

BOOTH SETUP AND REQUIREMENTS

Each 10 x 10 Booth Includes:

- 8' high back wall drape in neutral tone
- 500 Watts of electricity
- Booth number sign - **PLEASE USE** - It makes it easier for attendees and the show decorator to find you.
- Show Directory listing with your company name and booth number (application must be received by one month prior to actual show date)
- Discounted group rates at nearby hotels. **It helps us maintain good rates if our exhibitors utilize these hotels.**

You Are Required to Provide:

• Sidewalls:

Must be a minimum of 7' high and a maximum of 8' high. They must be flame proofed fabric or opaque walls. If you use lattice, or grids, you must use fabric to cover the back. All sidewalls must be attractive from all sides.

- Booth carpet or other floor covering.
- Food exhibitors must have washable flooring.

• Lights: We dim the overhead lights in

MOST shows. Be prepared with enough lighting to display your booth and product under dimly lit conditions. Lighting is Mandatory for all indoor and outdoor booths.

- Extension cords must be heavy duty, 3-prong/ grounded cords. Flat cords are recommended. Power strips with 6 outlets are required. (In Las Vegas, use one extension cord from main floor power to lights.) **ALL LIGHTS MUST BE TURNED OFF AT END OF DAY.**

Suggestions

- Use your company signs in your booth. The signs must not exceed the 8' side and back wall heights and cannot be hand written.
- Use a tarp or bed sheet to cover the front of your booth at night when you leave for additional security.
- Use a trailer hitch lock to prevent parking lot theft.
- Have a flexible set-up. Your booth structure must be flexible to allow for a 4-6" deviation from the width of the assigned space to allow for pillars and unforeseen floor plan irregularities.

Not Acceptable

- Fully enclosed roofs are not allowed due to Fire Marshal regulations.
- Commercial white vinyl signs. These are not appropriate for indoor shows. Signage for indoor shows should be smaller and have a softer decorative look like wood, fabric, felt, foam core or sailcloth.
- Spreading your product and display into the aisles.

NO displays shall extend into aisles. AISLES MUST REMAIN EMPTY OF MERCHANDISE.

- Exits and aisles must be kept clear of all displays and equipment. Entrance and exit doors shall remain unobstructed at all times. Fire extinguishers and fire hose cabinets shall remain visible and accessible at all times.
- Exposed metal of KD Canopies. Cover or wrap the metal with fabric or decorative material. E-Z ups or canopies are allowed for outdoor set-ups in Pleasanton, Del Mar and Ventura. **You must have sidewalls.**
- Hand drawn signs (unless it is calligraphy).
- Special sales and discounts. Hand-drawn sale signs are not allowed. If you reduce the price of an item during the show, replace the price tag!

Stationary Carts

Carts can be no larger than 4' wide x 4' long x 6' tall and must have lighting that complies with Fire Marshal code. This can be self-contained or ordered thru the electrical provider.

A table does NOT constitute a cart. No additional props or displays may be placed outside of your cart space. Cart spaces will be marked on the floor and vendors are required to stay within the marked space.

Food Vendors

All food vendors must submit permit applications for each show and city in which you participate. All forms are available on the www.harvestfestival.com show site.

Forms must be submitted WITH FULL PAYMENT. Please review each individual county requirements for food handling, waste and cleaning. The health departments have the authority to close your booth if minimum requirements are not met.

You must have the following:

1. Washable floor covering
2. Handwashing station
3. If using utensils - you must have a three compartment utensil washing sink with bleach
4. Covers for open food samples
5. Waste basket

Note: These are minimum requirements, each county may have additional requirements. Please review the individual city permit applications for more information.

The Harvest Festival will collect payments and submit the permit applications for all food vendors to the appropriate health departments.