

G&G Productions, Inc.

32nd Annual

32nd Annual
BAKERSFIELD

HOME
& GARDEN
S H O W

A G&G Productions Event

Exhibitor Final Instructions

February 23, 24, 25, 2018
Kern County Fairgrounds
Bakersfield, CA

BakersfieldHomeShows.com

EXHIBITOR INSTRUCTIONS

PLEASE pass this E-booklet along to the person(s) who will be setting up, manning and breaking down your exhibit!

Show Specifics

Friday, February 23rd, 2018 12-7pm
Saturday, February 24th, 2018 10a-7pm
Sunday, February 25th, 2018 10a-5pm

Producer: **G&G Productions**
Helen Kebede, Show Director
P.O. Box 1100
Carmichael, CA 95609
Ph. (800) 655-0655
Fax. (916) 561-6467
Helen@ggshows.com

Pipe/Drape/Rental: **Walker-Lewis Rents**
Zach Rabanal – (661) 831-7368 x206

Media: Sue Keil
Keil Advertising
SKeilAdv@aol.com

Venue: **Kern County Fairgrounds**
1142 South P Street
Bakersfield CA
(661) 883-4900

Check-In and Set-up

You must check-in at the show office located at the **southwest end of Building 1** prior to setting up your exhibit!

ON SET UP DAYS: **Enter through Gate 28**, second gate north of the Main Gate on South P Street and **park behind Building 2 or 3.** (See map on page "A")

Exhibitors are asked to NOT PARK in the courtyard due to Courtyard exhibit construction.

CHECK-IN & SET-UP SCHEDULE

Thursday, February 22nd

8 a.m. – 8 p.m.

Friday, February 23rd

8 a.m. – 10:30 a.m.

ALL EXHIBITORS MUST BE CHECKED IN AND SET UP PRIOR TO 10:30 a.m., FRIDAY, FEBRUARY 23rd, 2018.

If you have not check in or if we have not received notice by phone, you will be considered a no-show and show management reserves the right to fill the space however it deems appropriate with no refunds available.

Exhibitor Badges / Parking Passes.

Issued upon check-in. Limit of four (4) badges and two parking passes per booth. Additional parking passes can be purchased for \$5 each. Badges are not for friends, family members or employees who are not working the show. If you have a large staff and need to distribute badges prior to set-up, please call (800) 655-0655 and we will get badges to you ahead of time. (10-badge limit applies.)

Parking During the Show

Exhibitors may park on the Fairgrounds through Gate 28, second gate north of the Main Gate or through Gate 40 off Ming Avenue. (See map on page "B". You will receive either a Gate 28 or Gate 40 parking pass when you check in Thursday or Friday before 11 a.m. at the Show Office. Please show your exhibitor badge along with your parking pass to enter exhibitor parking during the show. If you do not have your parking pass with you after 11 a.m. Friday, or on Saturday or Sunday, parking is available for a fee in the public parking lot on South P Street.

Exhibition Rules

Solicitation: For purposes of solicitation to the public, exhibitors are limited to their individual exhibit areas. **No exhibitors will be allowed to solicit at the main gate, doorways, aisles or other areas of the show not assigned to them.**

Music/Video/PA System: Exhibitors utilizing music as part of their exhibit display, must have 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. Exhibitors utilizing music, video, PA systems, must keep such devices at a level that does preclude neighboring exhibitors from communicating with the attending public. Simple courtesy and common sense should be observed at all times.

Exhibit Set-up

Booth size: 10x10

Drapery Color: Black
No pipe and drape available for outdoor exhibits.

Electrical: One (1) 500v, 120v outlet to be shared with other Exhibitors. PLEASE REMEMBER TO BRING EXTENSIONS CORDS AND POWER STRIPS. Additional power (220v) can be requested by calling (800) 655-0655 prior to the show. Additional charges will apply.

Exhibit Walls: **Exhibit sidewalls over 3 feet in height should not come out more than 5 feet from the back wall of the booth. All precautions should be taken to keep from blocking off neighboring exhibitors.**

Tables: To present a professional appearance and to safeguard in case of fire, fireproof certified fabric is strongly recommended and necessary according to the fire code in any public building.

Signs: A small black and white sign is provided with your booth for the purpose of your location of your exhibit space. We recommend that you utilize professionally made banners in keeping with the professional appearance of the show. Two-sided banners may not be used.

