



Iredell Home & Garden SHOW

Exhibitor Kit



March 22nd - 24th, 2024

This Exhibitor Kit has been compiled to help you and your staff with complete details about all phases of the exhibition process at the Iredell Home and Garden Show.

Enclosed you will find helpful information to make your participation in our show successful.

Please share this manual with those responsible for your participation in the show.

SHOW MANAGEMENT

The Iredell Home and Garden Show is produced and managed by:
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SHOW FACILITY

The Iredell Home and Garden Show
The Statesville Civic Center
300 South Center St.
Statesville, NC 28677
(704) 878-3493

Mr. Kenny Roberts – Director
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UTILITIES

Electricity and WI-FI

All exhibitors will have access to electricity and WI-FI.
Exhibitors must bring their own electrical cords.

MOVE-IN | MOVE-OUT DAYS AND HOURS

ALL ACCOUNTS MUST BE PAID IN FULL BEFORE YOU MOVE-IN.

All exhibitors may move in on Friday, March 22nd at 7 am. **Booths must be completed and ready to open by 11:30 am.**

For safety reasons, no one under the age of 16 is permitted in the halls during move-in/out.

Scheduled Move-In Dates/Time

Friday, March 22nd: 7am-10:00am: All exhibitors may move in

General Move-Out Dates/Time

Sunday March 24th 5:01pm - 8:00pm

YOU MAY BEGIN BREAKING DOWN YOUR BOOTH IMMEDIATELY FOLLOWING THE CLOSE OF THE SHOW; ALL BOOTHS MUST BE REMOVED ON SUNDAY.

You may use your own carts, hand trucks, dollies, etc.



Dismantling your booth prior to show close at 5:00pm on Sunday is strictly prohibited.
Your cooperation is appreciated.

SHOW HOURS

Friday	03/22/24	12:00 pm – 7:00 pm
Saturday	03/23/24	10:00am - 6:00pm
Sunday	03/24/24	11:00am – 5:00pm

Exhibitors may enter the show one hour before opening.

EXHIBITOR BADGES

Exhibitor badges are mailed out prior to the show. Additional badges can be picked up in the Show Office. Plastic badge holders are provided.

Exhibitor badges are required to identify you as an authorized exhibitor. Exhibitors will not be allowed access to the show floor during show days without a badge. Two (2) exhibitor badges are provided for each space.

EXHIBITOR BADGES MAY NOT BE USED AS ADMISSION TICKETS FOR THE GENERAL PUBLIC.

SHOW OFFICE

During move-in, show hours and move-out, Show Management will maintain a show office at Civic Center. The office is located near main show entrance, look for the show office sign.

EXHIBITOR ENTRANCES DURING SHOW HOURS

During show hours, exhibitors may use the main entrances to the Civic Center. An exhibitor badge will be required to enter the show floor. The main entrance is for attendees and gets very crowded prior to opening each morning. You will not be allowed to bring in exhibit supplies through this entrance, including hand-carried items.

COMPLIMENTARY TICKETS

Each exhibitor will receive 10 complimentary tickets for each space purchased. These will be mailed out three weeks prior to the show. Tickets will only be mailed out if your account has been settled in full.

COMPLIMENTARY TICKETS ARE NOT PERMITTED TO BE DISTRIBUTED AT THE ENTRANCE TO THE SHOW.

Use your tickets to invite potential customers to the show, as a thank you to good customers or for friends and family.

MARKETING OPPORTUNITIES FOR YOU

Please contact Show Management to take advantage of our many affordable marketing opportunities that will maximize your investment in the show and drive traffic to your booth. Sponsorship Opportunities are also available; please reach out to our show managers for more information.

HAVE A NEW/INNOVATIVE PRODUCT? BE PART OF THE NEW PRODUCT SPOTLIGHT!

Please contact the show team if you are introducing a new product at the show. Your product will be highlighted on the show website and with a small sign at the show. This is a great way for added exposure for your business. Please contact a show manager for more information.

