



HOME &
PATIO
SHOW

A sunflower is placed between the words "HOME" and "PATIO", overlapping the "H" of "HOME" and the "P" of "PATIO". A monarch butterfly is positioned to the right of the word "PATIO", overlapping the "O".



Exhibitor's Manual

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Show Hours

	Show Hours	
Friday	April 9, 2010	10AM - 7PM
Saturday	April 10, 2010	10AM - 7PM
Sunday	April 11, 2010	10AM - 6 PM

Introduction

The Southern Arizona Home Builders Association thanks you for being part of the 2010 SAHBA Spring Home & Patio Show. This manual will provide you with valuable information.

Make sure the people responsible for coordinating and staffing your booth during the Show receive a copy.

Exhibitor Will Call Packet

Exhibitor Will Call Packets are available at the SAHBA Home Show office, 2840 N. Country Club Road, Suite 101, starting Wednesday, March 10, 2010.

Will Call Packet includes:

- Complimentary Admission Tickets
- Complimentary Admission Badges
- Parking Passes and Shuttle Times

You may also pick-up the following

- \$2 OFF Coupons
- Home Show Posters
- Magnets
- Counter Displays

Your packet will be held at the Home Show Office until Thursday, April 1st. Starting Monday, April 5th packets will be available at the TCC in the Onyx Suite.

EXHIBITORS WILL ONLY BE ADMITTED FREE OF CHARGE WITH AN EXHIBITOR BADGE

If an exhibitor does not have a badge, he/she must pay to be admitted. Due to a large number of incidents, we have established a system that we hope will service lost or forgotten exhibitor badges. Each exhibitor will have an envelope at the Will Call desk to leave badges for incoming staff. The Home Show Office WILL NOT issue additional badges for any reason. If your envelope does not have any exhibitor badges left, the exhibitor will be required to purchase a full-price ticket.

No one is admitted on the Show floor without name badges or tickets. Please anticipate staffing needs. Hold badges at the Will Call desk for incoming staff.



Tickets and Badges

Each exhibitor receives complimentary tickets and badges. Each badge will grant you admission all three days of the Show. Each ticket grants you a wristband, which will allow you admission for one day.

	10X10 100	10X20 200	10X30 300	10X40/20X20 400	20X30 600	20X40 800	20X60 1200
Badges	5	10	15	20	25	30	35
Tickets	10	20	30	40	50	60	70

Sunflower Sponsor: 20 Badges and 200 Personalized Tickets

Major Sponsor: 50 Badges and 500 Personalized Tickets

If you required more tickets or badges please fill out the Additional Services Contract and mail form back by April 5, 2010 with payment to:

SAHBA Home Show
2840 N. Country Club Road, Suite 101, Tucson, Arizona, 85716

Name badges are \$10 each. Generic tickets are \$3.50 each and Personalized Tickets are \$4 each if purchased before April 5, 2010.

Exhibitor Procedures

Exhibitors may arrive at 8:30am daily. Absolutely no one will be allowed in the building before 8:30am. Please use main entrance. **You must present your exhibitor badge in order to enter prior to opening and throughout the Show.**

All booths must be staffed from 9:30am to 7:00pm Friday and Saturday and from 9:30am to 6:00pm Sunday. *It is strictly prohibited for booths to be unattended.*

**THE BUILDING WILL BE OPEN TO THE
PUBLIC PROMPTLY AT 10:00AM EACH DAY**

Contacts

The SAHBA Home Show requires the efforts of many companies and organizations. Contact the appropriate organization for any information needed.

Show Owners and Producers

Southern Arizona Home Builders Association
2840 North Country Club Road
Tucson, AZ 85716
Phone (520) 795-3025
Fax (520) 795-1002 Toll Free Fax 1 (888) 692-5656

Lizzette Felix SAHBA Home Show & Events Director
(520) 906-0706
Crystal Adams SAHBA Home Show & Events Administrator

Contact Phone Numbers for April 5-April 12, 2010

Line 1 - 520-882-2150
Line 2 - 520-882-2151
Fax Line – 1-888-692-5656
Alternate Fax – 520-326-8665 (Main SAHBA Fax)

US Expo

Jimmy Ruiz
US Expo Convention Services
1859 West Grant Road #107
Tucson, AZ 85745
Phone (520) 573-3200 Fax (520) 573-3400
Email: csr@usxpo.com

US Expo provides on-site services such as tables, chairs, carpet, equipment, labor, storage, booth equipment and rentals. Your service kit will be mailed directly to you.

