



HOME & GARDEN

Contra Costa Spring Show 

FINAL EXHIBITOR INSTRUCTIONS

IMPORTANT! NOT READING THROUGH THESE INSTRUCTIONS AND RETURNING IMPORTANT FORMS MAY COST YOU ADDITIONAL TIME AND MONEY!!

CHECK LIST

- Send in Final Payment
- Know Move In & Out Times
- Pick-up Exhibitor Badges at the Show Office
- Sign up for Exhibitor Bingo

IMPORTANT PHONE NUMBERS

Concord Pavilion	925-692-2400
Capital Showcase	855-331-5999

FINAL PAYMENT DUE

Final payments are due **March 1st, 2017.**

After final payment date only cash, cashiers check, money order, Visa, Mastercard will be accepted.

MOVE IN

You may begin setting up your displays on Wednesday from **3:00 p.m. to 6:00 p.m.**, Thursday from 8:00 a.m. to 7:00 p.m., and Friday starting at 8:00 a.m. **BOOTHS MUST BE COMPLETED AND READY FOR PUBLIC VIEWING NO LATER THAN 11A.M. FRIDAY. ALL VEHICLES MUST BE OUT OF THE SHOW AREA BY 11:00 A.M. FRIDAY. SHOW OPENS AT NOON!**

CHECK IN AT SHOW

Immediately upon arrival for set-up, check in at the Show Office.

SHOW HOURS

Friday, April 7th • 12:00 p.m. to 6:00 p.m.
Saturday, April 8th • 10:00 a.m. to 6:00 p.m.
Sunday, April 9th • 10:00 a.m. to 5:00 p.m.

READ ALL PAGES CAREFULLY!

Deco Forms & Electrical Forms
are available at
www.capitalshowcase.com

HAVE YOU RETURNED YOURS?

EXHIBITOR PARKING

Exhibitor parking is free. You must show a badge in order to enter.

FINAL EXHIBITOR INSTRUCTIONS

MOVE-OUT

Exhibits may begin moving out after show closes at 5:00p.m. on Sunday and **MUST BE COMPLETELY REMOVED BY NOON, MONDAY. NO ONE SHOULD BE TEARING DOWN BEFORE 5PM ON SUNDAY!**

SECURITY

Show Management will provide security service and will exercise reasonable precaution of the property of exhibitors, but shall assume no responsibility for loss or damage to the property of exhibitors. Small, easily removed, fragile articles or displays should be put away for safe keeping by the exhibitor after the closing hour each night. The security service will begin at 5 p.m. Wednesday and be in place until **NOON** on Monday.

WATER, SUPPLIES, ETC.

Water is available. Please bring your own 100' hose. Plan to bring or provide all equipment and supplies (inc., brooms, vacuums, dollies, hoses, etc.) necessary to set-up, maintain, and dismantle your booth. Show Management will not be able to supply these items for you. There is no storage available for empty packing cases, etc. Please make your own arrangements for storage of packing materials.

BOOTH DECORATION

Each inside booth will have an 8' draped back wall and 3' high side dividers. An ID sign will also be provided for each company with inside booths. **The Exhibit Halls are NOT carpeted.** Please keep this in mind as you plan your display. For additional decorating needs including tables, chairs, floor coverings, signs etc, please refer to the list from the Official Show Decorator. You can also reach them at (209)464-0560. **The Show Decorator's service desk will take and fill rental orders during the following times.**

Show Decorator Rental Hours

Wednesday April 5th • 8:00am to 4:00pm

Thursday April 6th • 9:00am to 4:00pm

Friday April 7th • 9:00am to 1:00pm

ELECTRICAL

All indoor booths are supplied with a 500-watt duplex outlet. If you have a more extensive power needs, you can order additional electrical from the Show Electrician. An electrical order form will be available on-line.

BOOTH SET-UP REGULATIONS

Back walls are limited to 8' in height. Side walls are also limited to 8' in height and can only extend out 4' from the back wall.

