

# CAROLINA CLASSIC HOME AND GARDEN SHOW POLICY MANUAL

(Revisions as of 01/19/10)

The following rules and regulations have been adopted by the Home & Garden Show Committee and such rules and regulations are applicable for all future Home & Garden Shows unless and until such time as they might be amended or revised by the Home & Garden Show Committee

The Home & Garden Show Committee shall resolve questions pertaining to any of these rules and their decision shall be final and binding. The Chairman of the Home & Garden Show or the Executive Director of the Home Builders Association shall serve as spokesman in regards to these rules and regulations.

## **EXHIBIT SPACE**

All exhibits in the Home & Garden Show must pertain to products or services pertinent to home building, remodeling, furnishing or home/outdoor living. The Home & Garden Show Committee reserves the right to reject a proposed exhibit as not being in keeping with the tenor of the exhibition.

## **SPACE ASSIGNMENT**

In order to maintain a variety of exhibits and serve as many members of the Home Builders Association (HBA) as possible the following policies have been adopted:

Exhibition space is assigned by a priority system based upon membership in the HBA and previous exhibition experience.

### **Priority System Criteria:**

- A. HBA Members that exhibited in the previous year's Home & Garden Show
- B. HBA Members not exhibiting in the previous year's Home & Garden Show
- C. Non-HBA Members that exhibited in the previous year's Home & Garden Show
- D. All others expressing interest in the Home & Garden Show

All options and priorities expired December 18, 2009. Exhibit space will be assigned on a first come, first served basis after December 18, 2009.

## **AMOUNT OF EXHIBIT SPACE**

The maximum number of exhibit spaces available to any one exhibitor is as follows:

- Four (4) 10x10 booths, or
- Two (2) 12x12 booths, or
- Two (2) 10x20 booths, or
- One (1) 20x20 booth

Exception: HBA members that were exhibitors in the 1988 Carolina Classic Home & Garden Show that exceeded the maximum may continue to rent the same amount as in 1988.

## **BOOTH DESCRIPTION**

The Carolina Classic Home & Garden Show will furnish complete booths ready to move in with flameproof backgrounds eight feet high, side railings three feet high and a sign with your company name. These will be suspended on metal standards.

Exhibitors are responsible for covering the back of any walls or other construction that exceeds the eight feet in the rear and three feet on the sides and, in addition, **will be responsible for any associated cost** including rental of curtains from Displays Unlimited.

Tables, chairs, carpet, and custom signs **are not furnished**, but are available for rent from Displays Unlimited (803 253-8782).

## CURTAIN/AISLE CARPET COLORS

<u>BUILDING</u>	<u>CURTAIN COLOR</u>	<u> AISLE CARPET</u>
Cantey Building	Teal	Green
Ellison Building	Gray	Blue
Hampton Building	Beige	
Moore Building	Navy	Fully Carpeted Building
Ruff Building	Blue	Blue

## ELECTRIC POWER

Electricity and one electrical outlet are included in the indoor booths. An extension cord may be required to reach outlet (cord not provided). Any extra electrical wiring or exhibit lighting will be charged to the exhibitor at the regular rate by an electrician approved by the South Carolina Fair Association.

Outside Electricity- 120 volt hookups are \$15 each per day and 220 volt hookups are \$30 each per day or \$40 per day for two hookups at one location.

## SECURITY

The Carolina Classic Home & Garden Show Committee will exercise all reasonable care for the protection of exhibitors' materials and displays, including the use of a guard service when appropriate. However, no liability for loss will be assumed or implied.