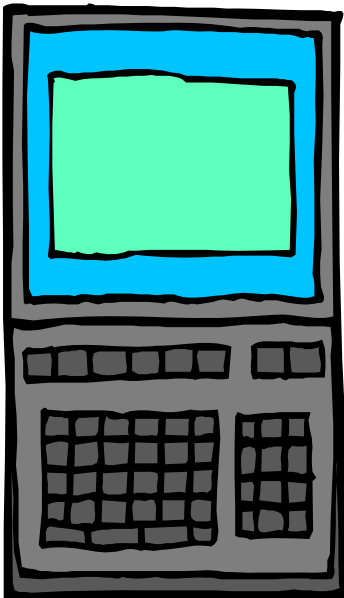
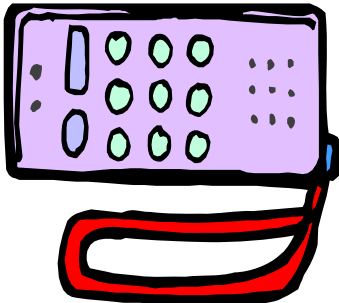
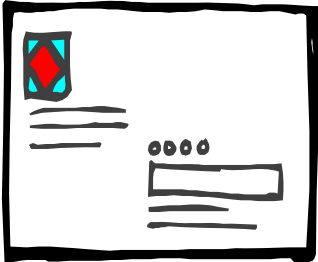
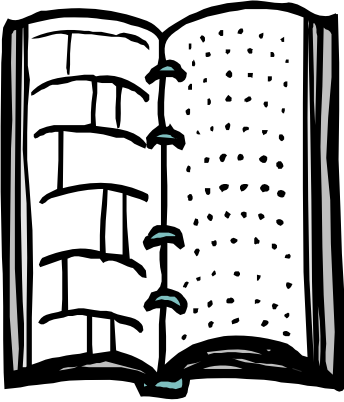
Electrical Contractor

Commonwealth Electric Company
(Electrical contractor for the Tucson Convention Center)
260 South Church Ave.
Tucson, AZ 85701
Phone (520) 623-2155 Fax (602) 253-5530

Contact prior to show for all electrical hook-ups. The order form is included in your confirmation packet. Please note discount deadlines.

Phone Lines and DSL Lines:

Tucson Convention Center contact is Dave Darland (520) 791-5116 x116.
Tell them you are an exhibitor in the SAHBA Home Show.



Included With Your Booth

The standard booth size is 10'x10'. Multiple booths can be purchased. The standard crafter booth has three three-foot high side and back panels. A 7" x 44" sign with your company name is hung on the back panel. Your sign will show your company name exactly as listed on your booth contract.

If you have a corner booth the side panel can be taken down. Place it in the aisle on set-up day and US Expo will collect it.

Booths are constructed of standard convention pipe and drape. Drape panels are made from specially treated, flameproof material. The pipes that drape panels are hung on are made of collapsible aluminum tubing, approximately two inches in diameter.

Not Included With Your Booth

Tables, chairs, carpet, and other booth equipment are not included. Electricity, phone, gas, and water are not included. Please contact the appropriate companies listed on page five for these services.

Booth Set-Up

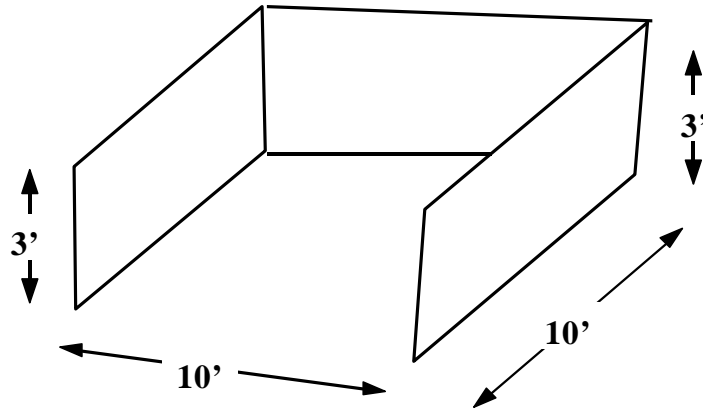
Your display, (including sign), may not exceed 8' in height, nor be more than 3' in height beyond 4' from back curtain. The exterior of any part of display or structure facing an adjacent exhibit or aisle must be finished or suitably decorated at exhibitor's expense. Please be aware that totally blocking by the sides of your booth, in a manner that will cut off visibility to the in-line booth next to you, is strictly prohibited.

*Do you know
how to set-up
your booth?*

Booth Presentation

When planning your booth, go to an open area and mark off a space that is the same size as your booth. This will help you decide how to display your merchandise within your space.

