



2024 FINAL INSTRUCTIONS



Fresno 38th Annual
HOME & GARDEN
Show

March 1,2,3 2024
Fresno Fairgrounds

Specialists in bringing qualified customers to you

2024 Final Instructions

March 1,2,3 2024
Fresno Fairgrounds

Welcome...

to the 38th Annual Fresno Home & Garden Show! We are pleased that you have

Fresno Fairgrounds
1121 S. Chance Ave.
Fresno, California

chosen to participate in California's largest Home & Garden Event! With your help, we present the consumer with a variety of quality products and services, plus some exciting special features, and new venues. Thank you for your participation!

This Final Instructions Pamphlet provides important information regarding parking, booth set-up, tear-down, and much more. In addition, phone numbers, maps and accommodation information are included for your convenience.

Contact Us:

Home Office: 800-897-7899
Show Office: 559-346-9788

laurie@fresnoshows.com

Show Hours:

Friday, 3/1 - 10:00am-5:00pm
Saturday, 3/2 - 10:00am-5:00pm
Sunday, 3/3 - 10:00am-5:00pm

Set-Up Schedule:

Wednesday, 2/28 - 10:00am-6:00pm
Thursday, 2/29 - 8:00am-8:00pm

Tear-down Schedule:

Sunday, 3/3 - 5:15pm-8pm
Monday, 3/4 - 8am-12pm

HAVE A GREAT SHOW!

CHECK-IN AND SET-UP

Show Office Locations

Show Office 1 in Bldg #2 in the Northwest Corner
Show Office 2 in Bldg #9 on the Northwest side.

You must check-in before you set-up. Set-up is Wednesday between 10am-6pm and Thursday between 8am-8pm. To resolve any no-show issues, all exhibitors must check-in at a show office or call or text 559-346-9788 prior to 5 p.m. Thursday, February 29, 2024. **Any company that has not checked in or contacted us to inform of a late arrival by 5:00 p.m. Thursday, February 29th, 2024 may be cancelled and will forfeit any payment.**



During check-in you will receive Exhibitor Badges and directions to your booth. Your exhibitor badge gives you access to the fairgrounds and free parking in the Butler and Kings Canyon parking lots. (The Chance Ave. parking lot are for attendees only). Badges are not for friends, family members or employees who are not working the show. If you have a large staff and need to distribute badges before set-up, please call 1-800-897-7899 and we will mail your badges ahead of time (10 badge limit).

*Note: Building 5 and Building 7 are not heated, so dress warmly if you are located in either building.

The following must be completed PRIOR to check-in:

- 2024 Home & Garden Show Contract signed and returned
- Completed Board of Equalization form
- Account paid in full
- Health Permit (if required)

EXHIBITOR PARKING

For the 2024 Spring Show, vendor parking is in the Butler Lot and Kings Canyon Parking lots. You must present your exhibitor badge be admitted for free. The Chance Avenue lot is for attendees only and your exhibitor badge will not be accepted in leu of payment.

Trucks and trailers that are left over night in the parking lots and at the facility are the responsibility of the driver, not the Fresno Home & Garden Show or the Fresno Fairgrounds.



[Click Here To Download Map](#)

R.V. HOOK-UP

There are limited RV spaces located that can accommodate merchants traveling in a RV. Most include full hook-up (water, electricity and sewage). RV spaces are located across the street from the show. Space availability is first-come, first-served, by reservation only. Please contact the Fresno Fairgrounds at 559-650-3227, or click on the following link. [Click For RV Reservations](#)

TRANSPORTING SUPPLIES

Remember to bring all necessary supplies with you. Items such as ladders, hand trucks, hammers, brooms, pencils, etc., will not be provided by the Show Office.

FORKLIFT

You may order the forklift and driver at a rate of \$50.00 per hour, between 8:30 a.m. and 3:00 p.m. on Wednesday-Thursday. The forklift/driver is also available for tear down on Monday, 8:30-12:00 noon.