WILL CALL

Will Call will be set up in the box office at the entrance of the show, which will be utilized by consumers to pick up the tickets that have been reserved for them. Please leave your tickets in INDIVIDUALLY marked envelopes with FIRST AND LAST NAME on the front of the envelope at Will Call for your guests.

PARKING

The Main Parking Lot is not for truck or trailer parking. We encourage you to park on the street or away from the Civic Center to save this space for visitors. For more information on parking in Downtown Statesville, visit:

<https://www.downtownstatesville.com/directions-parking/>

FOOD AND BEVERAGE SAMPLING

Please visit the Food section of Exhibitor Kit for the food and beverage sample requirements guide and application for sampling.

FLOORING

Protective material must be placed on the floor before laying bricks, patios, mulch, etc. Do not drill holes, nail glue or affix flooring to the Civic Center flooring. Any damage (including unremoved tape) to the Civic Center flooring will be repaired at the exhibitor's expense.

TABLE COVERINGS

It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all VISIBLE sides. All skirting must be pressed and neat. **Use of plastic table cloths, sheets, shower curtains or any type of "makeshift" table cloths is not permitted.** We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.



BOOTH INFORMATION, RULES & REGULATIONS

Exhibit booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at a height of 32". The drape color is beige. Your booth comes with 1 table and 2 chairs. All inventory and personal items must be stored COMPLETELY OUT OF SIGHT. Your booth should look professional and inviting to the attendee.

STAFFING YOUR BOOTH

All exhibitors are expected to be in their booths during all published show hours, as we do receive consumer complaints about un-manned displays. Our visitors pay an entrance fee and expect to be able to do business with our exhibitors at any time during show hours. Working in the aisles or distributing brochures, etc. from any other area other than your booth is prohibited. All activity must take place inside your contracted space.

BOOTH GUIDELINES

Exhibitors are allowed to build booths to the maximum height of 8 feet. This includes back wall and sidewalls. Side walls must completely finished on BOTH sides. No exposed wires, frames or wood can be exposed for the public or your neighbor to see. Signage is not allowed above the 8' height limit.

DEMONSTRATIONS AND HANDOUTS

Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are not permitted to do outside the confines of their rented exhibit area. Working in the aisle is strictly prohibited and will be enforced by show management.

MICROPHONES, SPEAKERS AND INSTRUMENTS

Use of microphones, audio equipment and musical instruments is permitted, however, sound levels must be kept at a volume that Show Management deems reasonable. If there are more problems with volume, Show Management reserves the right to prohibit exhibitor from using sound equipment for the remainder of the show.

MUSIC, PHOTOGRAPHS AND OTHER COPYRIGHTED MATERIAL

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitor's booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to Signal Hill Media proof that the exhibitor has, or does not need, a license to use such music or copyrighted material. Signal Hill Media reserves the right to remove from the exhibit all or any part of any booth or display which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses. The exhibitor shall remain liable for all claims, causes of action, suites, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation of infringement (or claimed violation or infringement) by exhibitor, exhibitor's age or employees of any patent, copyright or trade secret rights or privileges.

SECURITY

Show Management nor the Statesville Civic Center are responsible for lost, damaged or stolen articles. We encourage you to take all valuables with you when the show closes each evening. A tarp/sheet covering your booth after show hours goes a long way in securing your belongings. Most thefts happen during move-in, move-out and within 30 minutes of show closing. Staff your booth accordingly and when the show does close, wait for the attendees to clear out. Report anything of a suspicious nature to Show Management. Leads can be followed up to avoid incidents of theft. Ensure you are adequately insured.

INSURANCE

Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk. Please refer to items #4 and #5 on your exhibitor contract/application or contact Show Management if you have questions.

SHIPPING INFORMATION

Shipments to the Statesville Civic Center should be scheduled to arrive beginning Thursday, March 21, 2024. Make sure all shipments are properly marked using the following address:

Name of your Representative at the Show
Your Company Name and Booth #
The Statesville Civic Center
300 South Center St.
Statesville, NC 28677

STATESVILLE CIVIC CENTER REGULATIONS

SMOKING REGULATIONS

No smoking is permitted within the Statesville Civic Center.