Exhibit Construction: Display (including sign) may not exceed 8' in height or be more than 3' in height beyond 4' from back curtain. The exterior of any part of display or structure facing an adjacent exhibit or aisle must be finished or suitably decorated at exhibitor's expense. If your booth design does not comply with these guidelines and restricts visibility, you must obtain written approval by submitting your booth design to the Home Show office. If approved, you will receive a signed variance from Show Management. We encourage creativity and individuality, yet non-conforming booth designs will need special consideration during the booth placement process.



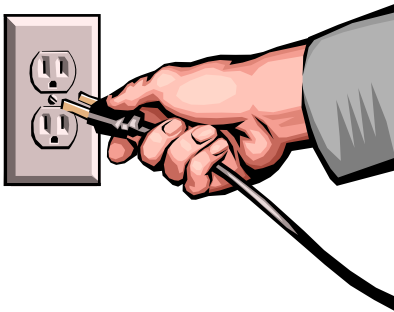
Signage: You may display professionally created posters, banners, and signage from the back of your booth. When hanging additional signage, be sure not to cover your booth number, show attendees use booth numbers as reference.

Exhibition Equipment: All tables must be draped in a professional manner. The draping must be cloth material and extend to the floor. No card tables, metal tables, lawn chairs, metal shelving, or other non-professional exhibition equipment is permitted. Show management reserves the right to monitor and request the necessary changes to meet the Show's professional standards.

**All electrical floor boxes must remain accessible in the event of an emergency.
These floor boxes cannot be covered with hard product.**

All of the guidelines stated in this manual are monitored and enforced. It is our mission to make this the best Show possible for our exhibitors and attendees.

Electrical Needs



Commonwealth Electric, a licensed contractor authorized by the City of Tucson, must install your electricity. Order in advance to receive a discount. Call (520) 623-2155 to place your order or fax (602) 253-5530. Commonwealth Electric will be located at the Service Desk during the Show for questions or service. An order form is included in this manual.

Note: Power is shut off each evening at the close of the Show. If you need 24-hour service, make prior arrangements with Commonwealth Electric.



TUCSON CONVENTION CENTER FIRE AND SAFETY



Regulations and Requirements

SUBJECT: Shows and Exhibits

Plans: Accurate floor plans showing dimensions of aisles, exits, booths (to scale) of the entire show shall be submitted in triplicate to the Tucson Fire Department Fire Prevention Center. **Thirty days notice** prior to the show or event is required for plans approval for the following: home, auto and boat shows, trade shows, rummage sales, ice shows, special events, rock and mineral displays, musical shows (i.e. rock music concerts), circuses, monster trucks, rodeos, wrestling, religious gatherings, all concerts held in the arena, and any other special event of public assemblage.

Under the following situations and/or conditions, 30 days notice (for approval by the Tucson Fire Department) is also required prior to the show or event:

1. Displays and operation of any open flame, candles, lamps, torches, cooking, etc.
2. Use of Liquefied Petroleum Gases (LPG).
3. Use, handling or storage of any pyrotechnic materials or devices.
4. Temporary membrane structures, tents, canopies, or covered exhibit booths.
5. Use of special fuel blends for motor vehicle events indoors.

Plans shall indicate size and location of stage(s), circus ring, booths, access to exits, location and width of all aisles and cross-aisles, location and accessibility of all required fire alarm “pull stations,” fire extinguishers and hose cabinets or outlets. Aisles shall be a minimum of 10 feet wide in the Arena, Exhibit Halls, and Galleria hallways and a minimum of 8 feet wide in the Meeting rooms and Ballrooms. An approved copy of the plan shall be kept on display on the premises for inspections.

Plans submitted shall include a cover sheet with the following information:

1. Date(s) of proposed show, event and/or exhibit.
2. Set up and move-out dates.
3. Estimated number of persons to be in attendance at any one time.
4. Name and address of person(s) to contact for additional information related to the event.

Fire Department Approval of Plans: All plans must be approved by the Fire Department prior to any event set-up. Copies of the approved plans will be returned to the Convention Center prior to event set-up. All approvals are subject to final inspection by a TFD Fire Prevention Inspector. A copy of approved plans will be kept on file with the Fire Prevention Center and with the event manager. No modification of the set-up shall occur once the approved plan has been established without written approval on the plans from the Fire Inspector. All inspections will be conducted according to the approved plans.

For arena life safety inspections, the “special instructions/attachments” area at the bottom of the TUCSON CONVENTION CENTER LIFE SAFETY INSPECTION form is available for use by event managers and inspectors.

