



# 2022 FINAL INSTRUCTIONS



*Fresno Fall* 17th Annual  
**HOME IMPROVEMENT**  
*Show*

November 4,5,6, 2022  
Fresno Fairgrounds

*Specialists in bringing qualified customers to you*

## Final Instructions

November 4,5,6, 2022  
Fresno Fairgrounds

**Welcome...**  
to the 17th Annual Fresno Fall Home

Fresno Fairgrounds  
1121 S. Chance Ave.

Improvement Show & Tiny House Expo! We are pleased that you have chosen to participate in California's premier home improvement event. With your help, we present the consumer with a variety of quality products and services, plus some exciting special features, guest speakers, and new venues. Thank you for your participation! This Exhibitor Instruction Pamphlet provides important FINAL INSTRUCTIONS and answers to some frequently asked questions. In addition, phone numbers, maps and accommodation information are included for your convenience. Should you have questions or concerns at any time during the show, please come to the Show Office located at the northwest corner of Building #2. There will always be a staff member there ready to assist you.

HAVE A GREAT SHOW!



Show Hours:

Friday, 11/4, 10am - 5pm
Saturday, 11/5, 10am-5pm
Sunday, 11/6, 10am-4pm

Set-Up Schedule:

Thursday 11/3, 8am-8pm

Tear-down Schedule:

Sunday, 11/6, 4:15pm-8pm
Monday, 11/7, 8am-12 noon

Contact Us:

Home Office: 800-897-7899

Show Office: 559-346-9788
Thursday, 11/3 - Monday 11/7 noon

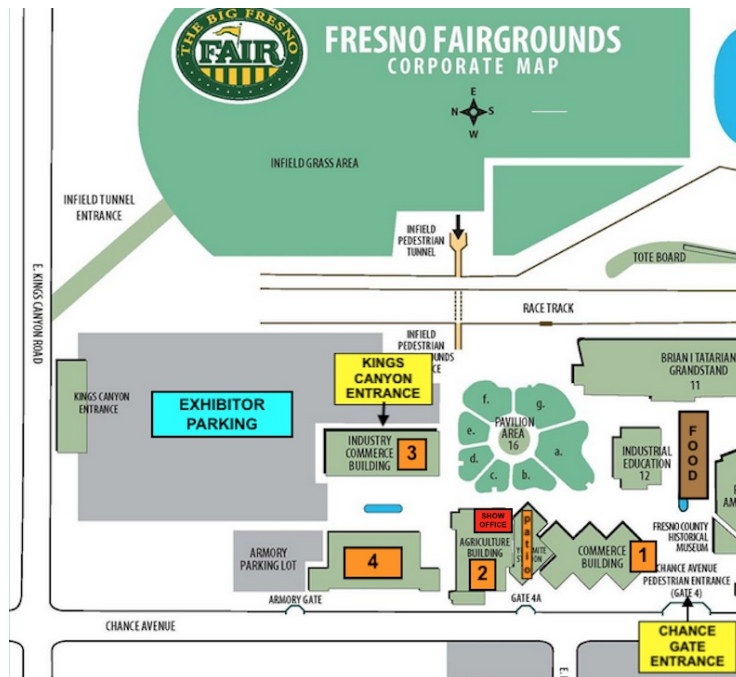
kristen@fresnoshows.com
laurie@fresnoshows.com

CHECK-IN AND SET-UP

A show office is located at the Northwest corner of Building #2 (north side of the Fairgrounds). You must check-in before you set-up. You may check- in on Thursday, 11/3/22, Set-up on Thursday is between 8 a.m. - 8 p.m. To resolve any no-show issues, all exhibitors must check-in at a show office, or call 559-346-9788 prior to 5 p.m. Thursday, November 3, 2022. If you have not checked in, or if we have not received notice by phone, we will do what is necessary to fill the empty space.

To confirm, a company that has not checked in with the show office by 5:00 p.m. Thursday, November 3, 2022, either by phone 559-346-9788, or in person may be cancelled and will forfeit any payment.

During check-in you will receive Exhibitor Badges and directions to your booth. Your exhibitor badge gives you access to the fairgrounds and free parking. Badges are not for friends, family members or employees who are not working at the show. If you have a large staff and need to distribute badges before set-up, please call 1-800-897-7899 and we will mail your badges ahead of time (10 badge limit). All paperwork must be submitted BEFORE you arrive for check-in. To better serve all our customers, and to keep the lines down to a minimum at the show office, the following must be taken care of prior to check-In:



- 2022 Home Show contract signed and returned
- Completed Board of Equalization form
- Account paid in full
- Health Permit (if required)

## **EXHIBITOR PARKING**

To insure convenient parking for our attendees, we ask the exhibitors to park in the Kings Canyon Lot. Your Exhibitor Badge guarantees free parking at that lot. Exhibitors are not to park in the Chance Avenue Parking lot, which is considered Premier Parking and it is just for attendees.