SALE OF MERCHANDISE AT THE SHOW

All Exhibitors are reminded that to sell products "cash and carry" during the show, you must comply with all rules and regulations as required by the City of Statesville, Iredell County and State of North Carolina. Exhibitors are responsible for obtaining any such permits as required. Only merchandise approved by the show may be sold. No food or drinks may be sold without the approval of the show.

All exhibitors making sales at the show are required to have a NC Retail Sales License and pay a NC and Iredell County sales tax. To apply for a license, contact the NC Sales and Use License Office, Box 25000, Raleigh, NC 27640. Telephone 877.252.3052.

SAWING OF MATERIALS

NO sawing of any type of material including, but not limited to: rock, brick, concrete, etc. is allowed inside the Civic Center. This is a very strict rule.

ANIMALS/PETS

Animals/pets are not permitted in Statesville Civic Center. Service animals are exceptions to this regulation.

FOOD/STICKERS/HELIUM

No stickers, pressure adhesive, etc. can be used or given away by exhibitors; helium-filled balloons may be distributed at any time. No food (including popcorn) or beverages may be distributed by exhibitors inside the Statesville Civic Center unless approved by Show Manager and the Civic Center.

FIRE REGULATIONS

Material used in exhibits (such as drape and table coverings, banners, props, wood chips and mulch) must be constructed of flameproof material. Certification for the flame proofing must be available, upon request, to Fire Prevention and Investigation Division personnel.

Precautions must be taken to prevent the general public from coming in contact with anything that may cause burn or injury. Any product that will be WARM—WARMER—OR HOT to the touch must be placed at the back of your booth, away from the aisle. For those with bulk 20'x20' peninsulas, islands or larger, these products must be positioned in the middle/center area of your space, again, as far away from the aisle(s) as possible. Warning signs ("CAUTION! HOT SURFACE") must be placed prominently on all such surfaces, horizontal and perpendicular.

HEALTH AND SAFETY

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practical throughout the Show. You should also check that any contractors, suppliers, agents, etc. that you may be using have a Health & Safety Policy, suitable to the exhibitor environment.

- ♣ Maintain emergency aisles through and to the center of the hall during move-in, show, and move-out.
- ♣ All materials must be flame resistant. This includes, but is not limited to, drapes, curtains, table coverings, etc.
- ♣ The building's fire extinguishers, fire hoses and sprinkler closets must be visible and accessible at all times even if they are located in your booth.

- ♣ Ensure portable electrical tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- ♣ Chemicals and flammable liquids must be removed from the exhibition venue after use by the user or, in exceptional circumstances, brought to the attention of the venue cleaning department for safe and proper disposal. Such products must not be placed in general garbage bins.

EXHIBITOR RULES AND REGULATIONS CHECK LIST

- No signs above 8'. All signs must be professional. "Homemade" or handwritten signs are not allowed.
- If the height of your display exceeds 8' you need to notify management for approval.
- Tables are to be professionally skirted with floor-length skirting. Absolutely no paper or plastic table skirts! Fine furniture is acceptable without skirting.
- Exterior of display or structure facing adjacent exhibitor or aisle must be finished or suitably decorated.
- Improve exhibit with live flowers and plants.
- Stickers, and pressure adhesive are not permitted in the booth.
- No food or beverages may be distributed by exhibitors unless approval has been obtained from Show Manager, Statesville Civic Center and you have completed the necessary applications with the North Carolina health department.
- All exhibitors are expected to be in their booths during all published show hours. If Show Management sees that you are in violation of this rule, your company may not be permitted to exhibit in future shows.
- All exhibiting companies must have an executed space agreement. Exhibitors are not permitted to assign, sublet or share booth space.
- Admission with an exhibitor badge is required.
- Exhibitors are allowed on the show floor one hour before the show opens to the public and are encouraged to arrive early and be prepared for the crowds.
- What you bring in, take out. Leave the Statesville Civic Center in broom-clean condition.

THANK YOU for your support and participation in the Iredell Home and Garden Show!