



## Information Kit For

# Landscape & Nursery Expo Exhibitors

Welcome to the Sacramento Valley Landscape & Nursery Expo. Please familiarize yourself with the contents of this kit. We look forward to seeing you in January!

This exhibitor information posted on the website includes:

- ❖ Rules and Regulations, including a drawing of required booth configuration
- ❖ Statement of the Landscape & Nursery Expo Priority & Policy
- ❖ 2011 Floor plan
- ❖ 2012 Booth assignment schedule
- ❖ Name Badge Request Form
- ❖ Fire Marshall Regulations

We encourage you to review these materials thoroughly before you arrive at the show. If you have questions, please contact Margo Chevront at (530) 458-3189. We expect every exhibitor to comply with the rules and regulations.

### **Facility Location**

The Sacramento Community Convention Center is located at 14<sup>th</sup> and J Streets in downtown Sacramento. The loading dock area is located between K and L Streets at the rear of the facility. The physical address is 1401 K Street, Sacramento, Ca. 95814

### **Name Badges**

Exhibitor Badge pick-up will be held from 1 to 4 p.m. on Tuesday, January 18 and from 7 to 9 a.m. on Wednesday, January 19. Please check as early as possible for badges so you do not have to stand in registration lines. Please use the enclosed badge request form and return by January 14 for pre-registration.

### **Set-Up & Show Hours**

The 2011 Expo set-up will begin at NOON on January 18 and conclude at 6 p.m. No vehicles will be allowed in the loading/unloading area before NOON. There will be no set-up on January 19, show day. Show hours are 8 a.m. to 4 p.m.

Forklift service for move-in will be available on the loading dock. Your company vehicle will be directed to this staging area by security. All drivers accessing the loading dock will be issued a dock pass by security to gain access to the dock area. No dock pass= no access. The truck will be returned to the staging area to line up for a dock pass.

### **Move Out Service**

Forklift service will be available through the dock marshal. Please sign-up there. Forklifts will be dispatched to your booth as soon as the booth materials are packed. Forklift service will stop at 7 p.m. so please make arrangements to be ready before this time.

Move-out will end at 7 p.m. There will be no morning move-out on January 20. Please make shipping & trucking arrangements before arriving at the show. If no arrangements are made your booth materials will be dismantled and left outside in an unsecured area. Landscape & Nursery Expo will not accept any responsibility for materials left overnight.

The LNE does not assume responsibility for damages to property of an exhibiting firm using free forklift move-in and move-out services. Exhibitors agree to hold harmless the LNE, the LNE committee, show management, The California Assoc. of Nurseries and Garden Centers, the California Landscape Contractor Assoc., and their management and employees.

## Move In & Out Procedure to the Dock – 1401 K Street, Sacramento, Ca. 95814

- ❖ All exhibitors with **multiple booth spaces** (2 or more) will move-in between **NOON and 3 p.m.** This will enable your company to have more time in the dock areas and less time waiting in line. **Single booth vendors** who need assistance at the dock space should **arrive after 3 p.m. to access the dock spaces.** If everyone cooperates this staggered move in should assist everyone with spending less time waiting inline.
- ❖ All large trucks & those needing forklift assistance will be directed to the facility loading dock. Each driver will be given a dock pass before proceeding to the loading dock.
- ❖ Loading & unloading must be completed quickly. No parking or unattended vehicles will be permitted in any of the loading areas. All vehicles accessing the dock will be assigned a dock pass as they leave the staging area and proceed to the convention center dock area. **NO VEHICLE WILL BE ALLOWED ACCESS TO THE DOCK AREA WITHOUT A PASS.** Vehicles that attempt to enter without a dock pass, will be returned to the staging area to gain a dock pass.
- ❖ Autos, vans and small trucks use the “J” street pull in areas. They may unload only within the areas marked by cones. Large trucks, those requiring forklift service & access to the loading bays must go to the marshalling area. There is no union involvement in the LNE concerning loading, unloading, set-up or tear-down. There is also no loan of equipment, tools or other assistance. Please remember to bring your own handcarts and nursery carts for a speedy entrance and exit.
- ❖ For exhibitors with large vehicles or those with high profiles there is an **open lot at 11<sup>th</sup> and I Street.** You will have to pay parking fees.