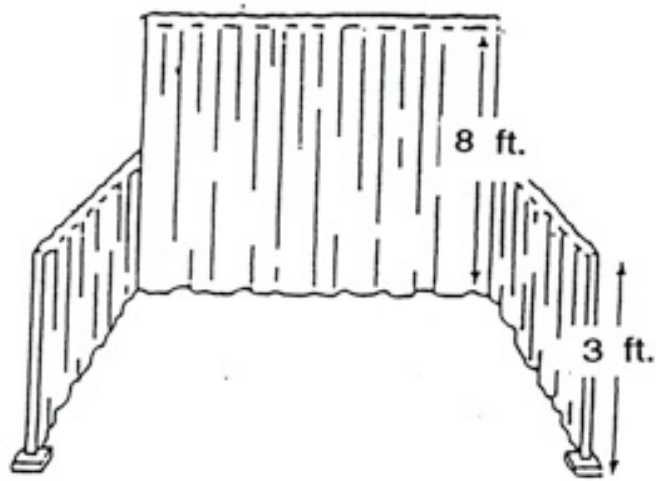
You may pre-order/pay by calling the Fresno Fairgrounds at 559-650-3227. Visa/MC/Amex are accepted for pre-orders. If you need to order at the show, Visa/MC/Amex, and cash are accepted (no checks). If you need a forklift/driver for Sunday night's tear down (or when the Fairgrounds forklift is not available) you must make your own arrangements for a forklift and driver.

DELIVERIES

Deliveries are accepted February 28-March 3rd, 2024. For security reasons, it is best to be on-site to receive your own shipments. **Show Management cannot be held responsible for lost, damaged, misplaced or stolen shipments.** We will not accept C.O.D.s! Please include your company name, booth number and send to:

Fresno Home & Garden Show
 C/O The Big Fresno Fairgrounds
 1121 S. Chance Ave.
 Fresno, CA 93702

EXHIBIT DISPLAY POLICY



BOOTH SPECIFICATIONS

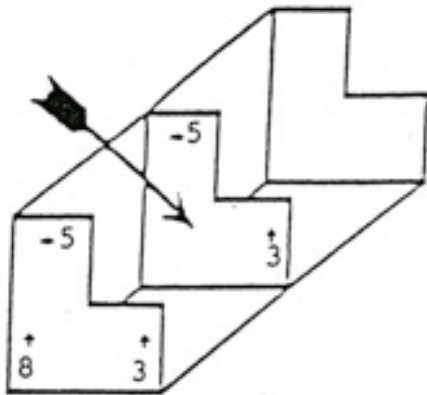
Unless otherwise specified, typical booth space will measure 10'x10' and shall include:

- *One duplex electrical drop (500W/110V outlet);
- *Fully draped 8' high backdrop and 3' high side panels.

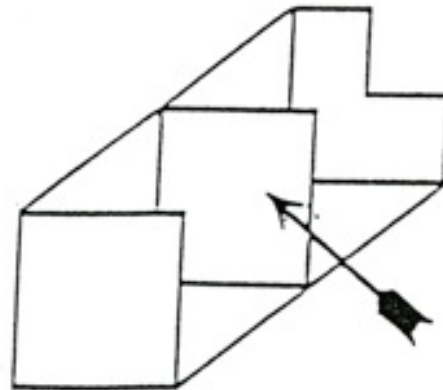
Displays within the booth area will be limited to an 8'x 10' back with side panels not to exceed 8' in height for one-half of the panel distance, measured from the rear drape. The remaining side panel height will not exceed 3'. Outside booths and booths in the Outdoor Pavilion will not have side drapes and/or back drapes, therefore, these guidelines do not apply.

EXHIBIT DISPLAY POLICY

OPEN VIEWING:



Correct Set-Up



Incorrect Set-Up

*the above diagram does not apply to **Maker's Market** booths located in **Building 5**, which can have side walls

A professional, finished appearance is required in all areas of the exhibit/display visible to attendees. Unfinished portions of the exhibit/display must be draped. All displays & display material must stay within contracted booth boundaries. Two-sided banners that display into your neighbors area may not be used!

Any exceptions to the above must be approved by show management.

