

IMPORTANT.....PLEASE READ!!!

Carpet, electricity and tables are ordered through the Decorator or the Electrician.

Call (800) 471-7330 for order forms and information.

1. **Location** *NEW LOCATION*.....Northern Arizona University Skydome
1705 S. San Francisco Street
Flagstaff, AZ 86011 Tel: (928) 523-1523
2. **Show Dates**May 5, 6 & 7, 2017
3. **Move-In**Wednesday, May 3, 1:00pm – 9:00pm
Thursday, May 4, 8:00am – 9:00pm
Friday, May 5, NO MOVE IN ALLOWED,
SHOW STARTS AT 10:00 AM FRIDAY!

Only large trucks or vehicles with trailers will be allowed to use the main (20 foot) aisle for move in. The side aisles are for cars and small trucks ONLY, no exceptions. Vehicles will be allowed access ONLY when aisles are open and space is available to drive-in and drive out. If you have a large display, call the office for early move-in

Prior to unloading, please check-in at the Show Office to pick up your show materials. For your convenience, the facility has approved self-move-in and move-out. However, if you require the assistance of a forklift, please contact the decorator in advance for planning (800) 471-7330. There is a charge for use of the forklift, please consult the decorator for the pricing.

4. **Show Hours**Friday, May 5 10:00am – 6:00pm
Saturday, May 6 10:00am – 6:00pm
Sunday, May 7 10:00am – 5:00pm
5. **Move-Out**.....Sunday, May 7 5:01pm* – 10:00pm
Monday, May 8 7:00am – **10:00*am**
(*Absolutely no move out allowed prior to 5:00pm Sunday and you must be completely moved out by 10am Monday, No Exceptions)

6. **Admission Price**\$7.00 - children 16 yrs. and under free

7. **Organizer**.....American Shows, Inc.
4 Via Verde
Rancho Mirage, CA 92270
(800) 690-1993 Fax: (760) 770-8881
www.americanshowsinc.com

Decorator CSI etc.
4802 W. Van Buren St
Phoenix, AZ 85043
(800) 471-7330 Fax: (602) 923-0044

ElectricianCommonwealth Electric
100 North 3rd St.
Phoenix, AZ 85004
(602) 253-5881 Fax: (602) 253-5530

8. **Directions**

The NAU Skydome is located at the intersection of I-17 and I-40. Exhibitor move-in is at the North side of the Skydome, off McConnell Dr. The mailing address is, NAU Skydome, 1 Skydome Dr. Bldg. #73, Flagstaff, AZ 86011-0001.

9. **Host Hotel**

The Quality Inn will be the host hotel for this show. The special rate is \$59.99 per night. This rate includes; FREE breakfast, FREE internet and FREE parking. The address is; 2000 South Milton Rd. Flagstaff, AZ 86001. Call 928-774-8771 and ask for the Home & Garden Show Block. This hotel is 100% nonsmoking.

10. **Show Rules**

- ◆ Distribution of all food samples must have prior show management approval.
- ◆ All booth carpet must be taped to the floor with **clear tape only** (no duct tape).
- ◆ Microphone volume will be monitored and noise discipline will be maintained.
- ◆ **All Garden & Landscape displays or anyone using concrete bricks must first put plastic down and set your display on the plastic.**
- ◆ Spa companies and all displays requiring water must have everything filled by 8:00am Friday; NO EXCEPTIONS. If you need to refill your display, it must be done after the show closes each evening.
- ◆ Smoking, alcoholic beverages, and firearms are not allowed on campus.

11. **Booth Display**

Oversized items in booths blocking the view or viewing angle of other booths are not allowed and will be removed. Nothing may be attached to the wall or columns of the building. Exhibitors will be charged by NAU for any damage to the building due to their own actions. Helium tanks must be secured/tied down. All propane tanks used for display must have holes drilled in them.

Please work within your booth. Do not block, solicit or sell in the aisles. All materials, merchandise and personnel must be in your booth. We recommend you do not consume food in your booth during show hours.

12. **Fire Precautions**

Tents and canopies are not allowed unless they have an official listing number, an Arizona State Fire Marshal Seal of Approval and a dated registration number attached to the unit. **Exhibitors who have covered or enclosed displays must have a fire extinguisher on hand during the show.** If your display requires a fire extinguisher, you must make prior arrangements at your own cost for this equipment. Cooking demonstrations must have a fire extinguisher without exception. No open flames allowed. All cooking must be done on electric grills. For detailed information see FIRE MARSHAL regulations enclosed.

