



19th Annual **VISALIA**  
**SPRINGFEST**  
**HOME & PATIO**  
**FEBRUARY 10, 11 & 12, 2012**

Exhibitor Manual  
Show Floor Plans  
Show Decorator  
Request Forms

VISALIA CONVENTION CENTER  
303 E. Acequia, Visalia CA 93292

PRODUCED BY:

**SHOWCASE**

EVENTS, INC.

For questions, call 1-800-700-7469

Fax: 415-648-6530

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## SET-UP, SHOW & MOVE-OUT HOURS

### SET-UP HOURS

Wednesday	February 8	2:00pm - 9:00pm
Thursday	February 9	8:00am - 9:00pm
Friday**	February 10	8:00am - 10:30am

**NOTE: All exhibitors must check-in no later than 5pm on Thursday, Feb 9<sup>th</sup>.**

\*\* On Friday, exhibitors may make adjustments to booth displays, carry in product, etc., but there will be no inside forklift availability and the loading dock doors will be secured.

### SHOW HOURS

Friday	February 10	Noon - 7:00pm
Saturday	February 11	10:00am - 7:00pm
Sunday	February 12	10:00am - 5:00pm

**NOTE:** Exhibitors may enter Exhibition Halls after 8:00am each day.  
Exhibit booths **must** be staffed throughout all show hours.

### BOOTH REMOVAL HOURS

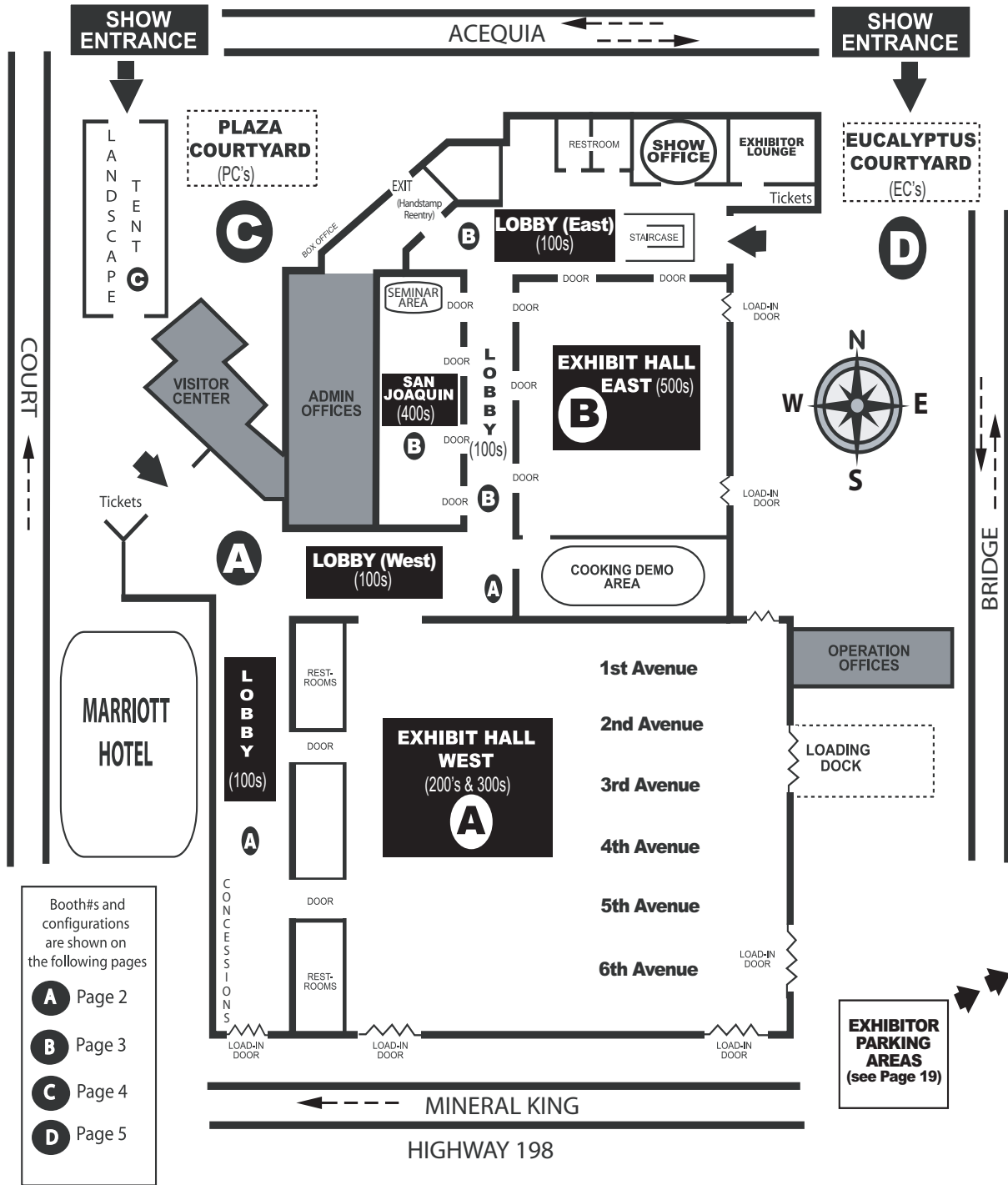
Exhibitors located in **all Lobby Areas** must complete their move-out no later than *midnight* on Sunday, February 12<sup>th</sup>.