SHOW DECORATOR

Sacramento Stage Lighting (SSL) is the decorator for the 2024 Spring Home & Garden Show. Booths come standard with 500 watts of electricity and the draped booth frame as outlined above. SSL will be taking pre-orders for draped tables, chairs, special electrical boxes, and carpet. Click the following link for pre-order orders: [Show Decorator Order Form](#)

Their scheduled availability is as follows:

Wed., February 28th, 8 a.m. - 6 p.m.
Thurs., February 29th: 8 a.m - 8 p.m.
Fri., March 1st: 8 a.m. - 10 p.m.
Sat., March 2nd: On Call
Sun., March 3rd: On Call

If you haven't received a SSL pre-order packet, or if you need additional decorating information, please contact the SSL office:

916-447-3258 or orders@sacstagelight.com

PHONE AND INTERNET CONNECTION

The Wi-Fi at The Fresno Fairgrounds is not reliable. We recommend merchants use their own cellular provider's personal Hotspot for Wifi access. Should you choose to use the Fairground's Wifi, it costs \$5.99 for 8 hours, and \$8.99 for 24 hours. It is **only available** in buildings #1, #2, #3, #4, #6, and #9. There is no fairgrounds WiFi available in buildings #5, #7,#8, the Patio or Outside. If you would like to use the facility's WiFi, please click on the network named **BFFGuest**, at which time you will be prompted for payment.

MUSIC/VIDEO/PA SYSTEM IN BOOTH

Taped music is prohibited as part of an exhibit or display without written permission from an appropriate music licensing source (i.e. BMI, ASCAP). Evidence of such permission must be available for review upon request.

Speaking into a microphone, demonstrating a video/sound system or otherwise using a public address (PA) system must be kept to an appropriate volume, to be determined by show management. Non-compliance with this section can result in removal from the show.

BOOTH MAINTENANCE

It is expected that you will keep your immediate area and surrounding area neat and clean. Trash should be placed in garbage cans at the close of show each evening. Please separate trash – put all cardboard containers next to trash bins – maintenance will collect for recycling. Other items, which must be recycled include: glass bottles, plastic beverage containers and aluminum cans. Please use the recycling receptacles provided for public use throughout the grounds and buildings. Use of polystyrene (Styrofoam) is prohibited for all vendors and concessionaires.

Janitorial services will be provided each morning prior to the opening of the show. For security reasons, janitors are not permitted to enter the booths. However, if you have an especially difficult cleaning situation, contact the Show Office for assistance.

PULL UP & PICK UP SERVICE

For shoppers who make large purchases at the show, Chance, Kings Canyon and Butler entrances will have drive up, pick up service space available. Purchased items must be transported to the customer via hand-truck or similar non-vehicle transportation during show hours. Please have your exhibitor badge on your person to return to the show free of charge.

BOOTH TEAR DOWN

Due to several safety and liability issues, we do not allow merchants to tear down & carry out product/displays until all public attendees have vacated the premises. For this reason, the exact time of Sunday's tear down will be determined by security staff and show management.

No exhibitor will be allowed to tear-down prior to 5 p.m. on Sunday, March 3rd. Once

teardown does begin, the schedule is as follows:

Sun., March 3rd: 5:15p.m. - 8 p.m.

Mon., March 4th: 8 a.m. - 12 p.m.

All exhibits, displays and items must be removed from the fairgrounds premises before 12 p.m. on Monday, March 4th. After 12 p.m., exhibits are subject to removal and storage by the Fresno Fairgrounds. If this should occur, the exhibitor will be charged labor and storage fees at prevailing rates. Fresno Shows will not contact companies regarding displays left at the fairgrounds.

INSURANCE

Exhibitors must carry and maintain insurance, including worker's compensation, personal injury, and theft and property damage coverage under a policy of general public liability insurance. (Please refer to the "insurance" clause on the back of the show contract).

Additional Insured:

Fresno Home & Garden Show
Home Office, Mailing Address:
4120 Douglas Blvd. #306-349
Granite Bay, CA 95746

Fresno Fairgrounds
1121 S. Chance Ave.
Fresno, CA 93702

Event Site:

1121 S. Chance Ave.
Fresno, CA 93702

For your convenience, the following company RainProtection Insurance offers temporary event insurance:

[Click Here To Purchase Insurance for the Show](#)

SALES TAX

The sales tax rate for City of Fresno is 8.35% (as of 1/19/24). California's State Board of Equalization requires a valid resale number for all exhibitors who are a retail sales oriented company.