13. **Exhibitor Attendance** At NO TIME DURING SHOW HOURS leave your booth unattended. Exhibitor's booths must be manned during the entire show.
14. **Security**
NAU will lock the building and activate the security alarm nightly. However, we advise exhibitors to secure all valuables. We do not assume any responsibility for loss or damage to the property of any exhibitor. Small, easily removed, expensive or fragile articles should be removed nightly for safekeeping.
15. **Passes/Coupons**
25 free admission tickets will be sent under separate cover. Please distribute to your customers, family and B-backs during the show as needed. DO NOT distribute outside the venue during the show. If additional tickets are required (while supplies last) please call our office at 800-690-1993.
16. **Exhibitor Badges**
Exhibitor badges for you and your staff will be available at check-in.
17. **Parking**
Exhibitor parking is available in lot #62 southwest of the Skydome off Pine Knoll Dr. There will be continuous FREE shuttle service to and from the show starting 7:00am on Friday, 8:30am on Saturday & Sunday and ending one hour after the show. Exhibitor parking is NOT allowed in front of the Skydome. This parking lot is reserved for YOUR CUSTOMERS (attendees) only. Exhibitor trucks, trailers or display vehicles of any sort are **not allowed to park in the Skydome parking lot.** Park all vehicles in lot #62, save the parking for your customers, see enclosed map. Lot #62 must be completely cleared by 5:00 PM Monday May 8.
18. **Local Sales Tax**
As of today, the Flagstaff tax rate is 9.446%, however please check for updates.
19. **Vendor's Permit**
All vendors are required to have a Flagstaff City tax license and a State of AZ Transaction Sales Tax License. If you do not have one, you may apply for a temporary permit, see attached form. Permits may also be purchased at the show. If you have questions, call the City at 928-213-2250, ask for Sue Miller.
20. **Temperature**
Because of the fluctuation in temperature, air-conditioning, heat, and weather, we strongly suggested you wear layered clothing and bring a jacket.
21. **Flagstaff Food Permit**
If you think you need a Coconino County Food Permit, then you probably do. Please call 928-679-8761; or Environmental Services at 928-679-8750. All food displays **will be inspected** by the County Health Dept. and must conform or they **will close your booth down** until you do. Please see the attached Health Department requirements, fees and forms.

22. **Phones**

Please use your cell phone. Hard lines are only available around the perimeter. However, if you require a hard line, please call 928-523-7016.

23. **Electrical**

All electrical must be ordered and paid for by the exhibitor through the electrician. Please do not "plug-in" any outlet without ordering electrical. Only electrical power strips and surge protectors with a UL approved seal and grounded may be used. NO extension cords.

24. **Questions**

If you have any questions during move-in, move-out, or during the show concerning your exhibit or electricity, please contact the show decorator at their booth location. If you have questions concerning other show matters, please contact the show management office in the facility.

25. **RV Parking**

No overnight parking allowed on campus. Please call the local RV parks.

26. **Show Vehicles, (cars, trucks, RV's, boats, tractors, anything with a motor)**

Your display must adhere to the following:

- a. Keys must be left at the show office.
- b. There can only be a ¼ tank of gas in the vehicle and the gas cap must be secured. All other tanks must be empty. If gas cap does not lock, tape must be placed to secure.
- c. Battery must be disconnected.
- d. Protection must be placed under the oil pan and transmission to catch any spills or leaks.

27. **>>>> SPECIAL NOTICE, PLEASE READ <<<<<**

We must observe some **strict rules** concerning maintaining the integrity of this newly remodeled building.

- All vehicles must have protection placed under the oil pan and transmission to catch any leaks during move in and move out. If your vehicle leaks you will be asked to remove it from the building and hand truck your display and merchandise in.
- All landscaping displays, block walls, brick, railroad ties, etc. MUST have heavy plastic under them.
- All displays that require construction or could cause debris, sawdust, or require clean up, need to be vacuumed after set up, therefore please bring your own vacuum as there are none available.
- If you are moving out Monday, please remove all signs, banners and attachments you have made to the pipe and drape. All pipe and drape will be removed Sunday night.