

Homescape Events LLC
Presents: Sonoma County Holiday Home Show
"CELEBRATING VETERANS"
November 11th 10am-5pm November 12th 10am-4pm

SHOW APPLICATION

To reserve a space, please complete the application and return to our office along with all of the required documents, a \$200 non-refundable deposit and a \$50 refundable "booth breakdown" deposit (see below for details). Please note: **Booth spaces are on a first come, first served basis and all information in this packet must be received before your booth is secured. By signing this application, the terms of this agreement may be changed at any time and without notice. Please check our website at SonomaCountyHomeShows.com for updates.**

COMPANY: _____
CONTACT: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
TELEPHONE/CELL/E-MAIL _____
RESALE PERMIT/LICENSE # _____

Booth preferences: 1st choice ____ **2nd choice** ____ **3rd choice** ____

Payment:

_____ Check enclosed: \$_____ (\$200 deposit PLUS \$50 refundable booth breakdown deposit) Make checks payable to Homescape Events LLC and mail to: 11230 Gold Express Drive, #310-323, Gold River, CA 95670

_____ Please charge my credit card (Visa/MC/AmEx/Discover) for \$_____

Name on card: _____

Credit Card #: _____

Exp. Date: _____ Security code _____

Credit Card Authorization: By submitting your credit card information you authorize Homescape Events LLC to charge your card on your behalf the balance due on your booth 60 days prior to the date of the event if payment has not been received. If no payment has been received within 30 days of the event, your booth reservation will be canceled and no refunds will be issued.

(NOTE: "Booth breakdown" is considered as any material: banners, products, booth supplies, etc. that is taken down or packed away PRIOR to 4pm on Sunday.)

Signature: _____ Date: _____

Sonoma County Holiday Gift and Home Show Terms and Conditions

1) Booth Assignment/Operation: Every effort will be made to place you in your 1st booth preference and notify you of any changes. However reservations are on a first come, first served basis. It may be necessary to reassign booth location which is the exclusive privilege of the management to do so.

2) Booth Operation: Products from one company that have a signed contract and full payment may be sold from exhibit space. Booth sharing is strictly prohibited. No exhibit shall extend beyond its allotted space unless authorized in writing by management.

3) Booth Payments: \$200 non-refundable deposit and a \$50 fully refundable booth breakdown deposit are due with the application. \$50 booth breakdown deposit is refunded by check within 14 business days after the last day of the event and **upon written request**. No refunds will be given after 14 business days however the booth breakdown deposit may be credited to the next year's booth breakdown deposit if preferred. **PLEASE READ: Final balance is due 60 days before set up day. By submitting your credit card information you authorize Homescape Events LLC to charge your credit card the balance owed 60 days prior to the event if payment has not already been received. Checks are accepted and preferred. Please make checks payable to Homescape Events LLC and mail to: 11230 Gold Express Drive, #310-323, Gold River, CA 95670.**

4) Cancellations: NO REFUNDS. Exhibitor holds harmless Homescape Events LLC and Sonoma County Home Shows for any loss or claims for damages resulting in the cancellation of the show for any reason. Cancellation insurance may be purchased through RainProtection for such potential unforeseen cancellations. However, we understand that emergencies can happen. Please let us know if an emergency prevents you from participating in the show or if you need to leave the show so that we can accommodate the space with signage.

5) Booth Construction: Each booth will be 10'x10' with a 3 foot high drape side divider, 8 foot drape backdrop and booth number (no drape or booth number signs outdoors.) One duplex electrical drop (500w 120v outlet) will be provided for indoor booth space only. Exhibitor hereby agrees to not build sidewalls over 3 feet in height unless expressly approved by management. Banners may be hung on the backdrop but not products that are heavier than banner weight. Pop up tent frames are allowed but not any coverings.

6) Unoccupied Space: In the event an exhibitor has failed to occupy the space by 9:45 am on the first day of the show without contacting management, Homescape Events LLC shall have the right to utilize such space in any manner suited to its purposes. However, the exhibitor will not be released from its duties and obligations under this contract and Homescape Events LLC will not refund any monies paid for reservation of the exhibit space.

7) Noise Control: The use of any sound equipment is prohibited unless approved by management. Any electronic equipment or machinery, which is determined to be distracting from other exhibitors, will not be permitted.

