from 8am - 8pm. 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 9am. We will open gates at 8am for morning finishing touches.

- 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.

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- All vendors need to be set up 1 hour prior to doors opening to the public. NO vehicles are to be in front of the gates, fire entrances and/or exits, and emergency roads during our event, you need to park in designated exhibitors parking leaving parking for attendees. We don't want to discourage attendances due to lack of parking.
- 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 on phone. Place them on your booth for clients to return on Sunday. VIP E-Tickets are not for resale or for social media.

INCENTIVES: There is no better vehicle to substantiate a blockbuster incentive than a Trade Show – so why not take advantage of your decision to be an Exhibitor and make your strike!! This is your promotion within a promotion – please be sure to make it legal, profound, and include it in any of your advertising prior to the event. The stipulation should be that the attendee or prospective client must make contact with your firm at the show, register at your booth and then you can give them ample time to take advantage of whatever your incentive is. The “ample time” is your decision; we suggest 60 to 90 days or more. Remember the incentives are accumulative so this alone makes for enough reason to attend the show.

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 Exhibitor Parking areas. No exhibitor vehicles are allowed to be parked in the attendee parking area. Please adhere to this! Please remove valuables and lock your cars. We are not responsible for your vehicles.

REMEMBER: There are NO ladders, forklift, dollies, hammers, brooms, pencils, paper, scissors, tape etc. Bring these items with you or arrange for their use with a rental firm. Forklifts will not be onsite. In order to operate a Forklift the driver must be certified and insured with paperwork

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on hand for inspectors. We at Solano County Home & Garden Show do NOT have a certified driver.

INSURANCE: Please request insurance verbiage and information for this venue.

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 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/business 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. **If you choose to breakdown on Monday it will be at your own risk, there will be no security.**

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. 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 set up.

CLOSING DOWN: Removal of displays must not start before 4pm on Sunday and should be completed by 10pm. 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.

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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.

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 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 do 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 when unattended by owner. No pets are allowed to wonder 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

Revised 04/02/2022

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