

IMPORTANT.....PLEASE READ!!!

Carpet and tables are ordered through the DECORATOR, call 800-471-7330.
Electricity is through COMMONWEALTH, call 602-253-5881 for information.

1. **Location**.....The Tucson Convention Center
260 South Church Street
Tucson, AZ 85702 Tel: (520) 791-4101
2. **Show Dates**.....June 9, 10 & 11, 2017
3. **Move-In**.....Wednesday, June 7 1:00PM – 11:00PM
Thursday, June 8 8:00AM – 11:00PM
Friday, June 9 NO MOVE IN ALLOWED

*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 pricing and scheduling. You may use your own pallet jacks or hand trucks at no charge. You may drive into the hall to unload **on Wednesday only and only as traffic permits.***

4. **Show Hours**Friday, June 9 10:00AM – 6:00PM
Saturday, June 10 10:00AM – 6:00PM
Sunday, June 11 10:00AM – 4:00PM
5. **Move-Out**.....Sunday, June 20 4:01PM* – 10:00PM
Monday, June 21 6:00AM – 10:00AM

NOTE: All exhibitors MUST be out by 11:00AM Monday
(*Absolutely no move out allowed prior to 4:00pm Sunday-No Exceptions)

6. **Admission Price**\$8.00
.....Ages 16 and under are free.
7. **Organizer**.....American Shows, Inc.
4 Via Verde
Rancho Mirage, CA 92270
Tel: (800) 690-1993 Fax: (760) 770-8881

DecoratorCSI etc.
2001 S. 15th Avenue
Phoenix, AZ 85007
(800) 471-7330 Fax: (602) 923-0044

ElectricityCommonwealth Electric Company
111 North Third Street
Phoenix, AZ 85004
Tel: (602) 253-5881 Fax: (602) 253-5530
E-mail: expo@commonwealthelectric.com

8. **Directions**

From I-10 (east or westbound) exit on Congress St. go East ½ miles to Church St. Turn right on Church St. to the Convention Center parking lot A on the right.

9. **Host Hotel**

The Riverpark Inn will be the host hotel for this Show. We have a **special rate of only \$65.00+tax per night** for exhibitors. The Hotel is within walking distance at 350 South Freeway Tucson, AZ, 85745. For reservations, call the Hotel at 800-551-1466, ask for the Home Show Rate. This rate includes a complimentary full American breakfast buffet, free happy hour, internet access and free parking.

10. **Show Rules**

- ◆ Helium balloons are not allowed.
- ◆ Distribution of all food samples must have prior show management approval.
- ◆ The TCC requires all booth carpet must be taped down with **GAFFERS TAPE ONLY** (no other tape) if you do not have this tape, it is available at the show office for a small charge.
- ◆ No open flames are allowed.
- ◆ In consideration of your neighbors, microphone volume will be monitored and noise discipline will be maintained.
- ◆ **All Garden Landscape and anyone using concrete bricks must put plastic down before setting up their display on the plastic.**
- ◆ Spa companies and displays requiring water must be filled by 8:00am Friday. If you need to refill your display, it must be done post show each evening.
- ◆ **No outside food or beverages are allowed anytime. Coolers for self-consumption of food or beverages are NOT allowed in the building.**
- ◆ No consumption of alcohol allowed during move-in or move-out.
- ◆ All food handlers need to wear non-latex gloves. If sampling food, a permit is required. Please contact the Pima County Health Dept. 520-243-7908 for info.

11. **Booth Display**

Oversized items in booths blocking the viewing angle of other booths are not allowed. Nothing may be attached to the wall or columns of the building, the TCC will charge for damages. Work within your booth, do not solicit or sell in the aisles, all personnel must be in your booth.

12. **Fire Precautions**

Tents and canopies are **not allowed** in the Ballroom, Lobby or Galleria areas. Tents are **only allowed** in the Exhibition Halls and **not be side by side** (two in a row). Tents must be a minimum of twenty feet apart and open on two sides. **All** canopies require an official numbered fire resistant tag attached to the unit, or a certificate, proving the canopy is fire resistant. **All** canopies will be inspected by the Fire Marshall. **NO EXCEPTIONS.** If you're constructing a building over 48" wide, and your display requires a roof, you must have an opening on the top and sides should the TCC sprinklers be turned on. A fire extinguisher will also be required. Please make prior arrangements to avoid any problems during set up. All cooking demonstrations must also have a fire extinguisher without exception. No open flames allowed. All cooking must be done on electric grills only.