Supplies: Please bring all necessary supplies with you. Items such as ladders, hand trucks, hammer, brooms, pencils, scotch tape will not be provided by the Show Office or the Fairgrounds.

Deliveries

We recommend that any company sending products to the home show and in need of drayage services, contact WALKER-LEWIS RENTS. Contact Zach Rabanal – (661) 831-7368 x206.

If you do not wish to use the above service, please include your company Name and booth number when sending your product to:

Bakersfield Home & Garden Show
c/o Kern County Fairgrounds
1142 South P Street
Bakersfield CA 93307
(661) 883-4900

Deliveries are accepted February 22nd and 23rd during the hours the buildings are open to exhibitors. For security reasons, it is best to be on-site to receive your own shipments. Neither show management nor the Fairgrounds can be held responsible for lost, damaged, misplaced or stolen shipments. COD's are not accepted.

Telephone & Internet Connection

Telephone: All telephone needs must be ordered through VALLEY TELEPHONE AND DATA CABLING (Ben Mendoza) at 661/589-4393 or fax 661/201-8232. Orders should be placed one (1) month in advance of show. Service may not be available in certain locations on the grounds and buildings. Do NOT contact your telephone service carrier.

Internet: Internet access is provided by Kern County Fairgrounds. For questions call them at (661) 883-4900.

Maintenance of Exhibit Areas

Fairgrounds maintenance will provide clean up each morning for common areas only. Please maintain your exhibit area in showroom condition. Trash should be placed in receptacles found in the buildings and outside for pick up by the maintenance crew each morning.

Forklift

Please contact Zach Rabanal from Walker-Lewis at (661) 831-7368 x206 to schedule a forklift.

NOTE: FREIGHT DOOR IS NOT OPEN ON FRIDAY!!!!

Sales Tax

Sales tax in Bakersfield is 7.50%.

Security

Show security (gate and roving) is provided 24 hours per day from 12 noon on Thursday, the 22nd to 8am on Monday, February 26th.

SECURITY CANNOT BE EVERYWHERE ALL THE TIME, SO PLEASE TAKE THE NORMAL, APPROPRIATE PRECAUTIONS TO SAFEGUARD YOUR VALUABLES, ESPECIALLY DURING SET UP AND BREAKDOWN.

Show Decorator

Walker-Lewis Rents is the decorator for the home show. They will maintain a service desk on-site near the show office in Building 1. They will be available during the show set-up hours and on call during show hours for the purpose of rental equipment (tables, chairs, etc).

It is recommended that you place all orders for furniture, tables, chairs, carpet and any other special need prior to the show. You will receive a Walker-Lewis pre-order packet, however if you do not, please contact Zach Rabanal – (661) 831-7368 x206.