Permits: Tucson Convention Center (TCC), or Tucson Fire Department (TFD), or Development Services Department (DSD) **permits are required for the following:**

1. All motorized vehicle displays, i.e., auto shows or sales; motorized vehicle events, i.e., monster trucks, mud bogs, motorcycles, etc. (See “Display of Motorized Vehicles” below.)
2. All indoor cooking. (See “Cooking and Warming Devices” below.)
3. Pyrotechnic displays. (Only available from the Tucson Fire Department Fire Prevention Center.)
4. Air-supported temporary membrane structures or tents having an area in excess of 400 square feet or canopies having an area in excess of 900 square feet. (See “Structures and Exhibit Booths” below.) Permits are issued from Development Services Department (DSD)
5. Any tent, canopy, and/or structure inside the Convention Center that exceeds 300 square feet shall require permitted and approved plans for sprinkler system installation. Permits are available from DSD.
6. LPG use. Mechanical inspection permits may be required from DSD.

Permit forms may be obtained at the Convention Center except as noted above, at the Tucson Fire Prevention Center at 797 E. Ajo Way, Tucson, AZ 85713 phone (520) 791-4502 or at the Development Services Department at 201 N. Stone, Tucson AZ 85701 phone (520) 791-5550.

Note: TCC, TFD, and DSD issued permits carry equal weight with the TFD fire inspector during inspections. If there are any additional requirements not anticipated by these permits, they shall be determined by the fire inspector for each event.

Inspection of Shows and Exhibits: In order to maintain compliance with the provisions related to the Fire and Life Safety requirements, periodic inspections shall be conducted by members of the Tucson Fire Department (TFD). These inspections may include:

1. A walk-through inspection with the property manager or his authorized representative, the Events Coordinator of the Tucson Convention Center, and members of the Fire Prevention Section during the move-in/set-up period. Any violations noted shall be corrected immediately or within the time frame agreed upon.
2. Daily visits by members of the Fire Prevention Section (once the show or exhibit has opened), as well as on-duty members of the Fire Department Suppression Companies, as necessary. TCC issued permits for cooking and motor vehicle display and use will be spot checked by the TFD fire inspector and requirements will be strictly enforced
3. During the closing (move-out) and removal of materials used in the show or exhibit, members from the Fire Prevention Section may inspect for maintenance of firefighting accessibility, i.e. exiting and fire lanes.

Standby Personnel: Whenever, in the opinion of the code official, the safety of the public is imperiled, due to the number of the persons present or the nature of the activity, the owner, agent or lessee shall employ one or more qualified persons to perform the duties of Standby Personnel. Compensation shall be provided by the City Classified Position Compensation Plan and, upon receipt of a bill therefore, said owner, agent or lessee shall remit to the City of Tucson such amounts as are due.

Special Note: The TFD fire inspector upon finding any overcrowded condition or obstruction in aisle, passageways, or other means of egress (exiting), or upon finding any condition which constitutes a serious menace to life, SHALL cause the performance, presentation, spectacle, or entertainment to be stopped until such condition or obstruction is corrected.

Structures and Exhibit Booths

1. All decorative material, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay straws, split bamboo, plastic cloth, canvas, cardboard, etc. shall be of non-flammable material or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution. Plastic cloth and certain other plastic materials, tarpaper, nylon, oilcloth cannot be rendered flame retardant and are prohibited. Flame retarding treatments may be obtained from some fire protection companies listed in the Yellow pages of the phone book. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing. Materials in violation shall be removed from building.
2. All electrical fixtures and appliances must be approved in accordance with the National Electrical Code. Only fused multi-plug adapters will be permitted. Electrical code stipulations: a) three wire (ground) cords shall not be plugged into two (2) wire extension cords b) extension cords (zip cords) shall not run under carpets/ rugs unless designed to c) there shall be a three (3) foot clearance from lights to any combustible materials d) all electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed. Homemade items will not be allowed and may be confiscated.
3. Combustible materials that are 3/8-inch or more in thickness or glass may be used without flame retardant treatment. Exception: paper products, such as cardboard, or foam products.
4. Booths and other structures shall not be constructed with any roof, ceiling or other obstruction without approval of the Fire Prevention Center. Structures having over 120 square feet of roofed area shall be provided with acceptable smoke detectors. Maximum aggregate size of 300 square foot canopies shall be rendered flame-resistant. Minimum of 10-foot separation is required between each 300 square foot aggregate of canopies on all sides. If aggregate of 300 square feet is exceeded, a sprinkler system must be provided under exhibition booth/canopy roof.
5. All required "EXIT" signs shall be visible at all times from any location in the room. Drapes, curtains or displays shall not block signs. Temporary additional "EXIT" signs may be required to clearly indicate the direction of egress.
6. Exits and aisles shall be free of obstructions. Aisles shall be a minimum of 10 feet wide in the Arena and Exhibit Halls and Galleria hallways and a minimum of 8 feet wide in Meeting rooms and Ballrooms. Booths which require 50 feet or more travel distance to reach an exit aisle shall be provided with a minimum of two (2) exits remote from each other.
7. Fire extinguishers, hose cabinets, fire hose connections and other fire appliances shall be maintained clearly visible and accessible at all times. A minimum of 3 feet clearance shall be provided.
8. Aggregate square footage totals of 200 to 300 square feet shall have a minimum of 2A: 10B:C extinguisher available. Additional fire extinguishers may be required. Fire extinguishers shall have an inspection tag on it, new or not. Extinguishers must be readily accessible and ready for use (out of the box).
9. The event manager and promoter shall assume responsibility for and shall advise all exhibitors that booths, stands, and their respective areas shall be cleaned of combustible rubbish daily or as necessary. Combustible display materials shall be limited to a one-day supply.
10. The number of persons allowed to attend any show or exhibit shall not exceed the allowed occupancy limits, i.e., occupants standing to view or participate, and fixed seating capacity.
11. If there are any additional requirements, they shall be determined by the fire inspector for each event.