## LIABILITY

**In exchange for being allowed to participate, the exhibitor, its agents, Employees, and representatives (collectively known as the exhibitor) agrees as follows:**

1. To hold harmless and indemnify the SC State Fair, the Home Builders Association of Greater Columbia, the Carolina Classic Home & Garden Show, and respective employees, officers, directors, and volunteers (each collectively known as indemnify parties) against:
  - a) Any loss or damage to property of the exhibitor due to fire, theft, vandalism, or any cause whatsoever while such property is on the designated premises and
  - b) Any claims of bodily injury or property damage liability, including attorney's fees, arising out of the sole or partial negligence of the exhibitor while on the designated premises.
2. The exhibitor shall carry the following insurance policies and provide evidence of insurance if requested: a) Property Insurance for personal property off premises to cover the replacement cost value of all of exhibitors property on designated premises against the Special cause of loss perils. The exhibitor and its insurance carrier shall waive subrogation rights against all indemnified parties. b) General Liability insurance with an Each Occurrence limit of at least \$1,000,000 including coverage for contractual liability.

## EXHIBITOR MOVE-IN/MOVE-OUT

All Buildings will be open at 8:30 AM on Tuesday, Wednesday and Thursday. You may set up your exhibit Tuesday and Wednesday between 8:30 AM and 8:30 PM; and on Thursday between 8:30 AM and 3:00 PM.

No vehicles will be allowed to enter any buildings on Thursday. Roll carts will be provided as needed.

All exhibits must be completely set-up and ready for showing by 3:00 PM on Thursday. A cleaning crew will move in and make the building presentable for the Builder Preview that begins at 6:30 PM.

The exhibitors will be admitted to the building one-hour before the show opens to the public in order to prepare their exhibits for public viewing. You are responsible for security in your booth at that time.

**Absolutely no exhibits will be removed from the building on Sunday night without the approval of the Home & Garden Show Staff. A limited move out of exhibits will be allowed on Sunday from 6:30 p.m. - 8:30 p.m. Any Exhibitors removing or dismantling displays prior to 6:30 p.m. will not be allowed to exhibit the following year. Only those exhibitors that can completely remove exhibits in the three (3) hours allotted may move out on Sunday. For other exhibitors, the buildings will be open at 8:00 a.m. Monday for removal of exhibits. You are responsible for security in your booth at that time. The building must be cleared by 3:00 PM or arrangements made with the S. C. Fair Association for an extension of time.**

## DELIVERY OF MATERIALS

The S.C. State Fair will not accept any shipments of displays/materials on behalf of exhibitors.

It is the responsibility of the exhibitor to receive any shipment on move-in days. **Do not schedule any shipments for arrival prior to move-in days.**

**Shipping Address:** State Fairgrounds, 1200 Rosewood Drive, Columbia, SC 29201.

## EXHIBITOR PARKING

The following schedule will be utilized for the Carolina Classic Home and Garden Show:

- The North Gate on Rosewood Drive (near the rocket) will be closed beginning on first scheduled exhibitor move-in day. Gates #5 and 11 will be opened and exhibitors will be able to drive to the area in which they are displaying during set-up.
- Exhibitors setting up in the Moore, Ruff and Hampton Buildings who need access to the back of these buildings will drive between the Swine Barn and Cattle Barn and behind the Swine Barn and offload items at the back of the building.
- Exhibitor parking during show hours will be accessed through Gate 5 (George Rogers Blvd.). An Exhibitor Parking Pass (provided) must be displayed in order to enter Gate 5. Exhibitors without Exhibitor Badges or a Parking Pass must use Gate 6 and will be required to pay \$2 to park. If you don't have an exhibitor badge, you must then pay \$6 to enter the show (\$5 for Seniors/Military Personnel). **NO EXHIBITOR BADGE = NO FREE ENTRY.** All public parking will be through Gate 6.
- There is no parking next to, in front of, or directly behind buildings or in areas designated as "NO PARKING" areas during set-up, tear-down and show hours. Parking in these areas will result in your vehicle being towed at your expense.

## EXHIBITOR BADGES AND EXHIBITOR PARKING PASSES

Exhibitors must wear the provided Home & Garden Show Exhibitor Badge (provided) while at the SC State Fairgrounds during show hours. This badge will give you access to the buildings through exhibitor and public entrances (**NO EXHIBITOR BADGE = NO FREE ENTRY**). Badges will be available at the office in the Cantey Building on Tuesday, Wednesday and Thursday during move-in times. Exhibitor Parking Passes will be included in this Exhibitor Packet. Exhibitor parking area is accessed through Gate 5 from George Rogers Blvd. All occupants in vehicles entering Gate 5 must have either an Exhibitor Badge or a valid admission ticket for that day. If the gate personnel are not satisfied, they will not let the vehicle enter the gate.