BOOTH TEAR DOWN -- IMPORTANT

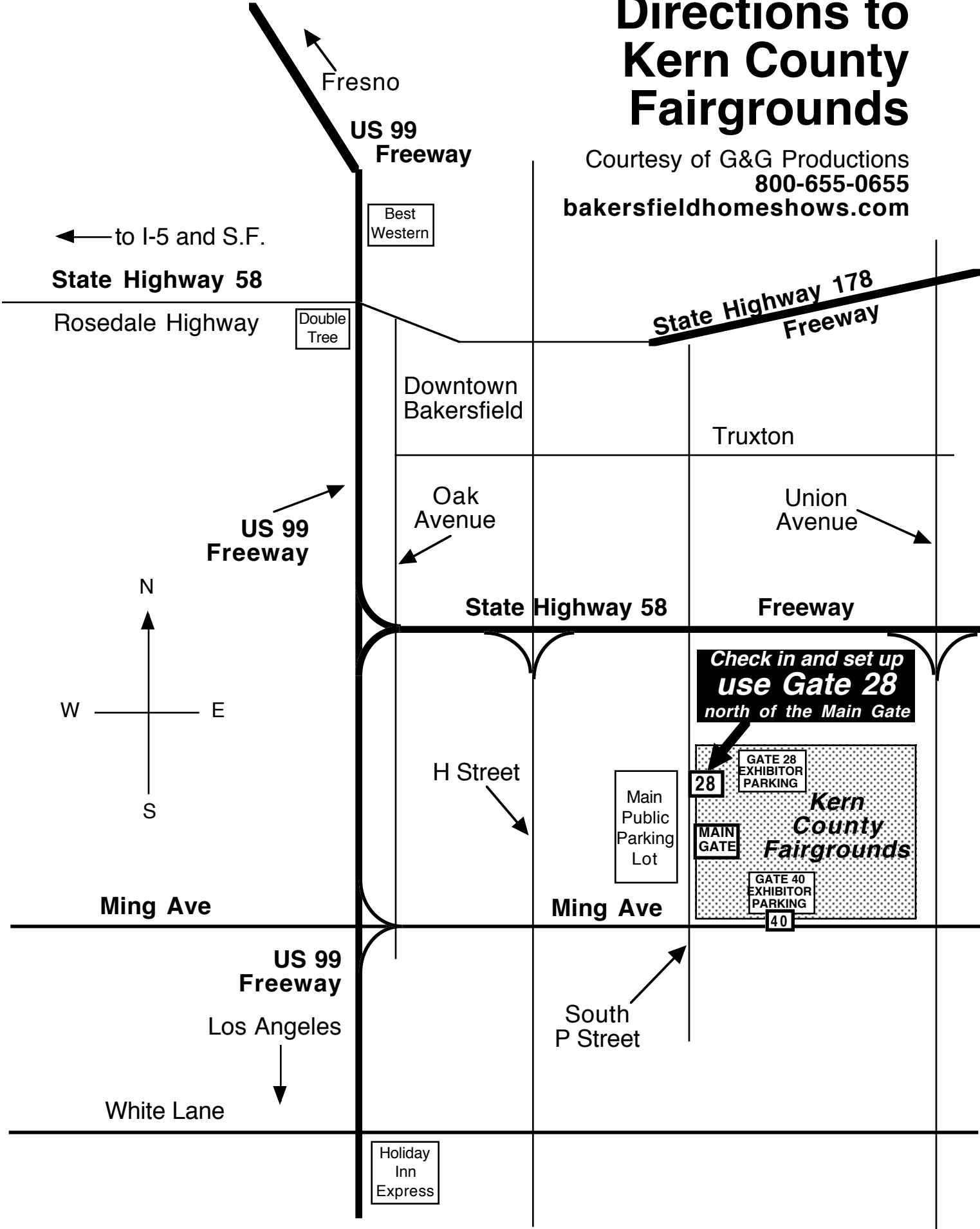
REMOVAL OF EXHIBITS WILL BE PROHIBITED DURING THE COURSE OF THE SHOW. ABSOLUTELY NO EXHIBIT IS TO BE DISMANTLED BEFORE 5:00 PM ON SUNDAY, FEBRUARY 25th.

Teardown Schedule

Sunday, February 25 th	5-8pm
Monday, February 26 th	8-11am

Directions to Kern County Fairgrounds

Courtesy of G&G Productions
800-655-0655
bakersfieldhomeshows.com



Bakersfield Fall Home Show - Exhibitors PARKING PROCEDURES

ALL EXHIBITORS use Gate 28 only for check in and then set up Thursday 8am-8pm and selected last minute set up Friday 8-11am

Each exhibit booth will receive two parking passes (Gate 28 or GATE 40) when checking in at the Show Office.

Additional Exhibitor Passes can be purchased for \$3 each, good for all 3 days...or parking is available in the public parking lot for \$3 a day.