If you plan to sell tangible products at the show, and you don't have a California Resale Number, then it is imperative that you obtain a resale number prior to the event. Some products and services are exempt from these requirements. For more information, contact the State board of Equalization Office in Fresno 800-400-7115. Note: the tax rate may change at any time prior to the event.

Exhibitors must provide show management with a current, completed and signed resale form prior to check-in. Contact our home office at 800-897-7899 if you need another form.

ALCOHOL BEVERAGES/SMOKING

The consumption of alcoholic beverages is permitted on the fairgrounds, however, you **MAY NOT** bring any type of alcoholic beverage on to the Fresno Fairgrounds. All merchants, staff and business associates will avoid excessive drinking or public drunkenness during show hours, and will maintain a professional demeanor while at the event.

Smoking is not permitted in any of the buildings or annexes at the Fresno Fairgrounds. We request that you smoke outside in well-ventilated areas.

Anyone found disregarding the above will be removed from the fairgrounds and denied further participation in the show.

HOT TUB DISPLAYS & LEGIONELLA RISK

Hot tub displays at temporary events may pose a risk for Legionnaires' disease, a type of

pneumonia caused by inhaling mist containing *Legionella* bacteria. The Centers for Disease Control and Prevention (CDC) issued a Health Advisory to provide guidance and minimize risk for *Legionella* exposure from hot tub displays at temporary events (e.g., fairs, home & garden shows, conventions). Hot tub vendors, refer to the link below for more information on minimizing the risk of *Legionella* exposure in hot tub displays. <https://www.cdc.gov/healthywater/pdf/swimming/resources/legionella-factsheet.pdf>

STATE FIRE MARSHAL EVENT REGULATIONS

2024 California State Fire Marshal Regulations

***Exit openings** in your booth shall be a minimum of 3 ft. wide by 6 ft., 8 inches in height.

***No open flame inside exhibit halls.**

***BBQ's & fireplaces located outside:**

-cannot be under canopy/tent/awning if being demonstrated, and must have a 2A10BC rated portable fire extinguisher.

-can be under canopy/tent/awning if NOT being demonstrated and must have a 2A10BC rated portable fire extinguisher.

***No propane heaters.** Electrical space heaters are allowed indoors but must have a 3' clearance around them.

***Electrical extension cords must be heavy-duty three wire (grounded) type.** Daisy Chaining or plugging of extensions chords/power strips together to increase the length of your cord will not be permitted. Prepare accordingly and purchase a cord with ample length for your needs.

***Vehicles inside buildings:** Battery terminals must be disconnected. Fuel tank shall be no more than 5 gallons or 1/4 filled, whichever is less. Locked or taped gas cap required.

***All Tents and Pop Ups must have a 2A10BC rated portable fire extinguisher or larger.** Please double check the size (A kitchen size fire extinguisher is not large enough). Also, check the expiration date. The fire marshal will ask to see your fire extinguisher on Friday morning. **No heaters, open flame, gas combustibles or lighter fluid allowed** under a canopy/tent/awning under any circumstances.

***All booths with a canopy/tent/awning that have canopy covers, fabric or pliable side/back drops and decorative material must have a permanent label with certification that it is flame resistant.** On Friday morning the fire marshal will inspect your tent/pop up for this label. If the label has been removed, you may contact the manufacturer of the tent and request a certificate verifying the materials in your product are fire resistant. The certificate, as well as your receipt of said tent/pop up can be used as verification and **must be on site for inspection.** Alternatively, the tent may be treated by the owner with a SFM approved fire retardant chemical (empty can and dated sales receipt may serve as proof). Lastly, a licensed applicator may spray fire retardant on the tent material. Once done, they will attach a label/certificate proving the material is now fire retardant. See below for a company name of a licensed applicator:

Jones Cleaners
Phone: 559-513-8978
7280 N. Remington Ave. Fresno, CA 93711

***The following section is for tents 20x20 (400 sq. feet) or larger**

Tents 20x20 or larger must have the manufacturer's set up instructions at the event so the Fire Marshal can verify the tent has been properly constructed. Manufacturer's Instructions must include the correct weight-per-pole and the proper way to attach the weight to the tent.