Display of Motorized Vehicles

Your Event Manager must be notified in advance if motorized vehicles are to be displayed during an event. Displayed motorized vehicles shall comply with the following and may also have to comply with additional rules and regulations required by the Fire Marshal:

1. No vehicle may be started or operated within any assembly building during show hours without approval of the Fire Marshal.
2. All fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.
3. The battery cables must be disconnected from the terminals and remain disconnected while the vehicle is inside the building. Loose cable ends must be taped to cover all the exposed metal.
4. Adding or removing fuel on site is prohibited (must be done outdoors and not under the canopy). Special fuel blends use inside the building is subject to approval by the Tucson Fire Department.
5. A vehicle key must be left in the Security Control Office for emergencies.
6. Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons (18.9 L), whichever is less.
7. Fire protection shall be approved by the Tucson Fire Department code official for motor vehicle shows/events. The level of protection required shall be determined for each event.
8. Vehicles, boats, and similar exhibited products having over 120 square feet of roofed area shall be provided with acceptable smoke detectors.
9. LPG/CNG tanks must meet one of these 3 requirements: 1) purge tank 2) remove tank 3) disconnect and cap tank. The intent of all of these choices is that the LPG/CNG appliances shall not be used while vehicle is being displayed.



TUCSON CONVENTION CENTER FIRE AND SAFETY



TCC TEMPORARY PERMIT: INTERNAL COMBUSTION ENGINES USE

ISSUED DATE _____

EVENT _____

The Tucson Fire Code requires one (1) event permit for use of internal combustion engines or motor vehicles, aircraft or machinery. Fire protection shall be approved by the Fire Marshal. This requirement shall be determined for each event.

The undersigned hereby agrees to abide by Tucson Fire Code (TFC) as follows.

- 1.) Vehicles or equipment shall not be fueled or defueled within the building.
TFC 314.4
- 2.) Refueling is to be done outside in the open areas. Not allowed under canopy areas.
Fuel storage shall be in approved containers at approved location outside of building.
TFC 3405.3.8.2
- 3.) Fuel spills shall be cleaned up immediately. (Promoter shall provide spill containment materials and dispose of properly.) TFC 2703.3

I certify that I have read the above Tucson Fire Code provisions and that any violation(s) will be grounds for possible civil infraction(s) and revocation of this permit. A revoked permit shall result in removal of the exhibit from the show floor immediately.

Show Manager

Date



TUCSON CONVENTION CENTER FIRE AND SAFETY



TCC TEMPORARY PERMIT: DISPLAY OF INTERNAL COMBUSTION ENGINE

ISSUED DATE _____

EVENT _____

The Tucson Fire Code requires a permit for displaying an internal combustion engine for each motor vehicle, boat, aircraft or machinery. Display permit on passenger side window or dash.

The undersigned hereby agrees to abide by the Tucson Fire Code (TFC) as follows.

- 1) Fuel of any class shall be limited. Fuel in the fuel tanks shall not exceed one quarter of a tank capacity or 5 gallons, whichever is less. TFC 314.4
- 2) All fuel tank openings shall be locked or sealed to prevent the escape of vapors. TFC 314.4
- 3) Vehicles or equipment shall not be fueled or defueled within the building. TFC 3405.3.8.2
- 4) The battery must be disconnected and remain disconnected while the vehicle is inside the building. Loose cable ends must be taped to cover all the exposed metal. TFC 314.4
- 5) This permit may be issued where an LPG/CNG tank is part of a special display or an integral part of the equipment being displayed. LPG/CNG tanks must meet one of these 3 requirements: 1) purge tank, 2) remove tank, or 3) disconnect and cap tank.