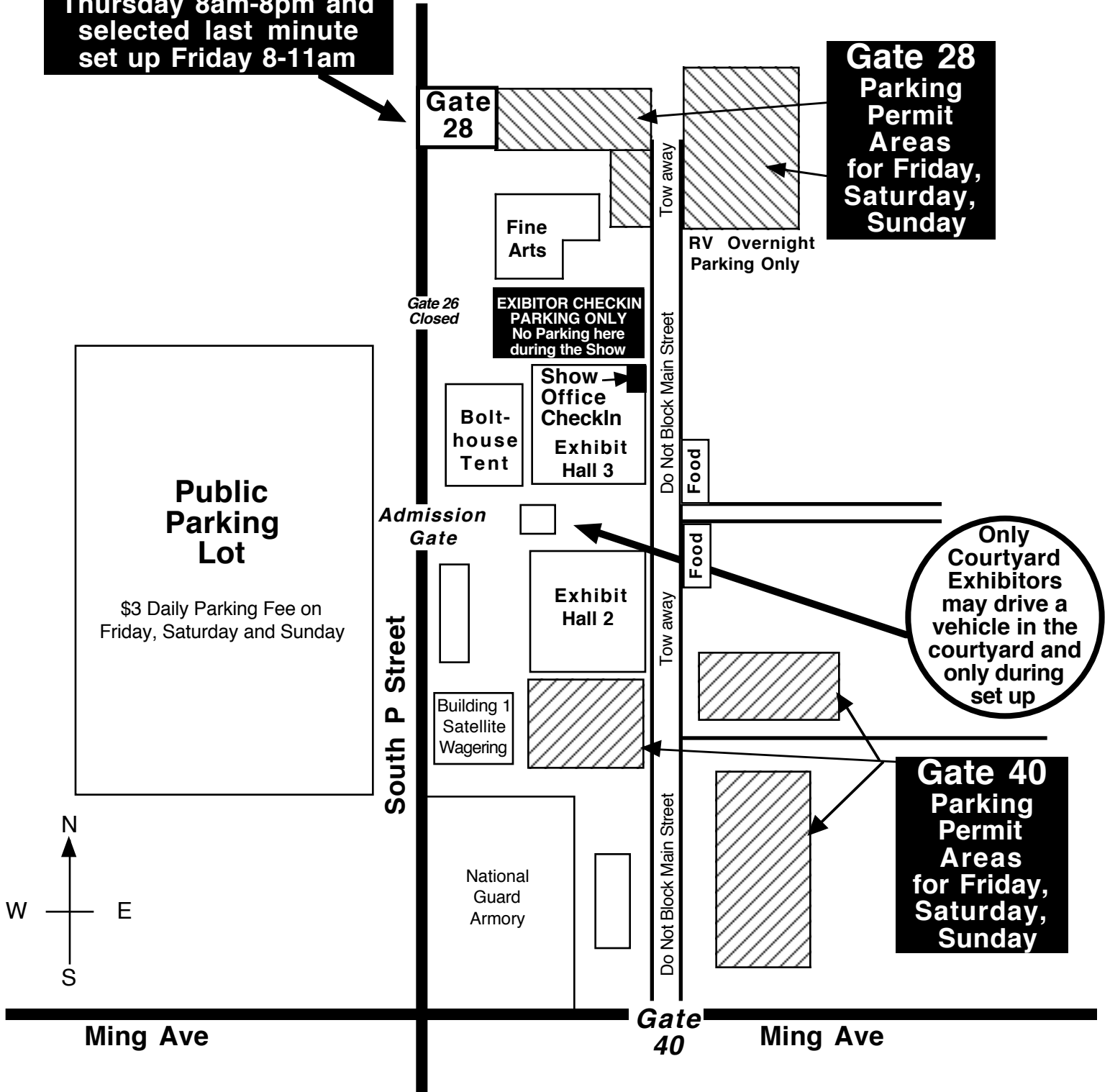
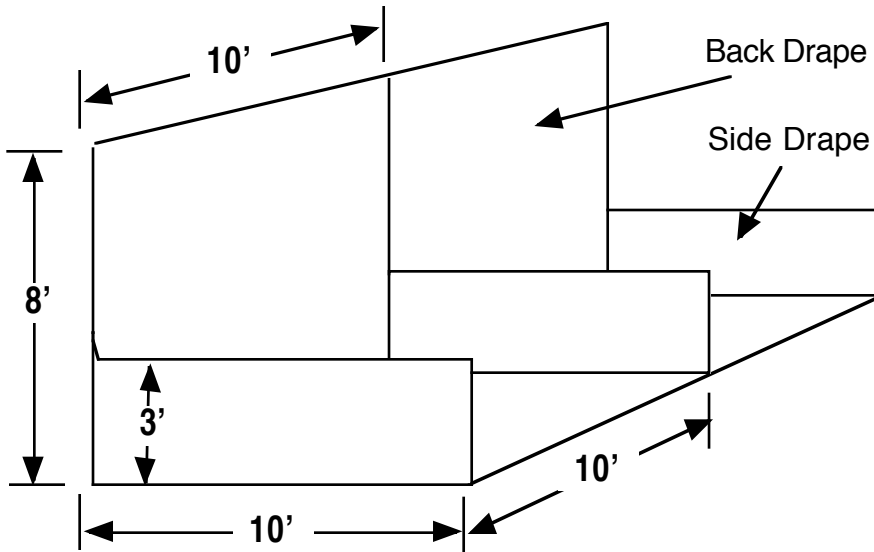