### MOVE- OUT

Truck Route from SCC to Staging Area – From 15<sup>th</sup> street turn right on W Street, left on 6<sup>th</sup> street, right on Broadway and left into Miller Park.

Vehicles will be checked in by the SCC Traffic Managers and sent to the facility dock area as space becomes available. Please see the attached map to familiarize yourself with the location of the marshaling yard. It is imperative that this information gets to your drivers and that he or she is aware of these changes. **This will only affect MOVE OUT on January 19.**

### Exceptions:

- If you are driving a personal vehicle, pick up truck or van to the show then you may continue to use J street to unload and load your materials.
- If you are an **equipment or nursery vendor** please see the dock managers (Barney Baty and Wendell Ward) **during move in** for a special dock pass for move out only

Any vehicle or truck attempting to gain access to the dock area without a dock pass will be directed to the marshaling yard at Broadway and Front streets. This policy is permanent with the Sacramento Convention Center and we expect every vendor participating in the expo to abide by their rules.

## Drayage Information

If an exhibitor wishes to pre-ship booth materials to the LNE or ship them back after the conclusion of the show, arrangements can be made through STL, the official drayage company for the LNE. Please refer to the information provided in STL's service kit.

## Tear Down

Show teardown will begin at 4 p.m. for all exhibitors. No one will be allowed to transport any material out of their booth space (s) by hand or by cart before the 4 p.m. close of the show. Please take all valuables out of your booth space on your first trip to your vehicle. Loss of property is not the responsibility of the expo. Tear Down will conclude at 7 pm.

## Fire Marshal Rules & Regulations

The following are the Sacramento Fire Department's minimum fire safety requirements, which are applicable to ALL trade shows and exhibits.

### Aisles & Exits

- All aisle and exits as designed on the approved floor plans shall be clear and free of all obstructions.

### Building Fire Fighting Equipment

- Fire extinguishers are to be maintained in a readily accessible and visible location. A 3 ft. path shall be maintained by direct access.
- Wet standpipe hose cabinets, fire extinguisher locations, exits, exit lights, and fire alarm sending stations shall not be concealed, in whole or part, by any decorative materials.

### Electrical

- All electrical hook-ups are to conform to the National Electrical Code.
- Electrical hook-ups CANNOT be made from the distribution panels located in the overhead rooms.
- All methods of electrical hook-up must have prior approval of the Event Services Section.
- All wiring and cables which cross public access (aisle ways etc.) must be bridged or taped and matted.
- Electrical feeder and branch circuits are not to be supported whereby such support would cause damage to the building.
- Batteries shall be removed, or battery cables shall be disconnected from all motor powered vehicles displayed, and vehicles shall contain only ¼ tank of fuel. All fuel tanks shall be furnished with a locking type gas cap or sealed with tape. Garden tractors, chain saws, power plants, and other fuel powered equipment shall be safeguarded in a similar manner.

### Enclosed Displays

All tents, awnings, canopies and /or enclosed structures must display a "California State Fire Marshal" seal indicating that the materials used are flame retardant.

Additionally, a fire extinguisher must be prominently displayed within the confines of the exhibit. Any/all exceptions to this must have advanced specific written authorization from the Sacramento Fire Department.

### Flame Retardant Treatment

All decorations, drapes, curtains, signs, banners, acoustical material, moss, split bamboo, plastic cloth, Christmas trees, and similar decorative materials shall be rendered flame retardant. Hay and straw bales must be rendered flame retardant.