You may print out your Manufacturer's Instructions from their website as long as you also have a receipt showing your tent is the one being referenced. If you do not have the receipt and/or the manufacturer's instructions, you will need to contact a local engineer who will write up a certified list of instructions. The engineer will need the tent's height, width, and depth as well as the number of poles, and the size and weight of the concrete blocks you plan on using. The engineer's instructions must be available on the Friday morning of the show when your tent will be inspected by the Fire Marshall. For your convenience we have found a local civil engineer for you to contact:

ASDI
Craig Hiatt
559-432-4151
chiatt@asdiengr.com

In addition, tents 20x20 or larger must use tent straps and concrete blocks to anchor the tents. Water barrels and tent stakes will not be permitted. Each tent strap must have a label showing the strap's capacity. Tents must follow the weight tie-down guidelines shown below:

WIND SPEED = 0 - 20 MPH ^{a, b, c, d}					
Tent Size (ft)	Area	Number of Posts	Required Holding Force per Post	Weight of Concrete Required per Post	Number of 550 lb Concrete Blocks Req'd per Post ^{b, c, d}
20x20	400 ft ²	4	750 lbs	900 lbs	2
20x30	600 ft ²	6	750 lbs	900 lbs	2
40x20	800 ft ²	6	1000 lbs	1200 lbs	3
40x40	1600 ft ²	16	750 lbs	900 lbs	2
40x40	1600 ft ²	8	1500 lbs	1800 lbs	4
(2)60x40	4800 ft ²	40	900 lbs	1080 lbs	2

The Fire Marshal strongly recommends having the tent inspected by the aforementioned engineering firm once it is set up at the show. This will allow an automatic pass on your tent inspection. Without this engineering certification, you run the risk of having your tent not pass the Fire Marshal inspection on Friday, and it will need to be immediately taken down.

If you wish to rent a tent, Expo Events & Tents has been recommended by the Fire Marshall as they use the proper tie down weighted blocks. They also rent just the concrete blocks and straps if you will be using your own tent. Click the blue button below to fill out an order form, and they will contact you with a quote:

Expo Events & Tents
Phone: 559-495-3300
3714 N Valentine Ave., Fresno, CA 93722

[Click Here To Order Tents/Tie-Down Blocks](#)

For questions or concerns on fire safety, see the State Fire Marshall website:
www.fire.ca.gov or call 916-445-8550

HOTEL RECOMMENDATIONS

For your convenience, the two hotels listed below are near to the fairgrounds and come in at two different price points, with the Wyndham Garden hotel being the budget option. Prices vary depending on room size, dates booked, etc. so please contact hotel directly for most up-to-date pricing:

Wyndham Garden Fresno Airport
5090 East Clinton Way Fresno, Ca 93727
Phone: 559-494-4992

Website: Wyndhamhotels.com

Convention Center Double Tree by Hilton Hotel
2233 Ventura St, Fresno, CA 93721
Phone: 559-268-1000
Website: Hilton.com

CONTACT INFORMATION

Fresno Home Shows

Sacramento Office (for use before/after events).....800-897-7899
Home Show Office (for use during events).....559-346-9788
Email: laurie@fresnoshows.com
Website: FresnoShows.com

Fresno Fairgrounds

Fairgrounds Administration Office.....559-650-3247
Email: info@fresnofair.com
Website: FresnoFair.com

Sacramento Stage Lighting (Decorator)

Phone Number.....916-447-3258
Email: info@sacstagelight.com
Website: Sacstagelight.com

FRESNO SHOWS PRODUCTIONS

Fresno Home & Garden Show
38th Annual Event
March 1-3, 2024

The Tri-County Home & Garden Show
The 3rd Annual Event
August 16-18, 2024

Fresno Fall Home Improvement Show
18th Annual Event
November 1-3, 2024

Fresno Shows
4120 Douglas Blvd. #306-349
Granite Bay, Ca 95746

Disclaimer: Show Management will be diligent in their efforts to assure that the information contained in this booklet is accurate. However, because of the vast amount of variables involved, this booklet and other show information are subject to change without notice, and are not meant to be all-inclusive. Failure to comply with the information outlined in this Final Instructions document may result in removal from the event.