	Yes	No
Show Promoter		
Visual Inspection		
Fuel Tank Sealed or Locked		
LPG Tank Check		
Extra Tank Check		
Battery Disconnected, Leads Taped		
Signature:		
Date:		

I certify that I have read the above Tucson Fire Code provisions and that any violation(s) will be grounds for possible civil infraction(s) and revocation of this permit. A revoked permit shall result in removal of the exhibit from the show floor immediately.

Exhibitor

Date

TUCSON CONVENTION CENTER FIRE AND SAFETY

Cooking and/or Warming Devices

Cooking and/or warming devices that produce grease laden vapors shall be electric. Exception: Approved cooking devices that use no more than (2) 10-ounce non-refillable LPG containers having a maximum water capacity of 1.08lb per container connected directly to the appliance at any time, shall be allowed. Containers shall not be manifolded. Sterno may be used for warming trays. Other open flame devices are prohibited. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL or FM). **Permits must be displayed by each cooking device.**

- 1.) Cooking, warming devices, and/or heating products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth, or providing a sturdy, mounted separation shield between the device and the public.
- 2.) Individual cooking and/or warming devices shall not exceed 288 square inches of surface area, approximately 12" x 24".
- 3.) The table surface holding the cooking and/or warming device shall be of a noncombustible material.
- 4.) A minimum of two (2) feet shall be maintained between cooking devices and combustible materials.
- 5.) Fire protection shall be provided with any booth utilizing cooking and/or warming devices. Each device must meet one of these two (2) requirements: 1.) a 40B:C extinguisher and a lid for smothering, or 2.) an approved automatic extinguishing system (hood system). Note: For multiple devices, one 40B:C extinguisher per booth is acceptable, but each device must have a smothering lid.
- 6.) If there are additional requirements, they shall be determined by the fire inspector for each event.

TCC TEMPORARY PERMIT: COOKING

The City of Tucson requires a permit for cooking at each exhibitor booth. **(Must display).**

ISSUED DATE _____ **EVENT SAHBA SPRING 2010 Home & Patio Show**

- Cooking, warming devices min. 4' clearance from front, or sturdy shield.
- Cooking/warming shall not exceed 288 square inches of surface area (i.e. 12" X 24").
- Table surface holding the cooking and/or warming devices shall be a noncombustible material.
- Two (2) feet distances between cooking and/or warming devices.
- Combustible materials kept to a minimum of two (2) feet away.
- One (1) 40BC fire extinguisher ready for use and a lid for covering each cooking or warming device.

Lizzette Felix, Show Manager

Date

Fire Marshal Approval

The Show will not open until the Fire Marshal has given his/her approval. If you are asked to change or remove something in your booth at the request of the Fire Marshal or Home Show Compliance Assistance Team, you must do so immediately. Failure to comply could result in dismissal from the Show and future participation.

Load-In Procedures (set-up day)

General exhibitor load-in will be Thursday, April 8, 2010. Each exhibitor is assigned a specific load-in time. **Your load-in time, pass and booth assignment is enclosed in the Confirmation Packet.**

Look for Home Show directional signs and turn into the TCC's west entrance off Granada Ave. Look for the driveway designated as Exhibit Halls A, B, and C. Line-up in your appropriate Hall for faster load-in service. You will be directed down the ramp as availability permits.

Load-in times for Thursday, April 8th are determined by the location of your booth on the attached floor plan. Your booth is located in a specific zone. The assigned zone determines the time your company may begin to load-in. Booths farthest away from the loading doors will load-in first. Booths closest to the loading doors will load-in last. **DO NOT ARRIVE AT THE TCC EARLIER THAN THE TIME INDICATED.**

If your scheduled time is inconvenient, contact the Show Office at (520) 795-3025 prior to April 1st.

When lining up to load-in, you must present your load-in pass to the volunteer at the top of the ramp. They will place the pass in a prominent location on the outside of your vehicle. This will enable volunteers at the bottom of the ramp to direct you to the proper location.

Load-in to all areas of the Tucson Convention Center is done through the emergency doors of the Exhibition Hall. Vehicles are required to exit the same way they enter therefore, only a limited number of cars will fit in the loading areas at one time. Due to the limited space in the load-in areas, you will need to get your vehicle in and out quickly to avoid long waiting lines.

All load-in and booth set-up must be completed by 3:00pm on Thursday, April 8th. Only hand carried items may be brought in before the Show opens Friday, April 9th.

The Hall will open to exhibitors at 8:30am daily –use main entrance

Absolutely no vehicles are allowed in the Hall after Tuesday, April 6th for the purpose of unloading or loading! If you are setting up an item that must be brought in on a motorized vehicle, you must make special arrangements.