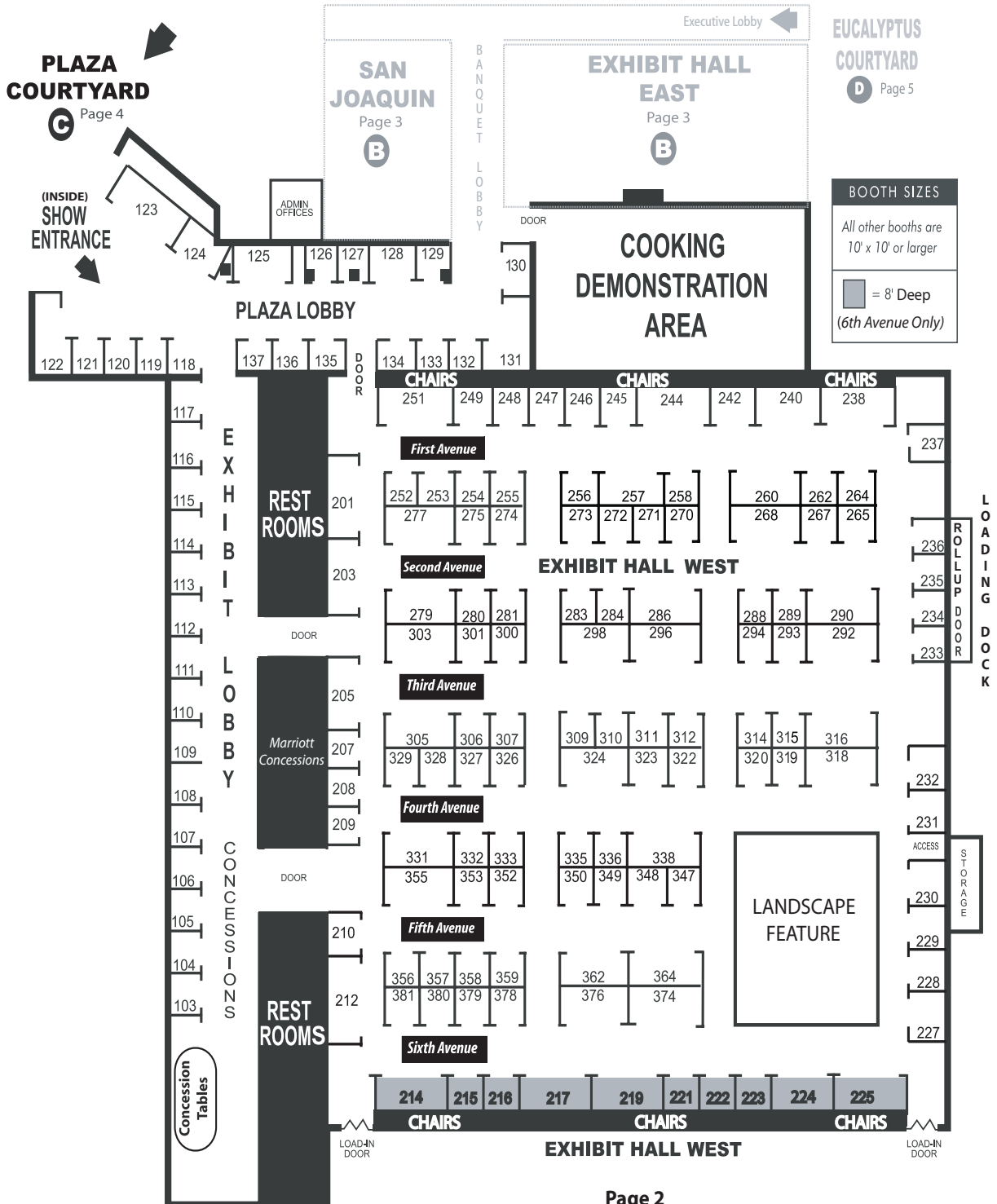
Exhibitors in **Exhibit Hall-West, Exhibit Hall-East, San Joaquin and Courtyard Areas** must complete their move out no later than *noon* on Monday, February 13<sup>th</sup>.