### Number of Badges:

Series 100, 400, 600, 800 booths - 4 badges plus 2 for each additional booth

Series 200, 900 booths - 6 badges plus 2 for each additional booth

Series 300, 700 booths - 8 badges plus 2 for each additional booth

Series 500, 1000 booths - 10 badges

Outside space – 2 badges for each 10 front feet purchased

***\*No more than 12 badges will be given to an individual company, regardless of space purchased.***

Exhibitor badges are for exhibitors only and are non-transferable.

Exhibitors may purchase additional Exhibitor Badges and/or Parking Passes prior to the show opening.

## SHOW HOURS:

Thursday	6:30 PM – 9:00 PM (Preview Party)
Friday	10 AM – 8:00 PM
Saturday	9:00 AM – 8:00 PM
Sunday	11 AM – 6:00 PM

## BUILDER PREVIEW

The Builder Preview will be held on Thursday, March 11 from 6:30 PM - 9:00 PM. Exhibitors will be admitted at 5:30 p.m. and must present official Exhibitor Badge or a Preview Ticket. **Attendees of the "Builder Preview" must be at least 21 years of age. NO EXCEPTIONS!!** The Home Builders Association will extend invitations to all HBA members, and local public officials. HBA Associate Members not exhibiting in the Home & Garden Show can purchase additional tickets at a cost of \$40 per person. Exhibitors and HBA Builder Members may order additional

“Builder Preview” tickets for \$20 per person. Tickets will be available up to Thursday, March 11. A portion of all tickets sales will benefit The Leukemia & Lymphoma Society.

Open bars will be provided. Exhibitors are requested to provide hors d’oeuvres at their booths.

***No one under 21 years of age will be admitted – this includes infants.***

**Preview Party tickets may not be left at ticket booths for guests.**

## **VIP TICKETS**

Each exhibitor will receive ten (10) complimentary VIP tickets. Additional tickets are available to exhibitors for \$3.00 (minimum order of five (5) tickets). Tickets at the gate will cost \$6 per person over 14 years of age; \$5 per person for seniors and military personnel. VIP tickets must be purchased by 3:00 p.m. Thursday, March 11.

A portion of all tickets sales will benefit The Leukemia & Lymphoma Society.

## **MESSAGES**

Messages will be received at (803) 799-9905 in the Cantey Building office.

## **AWARDS**

The Carolina Classic Home & Garden Show awards exhibitors for excellence. A limited number of awards will be presented to various exhibitors in the show. Criteria that must be met to qualify for an award are, but not limited to:

1. Positively adds to overall Home Show experience for attendees
2. Visually stimulating for attendees
3. Demonstrates creativity and planning in booth design
4. Effectively communicates the essence of the business of the exhibitor
5. Presents new products or services in the Columbia marketplace and/or presents products or services in a new or creative manner
6. Professional and knowledgeable staff working the exhibit

Winners of awards will be presented with signage noting their award for display in their booths during the Home Show and places of business after the show concludes. Award recipients will also be featured in the HBA newsletter, the *Blueprint*. The Home Show Committee reserves the right to alter structure and criteria for the awards program at any time. All decisions made by the Home Show Committee are final.

## **SPECIAL RESTRICTIONS**

### **Exhibitors in the Moore Building:**

This building is carpeted from wall-to-wall and as such, certain guidelines will have to be followed in order to maintain the integrity of the carpet.