1. Call the Home Show Office at (520) 795-3025 and ask for a special load-in time. Show Management must approve any special arrangements needed for load-in.

OR

2. Hire a forklift and OSHA certified driver from US Expo in advance and request service during load-in day.

To facilitate set-up, it is recommended that you bring a hand truck or pushcart. US Expo will provide a handcart and laborer for a fee. Contact them for prices. They will have a Service Desk in the Arena to aid you with unexpected or last minute needs (U S Expo 520-573-3200).

Every effort will be made to deliver your order prior to your arrival. If your order has not arrived or you need additional items, you may inquire at the Service Desk. Remember – planning ahead will save time and money.

Very Important

Unload all goods and boxes into your booth and remove your vehicle from the loading area before proceeding to exhibitor check-in (see floor plan). Then, and only then, should you return to set-up your booth. Your cooperation will help us help you avoid long, load-in waiting lines.

Exhibitor Check-In:

No Wednesday **Load-In at All**

You have until 3:00pm Thursday, April 8th to set-up your booth. Again, there is NO load-in on Wednesday, April 7th, 2010. The Wednesday before the show is dedicated to our show decorator. If you have not checked in by 3:00pm, you will have forfeited your booth space and any money paid up to that point.

When set-up is complete, return to the Onyx Suite to have a compliance assistant go with you to sign off on your booth. If there is something you must change, you will know about it before you leave.

At 4:00pm we will have a general compliance inspection. It is imperative that all booths are completed by this time. After the walk through, the building will be secured and no one will be allowed to enter until 8:00am the next day.

Allow yourself plenty of time to work on the fine details of your booth. Load-in is not available after 3:00pm on Thursday, April 8th.

(Give a copy of this sheet to the person or persons responsible for the loading-in of your booth)

Load-In Checklist



1. Exhibition Hall load-in takes place on the West Side of the TCC building, from Granada Street. Arena load-in takes place under the TCC facility, enter delivery tunnel from Granada Street.
2. Are you familiar with the vehicle you are driving? The load-in area will require you to maneuver in a very tight space. Move slowly and cautiously. Be aware of the activity around you at all times. Drive defensively!
3. Double check your assigned booth location and load-in time, and have your load-in pass, to make sure you are in the correct line.
4. Bring your required load-in pass. Volunteers will ask you for the pass at the top of the ramp. They will place it in a prominent spot on the outside of your vehicle. This will assist volunteers at the bottom of the ramp to park you as close as possible to your correct load-in area.
5. At your pre-assigned time (*not before*), you will enter the line for your assigned Hall (*i.e.* A, B, or C).
6. As you drive down the ramp, be aware of the activity around you. Proceed slowly and cautiously.
7. Unload your equipment, move your vehicle out of the load-in area as quickly as possible and proceed to exhibitor check-in.
8. If handcarts will be helpful at this point, either bring them with you or make other arrangements prior to load-in.
9. Once your booth is complete, return to exhibitor check-in to get your booth approved for compliance. Your booth must be completed by 3:00pm on Thursday, April 8th. Allow plenty of time to fine-tune your booth.



Load-Out Procedures

Exhibitor load-out is Sunday, April 11th from 6:30pm to 9:00pm.

Under no circumstances should you close or dismantle your booth before the 6:00pm-closing announcement. Doing so will affect your priority status in future Home Shows and also could affect your ability to participate.

City regulations require emergency exits (loading doors) to remain closed until the public is completely out of the building. Show Management will announce, the public has left and instruct exhibitors to begin to load-out.

Aisle carpet will be removed as soon as the public has left the Show floor. With the cooperation of all exhibitors, this process will take no longer than 30 minutes. For your safety – keep off the aisle carpet from 6:00pm to 6:30pm.

KEEP OFF THE AISLE CARPET FROM 6:00PM TO 6:30 PM!



Load-out through the same doors you used to load-in. Load-out is similar to load-in. You will form designated lines in the driveway and wait until staff secures load-out space for you and waves you down the ramp. You also will have a load-out pass to hand to the load-out volunteers at the appropriate time.

Booths closest to the loading doors will load-out first and booths farthest away will load-out last. Load-out passes were sent with your confirmation packet. The pass will indicate a pre-assigned load-out time. Again, you must hand the pass to a load-out volunteer at the appropriate time.

Dismantle your booth and have everything ready to go before you enter the proper load-out line. Doing so will expedite the process and enable everyone to vacate the Hall promptly.