There are limited RV spaces that can accommodate merchants traveling in an RV. Most include full hook-up (water, electricity and sewage).

Space availability is first-come, first-served, by reservation only. Please click on link to make reservations: <https://www.fresnofair.com/p/other/rv-parking>

## **DELIVERIES**

Please include your company name and booth number, send to:

Fresno Fall Home Improvement Show  
C/O The Big Fresno Fairgrounds  
1121 S. Chance Ave.  
Fresno, CA 93702

Deliveries are accepted November 2 – November 6, 2022, during the hours the buildings are open to merchants. For security reasons, it is best to be on-site to receive your own shipments. Show Management cannot be held responsible for lost, damaged, misplaced or stolen shipments. We will not accept C.O.D.s!

## **SUPPLIES**

Remember to bring all necessary supplies with you. Items such as ladders, hand trucks, hammers, brooms, pencils, etc., will not be provided by the Show Office.

## **FORKLIFT**

You may order the forklift and driver at a rate of \$50.00 per hour, between 8:30 a.m. and 3:00 p.m. on Thursday. The forklift/driver is also available for tear down on Monday, 8:30-12:00 noon. No forklift is available on Sunday.

You may pre-order by calling the Fresno Fairgrounds at 559-650-3247. Visa/MC/Amex are accepted for pre-orders. If you need to order at the show, Visa/MC/Amex, and cash are accepted (no checks). If you need a forklift/driver for Sunday night's tear down (or when the Fairgrounds forklift is not available) you must make your own arrangements for a forklift and driver.

## **MUSIC/VIDEO/PA SYSTEM IN BOOTH**

Recorded music is prohibited as part of an exhibit or display without written permission from an appropriate music licensing source (i.e. BMI, ASCAP). Evidence of such permission must be available for review upon request. In the event written confirmation cannot be documented, the exhibitor is not in compliance with show management policy and can be removed from the facility.

In addition, anyone playing music (live or recorded), speaking into a microphone, demonstrating a video/sound system or otherwise using a public address (PA) system must keep the volume down to an appropriate level, to be determined by show management. Non-compliance with this section can result in removal from the show.

## **STOVE AND BARBECUE COMPANIES BE PREPARED**

Companies that have products like pellet stoves, barbecues etc, that will be in operation during the show must have signage warning the consumer/children of the danger/heat of their product. Please make sure signage is visible. As an extra precaution, please have your staff inform each consumer as they enter your booth.

## **SHOW DECORATOR & ELECTRICAL**

Sacramento Stage Lighting (SSL) is the decorator & electrical contractor for the Fresno Fall Home Improvement Show. Their service desk will be located on-site (near the Show Office in Building #2). Their scheduled availability is as follows:

Thursday November 3 8 a.m. – 7 p.m.

Friday November 4 8 a.m. – 2:00 p.m.

Saturday November 5 On Call

Sunday November 6 On Call

The SSL service desk is where exhibitors may order last minute tables, chairs, carpeting and special electrical boxes for their booth space. It is recommended that such orders be placed with SSL **prior to the show**. If you haven't received an SSL pre-order packet, or if you need additional decorating information, please click [HERE](#), or contact: Sacramento Stage Lighting at (916) 447-3258 | [orders@sacstagelight.com](mailto:orders@sacstagelight.com).

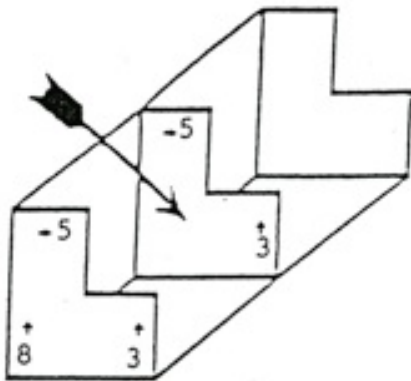
## INTERNET CONNECTION

Internet Connection is available inside most buildings, but NOT OUTSIDE. While at the show you will connect to the network on your device and then you are directed to pay for the service. PLEASE NOTE- high volume of users may impact connection speeds. You may want to be prepared with a backup personal hotspot.