FREE PUBLICITY

Capital Showcase will be producing special advertising section in the Contra Costa Times newspapers which will be used as a pre-show promotion as well as a program at the Show. **Submit your prepared press release with your booth # to: robert@capitalshowcase.com** The newspaper retains final right of approval, so there is **no guarantee** of publication. Exhibitors are encouraged to advertise in these sections. A logo sheet has been provided for your use. Just add your booth number and the logo to any print advertising, to let your customers know that you'll be at the Contra Costa Home & Garden Show!

COFFEE & DONUTS

Coffee & Donuts will be available on Thursday and Friday starting at 8 a.m. until "all gone", compliments of your Show Staff.

RV PARKING

There is **NO RV PARKING** at the Concord Pavilion, due to a city ordinance.

FINAL EXHIBITOR INSTRUCTIONS

DIRECTIONS TO CONCORD PAVILION

**Concord Pavilion, 2000 Kirker Pass Rd.
Concord, Ca. 94521**

Northbound on I-680

Take Ygnacio Valley Exit, go East on Ygnacio Valley, it turns into Kirker Pass Road, the Concord Pavilion will be on the right side.

Southbound on I-680

Take the Concord exit and make a left turn onto Contra Costa Blvd; then make a left onto Concord Ave. Go down couple of miles to Clayton Rd. and turn left on Clayton. Stay on Clayton Rd. for about 5 miles until you reach Kirker Pass Rd; make left turn. The Concord Pavilion will be on the right side.

SHIPPING PRODUCT TO THE PAVILION

**Concord Pavilion / Home & Garden Show
2000 Kirker Pass Road, Concord, Ca. 94521
Company name & booth #**



HOME & GARDEN

Contra Costa Spring Show 

**WANT MORE PEOPLE
AT THE SHOW?**

Help distribute VIP tickets. The more you distribute, the more people that come to the show. The tickets are free to you, and a \$6 value to your clients. Use them in all your mailings and in your place of business.

We can also email you a pdf of the VIP ticket that can be emailed to all your past, present and future clients. Lets ALL work together and distribute those tickets.

Call (800) 222-9351 or
email ashley@capitalshowcase.com

Advertise Advertise Advertise

Let your customers & potential customers know that you will be participating in the Home & Garden Show.

Use these Show logos in all your newspaper advertising, flyers, direct mail, invoices, and any other print advertising that you will be utilizing.

Add the Show dates (**April 7 • 8 • 9, 2017**) and your booth number to encourage the public to visit your booth at the Show.

We can also email the logo to you to use in any of your on-line advertising.





DO YOU WANT TO PLAY EXHIBITOR BINGO

WHAT IS EXHIBITOR BINGO? It is a game at our Home & Garden Shows that helps to bring added attention to your booth.

WHY ARE WE DOING THIS? There is a lot to see at our Shows. In our effort to ensure a fun way for the public to see the whole Show, we have combined a traditional scavenger hunt with the popular game of Bingo.

HOW TO PLAY: As each patron enters the Show, they will be given an Exhibitor Bingo Card with 24 letters on it. The object is for them to find the exhibitors in the Show with the corresponding letter hanging in their booth, where they will ask the Exhibitor to stamp their card. The Exhibitor then uses the corresponding letter stamp (provided) to validate the letter on their card (stamp & pad may be set out for attendees to stamp their own card). Each Exhibitor is given a letter, sign hooks, letter stamp, ink pad and game instructions.

WINNING THE GAME: When all the letters have been stamped, attendees fill out the back with their name and phone number and deposit their completed card in drawing boxes located throughout the Show. Winners are selected each day of the Show.

PRIZES: Scott's Resturant Walnut Creek has donated gift cards to be given away each day of the show.



EXHIBITOR BINGO SIGN - UP !

We are looking for exhibitors that see the opportunity of having the increased exposure to their booth. The game is limited to 24 players.
FIRST COME, FIRST SERVED. SIGN UP TODAY!

YES! Our company would like to participate in Exhibitor Bingo!

Company Name : _____

Contact Person : _____ Booth # _____

Please fax this form to 916-331-6070 or email to ashley@capitalshowcase.com