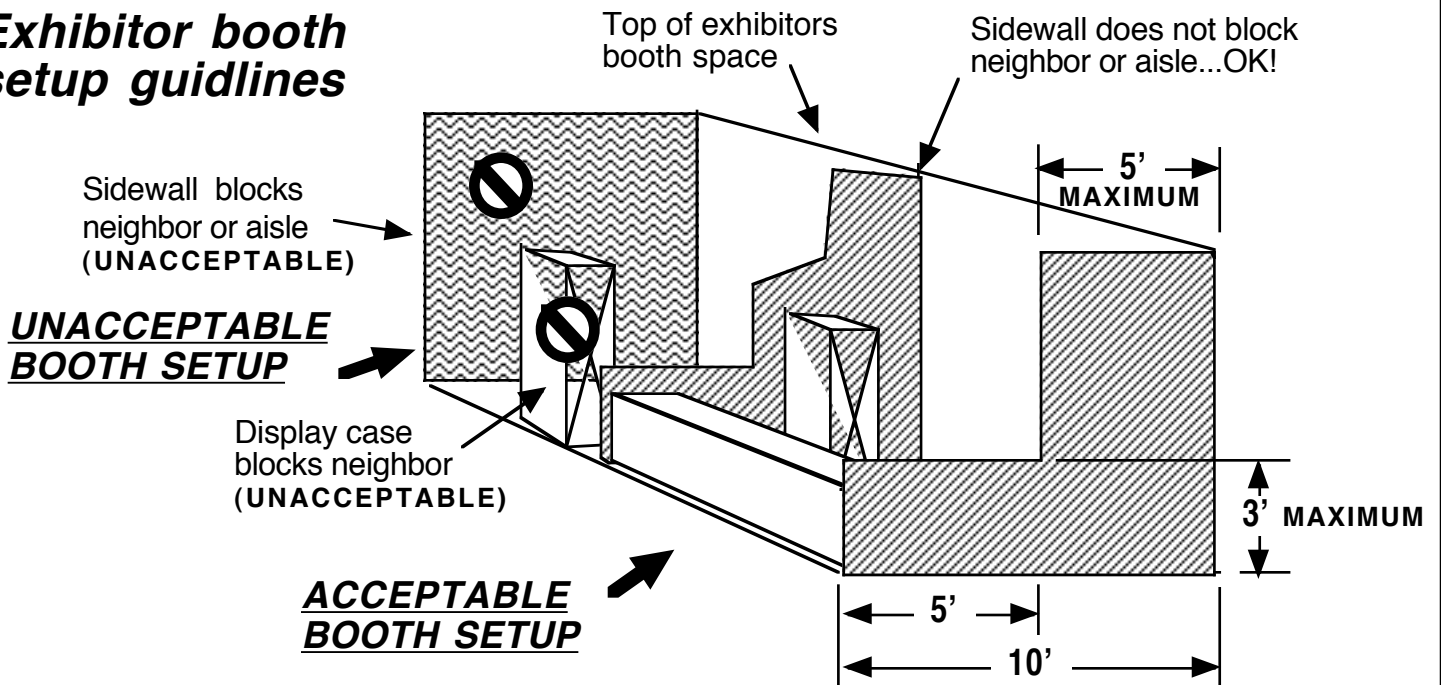
Exhibit Booth Setup




Empty booth prior to exhibitor setup

These are examples of standard 10x10 exhibit booths erected prior to exhibitor setup. Three foot side drapes may only be removed from the the end of a row, next to an aisle. Please request side drape removal at the Show Office and the Show Decorator will gladly help you.

Exhibitor booth setup guidelines



Everything, including all sales activity, must be within each exhibitors contracted space only. This includes all displays, wall banners, video projections, balloons, etc. Any requests for exceptions must be in writing and must arrive at G&G Productions business office 10 working days prior to the show. If an exception is granted, G&G Productions reserves the right to rescind any exception on site at any time prior or during the show.



Valley Telephone & Data Cabling Inc

Serves all of the telephone needs for the Kern County Fair. To order phone line service please contact Valley Telephone Data Cabling Inc.

Do not call your telephone service company.

Cell: 661.201.8292 Office: 661.589.4393

Fax: 661.633.1886

ben@valtelserv.com

www.valtelserv.com