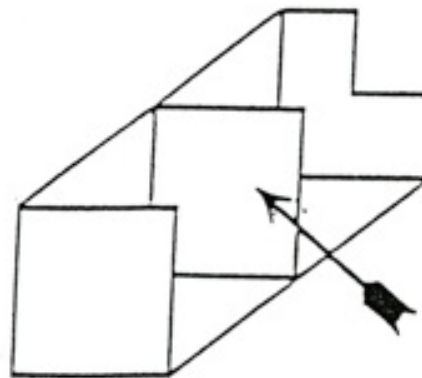
## EXHIBIT DISPLAY POLICY

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#### OPEN VIEWING:



Correct Set-Up



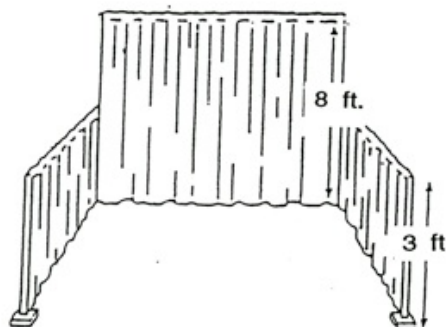
Incorrect Set-Up

## BOOTH SPECIFICATIONS

Booth surrounds are cloth drapes, which include an 8' high backdrop and 3' high side panels.

Exhibits or displays within the booth area will be limited to an 8'x 10' back with side panels not to exceed 8' in height for one-half of the panel distance, measured from the rear drape (8'x5'); the remaining side panel height will not exceed 3' (3'x5').

**\*\*ANY EXCEPTION TO THE ABOVE MUST BE PRE-APPROVED BY SHOW MANAGEMENT. CERTAIN TYPES OF BOOTHS ARE NOT SUBJECT TO THE ABOVE SPECIFICATIONS AND WILL BE SO NOTED.**



Outside booths will not have side drapes and/or back drapes. OUTSIDE BOOTHS DO NOT FALL UNDER THESE GUIDELINES.

**\*\*IF YOU ARE LOCATED WITHIN THE MAKER'S MARKET FEATURE AREA, THE SIDE PANEL RESTRICTIONS DO NOT APPLY. Side Panel displays may extend, if necessary.**

A professional, finished appearance is required in all areas of the exhibit/display visible to attendees. Unfinished and/or exposed portions of the exhibit /display must be draped. **Two-sided banners may not be used.** ANY EXCEPTION TO THE ABOVE



MUST BE PRE-APPROVED BY SHOW MANAGEMENT.

Unless otherwise specified, typical booth space will measure 10'x10' and shall include:

\*One identification sign (if contract received at least 4 weeks prior to show);

\*Fully draped rear and side panels, as described above.

**Important:** all displays & display material must stay within contracted booth boundaries. Any deviation from this policy may result in removal from the show or additional booth charge.

**\*One duplex electrical drop (500W/110V outlet).**

### **TINY HOUSES**

Tiny houses are placed on a first come, first serve basis. Likewise, tiny houses will be moved out on a first in-last out basis. If you need to have your tiny house removed at a certain time on Sunday evening or Monday morning please communicate your needs to [laurie@fresnoshows.com](mailto:laurie@fresnoshows.com). Show Staff will do their best to accommodate the different schedules and needs our tiny house vendors may have.

### **AREA MAINTENANCE**

It is expected that you will keep your immediate area neat and clean. Trash should be placed in the aisle for pick-up at the close of show each evening. Please separate trash – put all cardboard containers next to trash bins – maintenance will collect for recycling. Other items, which must be recycled include: glass bottles, plastic beverage containers and aluminum cans. Please use the recycling receptacles provided for public use throughout the grounds and buildings.

Use of polystyrene (Styrofoam) is prohibited for all vendors and concessionaires. Janitorial services will be provided each morning prior to the opening of the show.

For security reasons, janitors are not permitted to enter the booths. However, if you have an especially difficult cleaning situation, contact the Show Office for assistance.

### **SALES TAX**

The sales tax rate for Fresno County is 7.98% (as of 9/14/22). California's State Board of Equalization requires a valid resale number for all exhibitors who are a retail sales oriented company.

If you plan to sell tangible products at the show, and you don't have a California Resale Number, then it is imperative that you obtain a resale number prior to the event. Some products and services are exempt from these requirements. For more information, contact the State board of Equalization Office in Fresno 800-400-7115. Note: the tax rate may change at any time prior to the event.

Exhibitors must provide show management with a current, completed and signed resale form prior to check-in. Contact our home office at 800-897-7899 if you need another form.

### **INSURANCE**

Exhibitors shall carry and maintain insurance, including move-in and move-out days and, at their sole cost and expense, worker's compensation, personal injury, and theft and property damage coverage under a policy of general public liability insurance (Please refer to the "insurance" clause on the back of the show contract).