8) Security: Overnight security will be provided Friday night 8pm to Saturday morning at 8am and Saturday night 5pm to Sunday morning 8am. The exhibit hall must be vacated within 30 minutes after show closing. Exhibitors will not be allowed inside the building after the building has been secured and locked. It is the responsibility of the exhibitor to ensure that all valuable items are secured. Exhibitor expressly waives any and all claims against Homescape Events LLC and The Sonoma County Home Shows for any theft or damages to exhibitor's products.

9) Insurance: General Liability Insurance is mandatory and naming Homescape Events LLC as the additional insured is required. Please see below the additional insured information. Your insurance company can email it to us directly: Info@HomescapeEvents.com

Homescape Events LLC, 11230 Gold Express Drive, #310-323, Gold River, CA 95670

If you do not have insurance or do not wish to purchase general liability insurance, you may sign a waiver stating that you hold harmless Homescape Events LLC, the Sonoma County Home and Shows, Santa Rosa Event Center and all affiliates. along with the Show Application.

10) Resales Licenses/Permits: Exhibitors must have a current resell license/permit and/or temporary food permit (food vendors only.) It is the responsibility of the food vendor to obtain their Temporary Food Permit from the Health Department and provide the number to Homescape Events LLC along with the Show Application.

11) Exhibitor Conduct: Any exhibitor conducting themselves in a rude, disrespectful or threatening manner, making racial slurs, or using profanity Homescape Events LLC will exercise their right to refuse participation and will be asked to leave immediately. All booth costs and/or deposits and any claims to damages will be forfeited and will be prevented from future show participation. If an exhibitor makes management aware of any unbecoming behavior regarding another exhibitor it will remain in the utmost confidence with management and handled appropriately.

12) Parking: NO OVERNIGHT PARKING is allowed on the grounds of the Santa Rosa Fairgrounds and without prior written agreement from the fairgrounds presented to staff upon check-in. **ANY** parking violations may result in a fine of at least \$150 and no more than \$250. Overnight parking is available across Aston Street at the RV Parking lot. Exhibitor parking will be clearly marked upon check-in.

FAQ

What's included in my booth fee?

Your booth includes pipe, drape (blue and white), electricity and WiFi (password will be given upon check-in). You will also receive 2 exhibitor badges and 2 parking passes per 10x10 booth. Additional badges are \$5 and passes are \$8. Passes and badges are non-transferrable.

Can I hang my banner on my booth?

Yes, however, it may not be so heavy that it takes down the pipes.

Are pop ups allowed?

Pop up frames are allowed inside but not the cover due to fire restrictions. Product may be hung as a "wall" as long as it does not block another neighboring vendor.

Can I rent tables or chairs?

Yes. Tables are \$20 and chairs are \$10 for the weekend and must be ordered 30 days prior to the event. There are no rentals onsite.

Can I rent a forklift?

No. You will need to make arrangements with the fairgrounds directly for forklift rentals.

When can I set up and break down?

Set up is on Friday 8am-8pm and Saturday 8am-9:30am. You must notify Homescape Events via email at Info@HomescapeEvents.com if you are setting up on Saturday. Breakdown is on Sunday 4pm-8pm and Monday 9am-1pm.

Can I break down on Monday?

At your own risk. There will be no overnight security services on Sunday night.

Can I drive into the building to drop off/pick up my products?

Yes, the roll up doors will be open on Friday only to drive in. Roll up doors will be open again on Sunday when the last guest leaves or at 4pm.

Is security provided?

Yes, we will have overnight security from Friday 8pm until Saturday 8am and Saturday night 5pm until Sunday 8am.

Will there be food?

Yes. We have renegotiated a contract with the fairgrounds to allow us to offer various food choices. Confirmation of what will be available will be announced as soon as they are confirmed.

Will there be entertainment?

Yes. Confirmation of entertainment will be announced as soon as they are confirmed.

Where can I park?

Parking is in the Redwood lot inside Gate 4 on Brookwood Ave. You will receive the gate code to go in and out of the parking lot during the show when you check in.

Where do I check in?

Check In is in the Hall of Flowers at the west side. You must check in prior to setting up.

Where do guests park and where do they go?

Guests can park across the street on Brookwood Ave. Parking is \$10 and paid directly to the fairgrounds. Guests will come in through the main gate on Brookwood Ave. and turn right at Mexican Village for the main entrance.

Where are the restrooms?

Restrooms are located outside the courtyard between the Garden Building and Hall of Flowers. There is another set of restrooms inside Hall of Flowers on the East side of the building (facing Brookwood Ave.)