- No painting, landscaping, masonry construction or industrial building of any kind.
- Saunas or other items that require water are not allowed.
- Carpet on top of carpet will not be allowed.
- Vehicles that are part of an exhibit may be driven into the building after coordination with the State Fair office, but plastic will need to be placed beneath the engine, so as to catch any potential leaks.
- Unloading will need to take place through the front doors or through the rollup door; cars may NOT be driven into the building to unload.
- Only Fairgrounds personnel will conduct any forklift operations within the Moore Building.
- No beverage dispensing vehicles will be allowed in the Moore Building.
- No “ice freezers” will be allowed in the Moore Building

**<<< See Special Restrictions for All Exhibitors on next page >>>**

## SPECIAL RESTRICTIONS FOR ALL EXHIBITORS:

- Exhibitors must confine their activities to the space for which they have contracted. Exhibits and/or displays shall not extend over or into the adjoining space or aisles. Aisles must be spaced in such a manner as to meet the approval of the Fire Marshall.
  - Exhibitors are encouraged to distribute samples, catalogs, pamphlets, souvenirs, etc., subject to approval by Home & Garden Show Committee, but may do so only from within their own booth. On-Site selling of products is permitted.
  - Door prize drawings are allowed. Recipients of prizes will not be announced on the PA System, unless approved by Home Show management.
  - Exhibitors are prohibited from using amplifying equipment of any nature without permission from the Home & Garden Show Committee and if permission is granted, the use of such equipment must not interfere with adjacent exhibits or other activities. Decisions by Home Show staff on the matter are final.
  - Exhibitors may not sublet their space nor any part thereof. Nor shall an exhibitor permit personnel of a non-exhibiting company to use his booth to conduct activities or display without approval of the Home & Garden Show Committee.
  - Booths must be manned at all times during Home & Garden Show.
  - No food may be served from booth, without prior approval from Home & Garden Show Committee; during show hours open to the public. No alcoholic beverages may be served from the booth during show hours open to the public.
  - **All food vendors must display prices for all food and beverage items.**
  - Banners may not be hung from the ceiling, rails or any structural member without the approval of the Home & Garden Show Staff. The Displays Unlimited staff must hang approved banners. Displays Unlimited will determine the price per banner. HBA "Locational Banners" are available. Contact HBA staff at 256-6238.
  - The following list of fire codes shall be complied with at all times. If further clarification is needed contact the Bureau of Fire Protection, City of Columbia (803) 545-3701.
1. Combustible decorative materials "i.e." cotton, batting, foam, vegetation, Spanish moss, pine straw, hay, leaves, cut Christmas trees and similar materials are prohibited in assembly occupancies in accordance with I.F.C. Sections 804 & 805.
  2. Smoking is prohibited in all buildings in accordance with I.F.C. 310.
  3. All exit doors must remain unlocked and unobstructed at all times and all aisles must be obstruction free at all times in accordance with I.F.C. Section 1027
  4. Vehicles of any type are prohibited inside of any occupancy, unless each vehicle is inspected and receives approval from the Fire Marshal's Office in accordance with I. F. C. Section 314.4. The following items must be done before approval is received:
    - Batteries shall be disconnected
    - Fuel in fuel tank does not exceed one-quarter or 5 gallons (whichever is least).
    - Fuel tanks and fill openings are closed and sealed to prevent tampering
    - Vehicles, boats or other motor craft are not fueled or de-fueled within the building
  5. Open flames of any type shall be prohibited without approval and a permit from the Fire Marshal's Office in accordance with I.F.C. Section 308
  6. L.P. gas appliances and tanks are prohibited unless approved by the Fire Marshal's Office. Only 5 pound, non-refillable gas cylinders will be permitted in accordance with N.F.P.A. 58, Section 9-4, 4, 3, 9.
  7. All cooking that produces grease-laden vapors is prohibited inside all buildings unless approved by the Fire Marshal's Office.  
EXCEPTION: The Moore Building has an approved hood and fire suppression system.
  8. All extension cords shall be for temporary use only, and shall not pass through doors, doorways, under carpets or through walls in accordance with I.F.C. Section 605.5
  9. All tents in excess of 200 square feet (10' x 20') must be permitted by the Fire Marshal's Office in accordance with I.F.C. Section 105.7.12
  10. All tents used to cook under must be approved by the Fire Marshall's Office.