Additional Insured:

Fresno Fall Home Improvement Show  
Home Office, Mailing Address:  
4120 Douglas Blvd. #306-349  
Granite Bay, CA 95746

Fresno Fairgrounds  
1121 S. Chance Ave.  
Fresno, CA 93702

Event Site:  
1121 S. Chance Ave.  
Fresno, CA 93702

We are not affiliate with this company, but offer for your convenience, information on an insurance company that offers temporary coverage for the shows. Click button below:

[Click Here to Purchase Insurance for the Show](#)

**ALCOHOL BEVERAGES/SMOKING**

The consumption of alcoholic beverages is permitted on the fairgrounds, however, you MAY NOT bring any type of alcoholic beverage on to the Fresno Fairgrounds. All merchants, staff and business associates will avoid excessive drinking or public drunkenness during show hours, and will maintain a professional demeanor while at the event.

Smoking is not permitted in any of the buildings or annexes at the Fresno Fairgrounds. We request that you smoke outside in well-ventilated areas.

Anyone found disregarding the above will be removed from the fairgrounds and denied further participation in the show.

**BOOTH TEAR DOWN**

Due to several safety and liability issues involved, we do not allow merchants to tear down & carry out product/displays prior to the **advertised 4:00 p.m. closing time on the Sunday of the show.**

For safety reasons, the exact time of Sunday’s tear down will be determined by the number of attendees still present after the close of the show.

Every effort will be made by show management to encourage show goers to leave the fairgrounds in a timely manner, however, tear down will not begin until approved.

**BOOTH TEAR DOWN SCHEDULE**

Sunday November 6th 4:15 p.m. - 8 p.m.

Monday November 7th 8 a.m.- 12 noon\*

NOTHING WILL BE PERMITTED TO LEAVE THE EXHIBIT HALLS PRIOR TO 5:00 P.M. ON SUNDAY, November 6th.

**\*ALL EXHIBITS MUST BE DISMANTLED AND REMOVED BY 12 NOON ON MONDAY,**

**November 7th.** After 12 noon on the 7th, exhibits are subject to removal and storage by the Fresno Fairgrounds. If this should occur, the exhibitor will be charged labor and storage fees at prevailing rates. Fresno Shows will not be responsible for contacting companies regarding displays left at the fairgrounds.

**HOST HOTELS**

In order to receive a merchant discount, you must mention your are with the Home Show when making reservations.

Wyndham Garden Fresno Airport  
5090 East Clinton Way Fresno, CA 93727  
Phone: 559-455-2510

GREAT PRICE FOR A GREAT HOTEL - Currently going for \$94 per night as of 9/10/22... and there's a Starbucks down the street!

**PHONE NUMBERS**

Home Show Office.....559-346-9788

**Fresno Fairgrounds**

Administration Office.....559-650-3247

**Fresno Shows**

Sacramento Office.....916-780-9424

Toll-free.....800-897-7899

**Sacramento Stage Lighting, Decorator.....916-447-3258**

Directions to the Fresno Fairgrounds:

From the South:

\*Take 99 North to Highway 180 East. Take the Cedar Avenue Exit and proceed South on Cedar. Turn left on Kings Canyon and head East. The Fairgrounds will be ahead on your right hand side.

\*Take Highway 41 North to Highway 180 East. Take the Cedar Avenue Exit and proceed South on Cedar. Turn left on Kings Canyon and head East. The Fairgrounds will be ahead on your right hand side.

From the North:

\*Take Highway 99 South to Highway 180 East. Take the Cedar Avenue Exit and proceed South on Cedar. Turn left on Kings Canyon and head East. The Fairgrounds will be ahead on your right hand side.

\*Take Highway 41 South to highway 180 East. Take the Cedar Avenue Exit and proceed South on Cedar. Turn left on Kings Canyon and head East. The Fairgrounds will be ahead on your right hand side.

From the West:

Take Ventura and head East. As you cross Cedar, Ventura becomes Kings Canyon. The Fairgrounds will be on your right hand side.

From the East:

Take Kings Canyon and head West. After passing Maple, the Fairgrounds will be on your left hand side.

## FRESNO SHOWS PRODUCTIONS

Fresno Fall Home Improvement Show & Tiny House Expo!  
17th Annual Event  
November 4-6, 2022

Fresno Home & Garden Show!  
37th Annual Event  
March 3-5, 2023

Tri-County Home & Garden Show  
August 18-20, 2023  
The Roebbelen Center, Roseville, CA

For exhibitor and show information call Kristen, Laurie at 800-897-7899.

Fresno Shows  
4120 Douglas Blvd. #306-349  
Granite Bay, Ca 95746

[www.fresnoshows.com](http://www.fresnoshows.com)   [events@fresnoshows.com](mailto:events@fresnoshows.com)

Disclaimer: Show Management will be diligent in their efforts to assure that the information contained in this booklet and in previous printed material regarding this production is accurate. However, because of the vast amount of variables involved, this booklet and other show information are subject to change without notice, and are not meant to be all-inclusive.