Do not plan on loading-out earlier than your assigned times. Remember, booths closest to the loading doors will have priority during load-out. **This will be strictly enforced!**

Anything left in the Halls will either be thrown away or boxed and stored by US Expo. It will be held until the cost of loading, transporting, and storing the goods are paid.

Anyone needing a special Monday load-out time must submit a request, in writing, to the Home Show Office by March 22, 2010.

EXTREMELY IMPORTANT ODDS & ENDS

LICENSES:

One month prior to the Home Show opening, we send our exhibitor list to the Registrar of Contractors and the City of Tucson Revenue Division. It is your responsibility to obtain the proper business licenses to operate in the Tucson area.

EXHIBITOR PARKING:

During the show hours, as a courtesy to your customers, please park exhibitor vehicles in the Catalina parking lot, (please see your included parking passes for a map of the available parking lot).

SMOKING:

Smoking is prohibited on the show floor or in any public building in Tucson. You may go to the outdoor smoking/eating area at the southwest side of the building, or behind the exhibitor lounge in the dock area. **DO NOT USE THE EMERGENCY EXITS TO SMOKE.**



TRASH REMOVAL:

One trash bag will be provided, per exhibitor, at move-out. Use them for their intended purpose.

DUMPSTER USAGE:

A dumpster will be available for use if necessary. The dumpster is lifted mechanically when dumped and therefore the following items **must not** be put in the container: brick, block, dirt, and gravel.

HOME SHOW STAFF:

There will be Home Show representatives walking the floor during the Show. They are there to help you and are identified by a management name badge.

SECURITY/INFORMATION LOST & FOUND/PARAMEDIC:

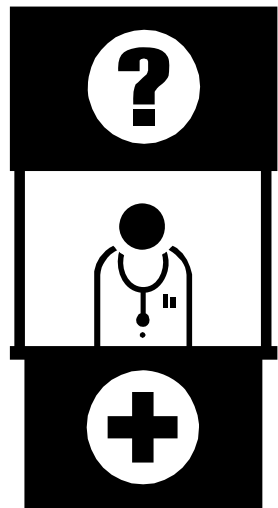
The Home Show Information Booth is located on the main floor (see floorplan). Uniformed officers and security will be on the premises during and after Show hours. In case of an emergency, contact the Home Show Information Booth.

During Show hours, it is imperative that emergency exits are used only for emergencies. Leaving and entering through these exits compromises the security of your valuables.

It is recommended that you cover or remove smaller, more valuable items, before you leave at the end of each day.

If you experience a shoplifting incident, go to the Home Show Information Booth and ask for security. Use extreme caution when dealing with a theft situation. Do not attempt to obtain anyone.

We recommend you add a rider to your own insurance, to cover belongings, at the Show site. We make every attempt to discourage theft and cannot be held liable for your property in the event you experience a loss.



SAHBA Home Show Guidelines

1. Oversized items that block the view or viewing angle of other booths are not allowed. Refer to page 5 under Booth Presentation.
2. Absolutely no loading in or working on your booths Wednesday, April 7, 2010.
3. All booths must be set up by 3:00pm on Thursday, April 8, 2010.
4. Booths may not be dismantled until the Show has closed and aisle carpets have been removed. Dismantling will take place Sunday at approximately 6:30pm.
5. Booths must be staffed all hours of the Home Show.
6. Nothing may be attached to walls or columns. Exhibitors will be charged for any damage to the building due to their own efforts.
7. Exhibitors and their employees must be well dressed. Proper working attire must be worn. Comfortable shoes are a must!
8. Materials, merchandise, equipment, and personnel must be inside your booth. You may not stand in the aisles and pass out literature or verbally solicit people in passing.
9. No exhibit will be permitted if it is considered offensive or disruptive by Show Management to other exhibitors or the public.
10. All audio volume levels must be kept to a minimum. Use of microphones is restricted to 10X20 booths or larger.
11. **MICROPHONES may NOT be used without the Show Manager's prior approval. Approval can be requested on the Original Contract under Special Requests. The exhibitor will be given a sign to display throughout the Show noting approval.**
12. Signs and posters must be professionally typeset.
13. **Vehicles are not permitted to park in the loading areas or driveways. Cars must be parked in the parking lots. Vehicles will be towed at owner's expense.**
14. Per TCC regulations, no exhibitor trailers or vehicles may be parked in the general Convention Center parking lots overnight. If you have a special request, call the Home Show office.
15. Helium balloons, popcorn, or any other food items may not be sold or given away during the Show without prior permission from the Show Manager. If helium balloons are used and are released, the cost of retrieving them will be \$250 each. Your company will be billed.

If Show Manager or a Compliance Team member asks you to adjust something about your exhibit in order to comply with the Show guidelines, you are required to do so immediately.