Table coverings must be treated with a flame retardant chemical, unless they lie flat with an overhang of not greater than six inches. Oilcloth, tarpaper, nylon, Orlon, and certain plastic materials cannot be made flame retardant and their use is prohibited. **Documentation of Fire Retardation must be present on-site.**

### Flammable Liquids

No open flames are allowed anywhere in the SCC, with two exceptions: Classique Catering has small decorative votive candles that have been approved by the Sacramento Fire Department. Sterno containers, used for warming food samples, are allowed with prior approval. A person shall not use within the SCC any heating, or cooling appliance which uses a class 1 liquid (gasoline, white gas, alcohol, etc.). A person shall not store any flammable liquid inside the SCC.

### Permits & Paper Products

Permits for the following shall be requested not less than ten days in advance of the show. Requests are to be directed to SCC Management in conjunction with the Sacramento City Fire Department:

1. Display and operate any heater, barbeque, heat producing device, lamps, lanterns, torches, pyrotechnics, etc.
2. To display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Sacramento City Fire Department.
3. Literature on display must be limited to reasonable quantities. Reserve supplies must be kept in closed containers and stored in a neat and compact manner. Any questions regarding these requirements should be directed to the Event Services Section, SCC at (916) 808-5291. For special requests or clarifications address yourselves to: Sacramento Fire Department, 1231 I Street, Ste. 401, Sacramento, Ca. 95814-2979 or call Fire Prevention Bureau (916) 808-1643.

## Exhibitor Information

*Special notice:* There will be no table and chair included in the price of the booth space. You may bring your own table or chairs or rent them from the decorator firm, STL, Ltd.

Exhibitors may pick up their own On-site kits on set-up day. These kits not only contain name badges for you and your sales representatives but also your priority sign up schedule for the 2011 expo and the 2012 show contract. Check with the show committee for location.

Exhibitors must remove and clean up their materials from the exhibit hall or be charged for the clean-up. Exhibitors are responsible for abiding by the show rules and regulations and the fire marshal's rules which are listed in this brochure.

## Booth Sign Up & Priority System

Sign-ups for the next year's show of the LNE/2012 will be held at the Sacramento Community Convention Center on Wednesday, January 19, 2011 beginning at 10 a.m. Your Priority group number and time of booth selection will be included in your Show Day Exhibitor Packet that will be given to you on January 18 & 19, 2011. Your company's priority number will be indicated on the Show Day Exhibitor Packet on the right hand corner of the outer envelop.

The LNE booth sign-up priority system was established in order to protect companies supporting the show the longest would have priority for future booth sign-ups. Each exhibitor is assigned a priority number based on the year they first participated in the Expo.

Each priority number is broken down in order of original payment date (first payment received). In each priority group the sign-ups will be conducted on a first arrival basis until the group has all signed up. A priority number remains the same each year except when an exhibitor drops out of the show or does not sign up for a booth at priority sign-up.

An exhibitor missing a show or failing to sign up for a booth at priority sign-up is dropped from the priority list and all other exhibiting firms move up one number. If that exhibitor decided to come back, they will be issued a new priority number based on the re-entry time. If a company has a name change the priority will remain the same.

If you have questions about regarding your priority number, or about this year's priority sign-up, please contact one of the show committee members.

## Hotel Information

The Landscape & Nursery Expo has rooms blocked at the following hotel:

*Best Western (Sutter House)* – 1100 H Street, Sacramento Phone: 916-441-1314  
\$89/Single (King rm.); \$99/Double (Queen rm.) plus room tax. Ask for the Landscape & Nursery Expo room rate when booking. Room block cut off – January 11, 2011.  
Located three blocks from the Convention Center

**Note: Please make your own reservations.**

**For reservations with either the Hyatt Regency or the Sheraton Grand please check your favorite online reservation system (ie: Travelocity, Orbitz,) or member discounts for AAA or AARP) for better rates than we can find to accommodate you. BOOK EARLY to be guaranteed a room.**

## Landscape & Nursery Expo 2011 Service Contractor

STL Service Contractors, 950 Richards Boulevard, Sacramento, Ca. 95814  
Tel: (916) 447-5000 and Fax: (916) 447-1133

Contact STL to order electrical drops, tables, chairs, carpeting, special lighting etc. STL will provide drayage service for exhibitors who need to ship their booth to the expo BEFORE January 19, 2011.