13. **Exhibitor Attendance**

At NO TIME DURING SHOW HOURS should you leave your booth unattended. Exhibitor's booths must be manned during the entire period of the show.

14. **Security**

24-hour security is provided for the entire convention center. However, we advise exhibitors to make arrangements to secure their valuables. We do not assume any responsibility for loss or damage to any exhibitor property. Small, easily removed, or fragile articles should be removed nightly for safekeeping.

15. **Passes/Coupons**

25 VIP admission tickets will be mailed under separate cover for customers or B-backs during the show. **Do not** distribute outside the TCC at the show. Additional passes available while supplies last, contact your show manager.

16. **Exhibitor Badges**

Exhibitor badges will be available at check-in.

17. **Parking**

Free parking is available for this show, at the Convention Center. The \$8.00 per day cost will be absorbed by American Shows if you park in **LOT "C" only**. There is NO CHARGE for parking during move-in and move-out. The main lot is for your customers, attendees only. To insure there is ample parking for our attendees, **Parking lot "B" will remain closed until show time, 10:00AM on FRIDAY, SATURDAY & SUNDAY. Please do not park in this lot, save it for your customers! Free exhibitor parking is in lot "C" only. Park in lot "B" and you will be charged.** If working past 11PM, you will be asked to move your vehicle out of the fire lane.

18. **Local Sales Tax**

As of now, the state tax is 6.1% and the city sales for Tucson is 2% for a total tax of 8.1%. However, things change, please double check.

19. **Business License**

If you will be selling merchandise or booking orders at the show, you must have a seller's permit. If you do not have one for the City of Tucson, you may apply for a temporary special event license. Applications may be requested by calling 520-791-4566. Please call and register your resale number with us at 800-690-1993.

20. **Temperature**

Because of the fluctuation in temperature from air-conditioning, heat, the season and weather, it is strongly suggested that you wear layered clothing and bring a light jacket.

21. **Phones & Internet**

To order a phone line or internet service for your booth, contact the Tucson Convention Center at 520-791-2601.

22. **Electrical**

All electrical must be ordered and paid for by the exhibitor through Commonwealth Electric. Do not plug-in any outlets without ordering electrical. Possible power surges may damage or destroy your tools / products, or your neighbors. Only electrical power strips and surge protectors with a UL approved seal and grounded may be used, NO extension cords.

23. **Show Vehicles; also see attached form with rules**

All vehicles that will be on 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. 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.

24. **Show Insurance**

If you have not supplied us with a Certificate of Liability Insurance listing American Shows Inc. as additional insured, please do so now by fax. Just call your insurance company, or any other company you would like and add American Shows Inc. as an additional insured. If you need to purchase Insurance, call SIS at 800-457-2231 or ACI at 800-678-0062 for a quote.

25. **Move-Out Procedures**

IN ORDER TO MAKE THIS A SMOOTH AND EASY MOVE OUT,
PLEASE FOLLOW THESE INSTRUCTIONS:

DO NOT BREAK DOWN YOUR BOOTH/DISPLAY UNTIL AFTER THE SHOW CLOSSES AT 4:00PM, SUNDAY. NO EXCEPTIONS.

Once your booth/display is broken down and packed, you may exit at any door. If you need to load your vehicle in the loading dock area or the fire lane, please proceed to the show office. **After verification that your booth is packed and ready to be moved out, you will be issued a “Dock Pass”.**

Your “Dock Pass” permits you to bring your vehicle into the loading dock area or the fire lane. If the loading areas are full, you will be asked to wait in a single line for the next available space. Please note; **NO vehicles will be permitted in the loading dock area or fire lane (or in line) without a “Dock Pass” on Sunday only.**

Move out hours are Sunday 4:01pm to 10:00 pm and Monday from 7:00am to 11:00 am. If you have large items in your booth, please arrange for early Monday pick-up.

REMEMBER

YOU MUST HAVE A “DOCK PASS” TO DRIVE YOUR VEHICLE INTO THE LOADING AREAS ON SUNDAY, BUT NOT IF MOVING OUT MONDAY!