**NOTE:** Exhibitors may not commence breakdown until **5:00pm on Sunday**  
Nothing will be allowed to leave the exhibit areas before the show closes!  
Exhibitors who violate this policy will be fined \$100 and jeopardize future participation.

**All facility areas must be vacated by noon on February 13, 2012.**

**VISALIA CONVENTION CENTER**  
**FLOOR PLAN OVERVIEW**  
 303 E Acequia Ave, Visalia, CA 93291  
 (559) 713-4000 Fax: (559) 713-4804

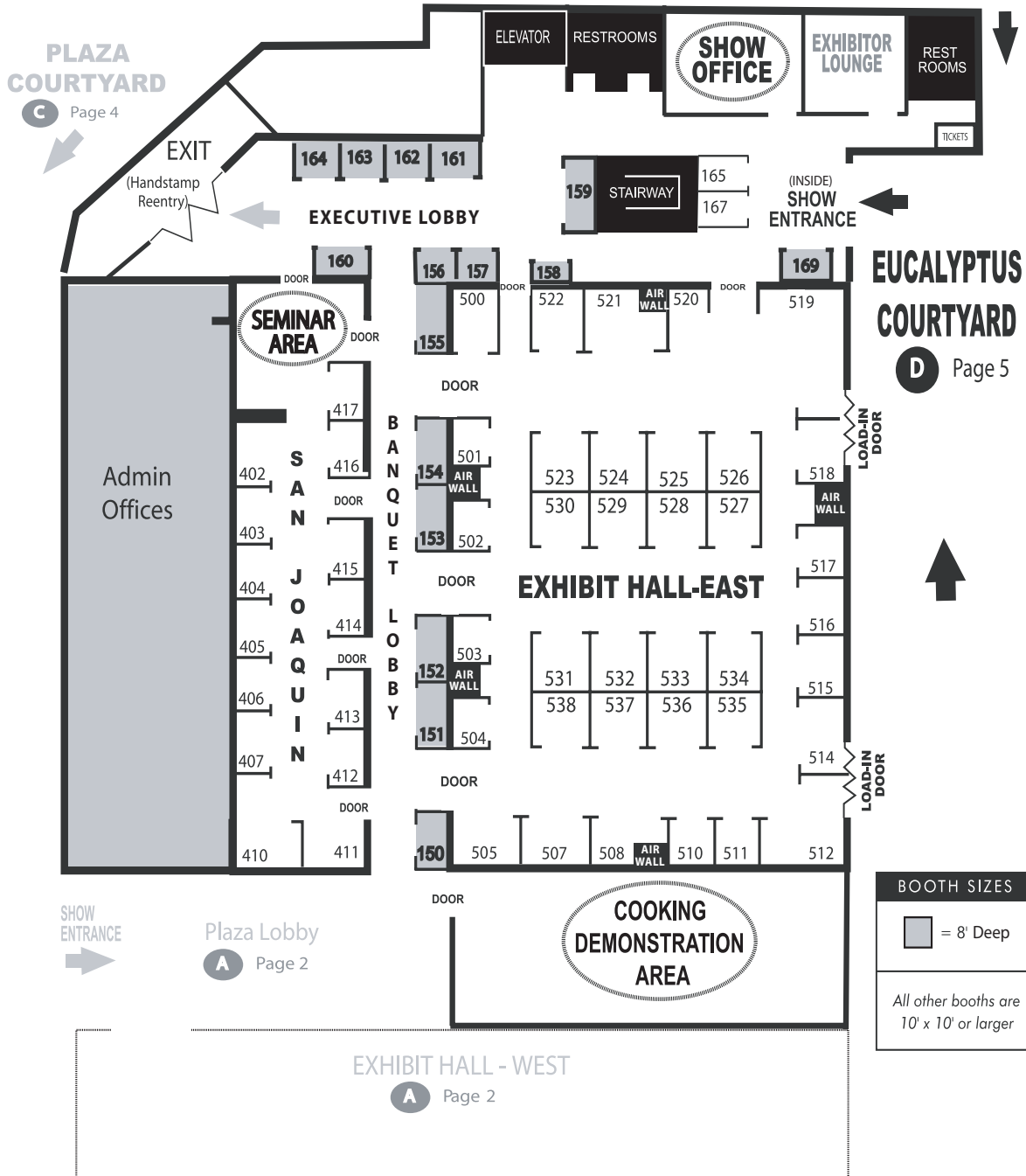




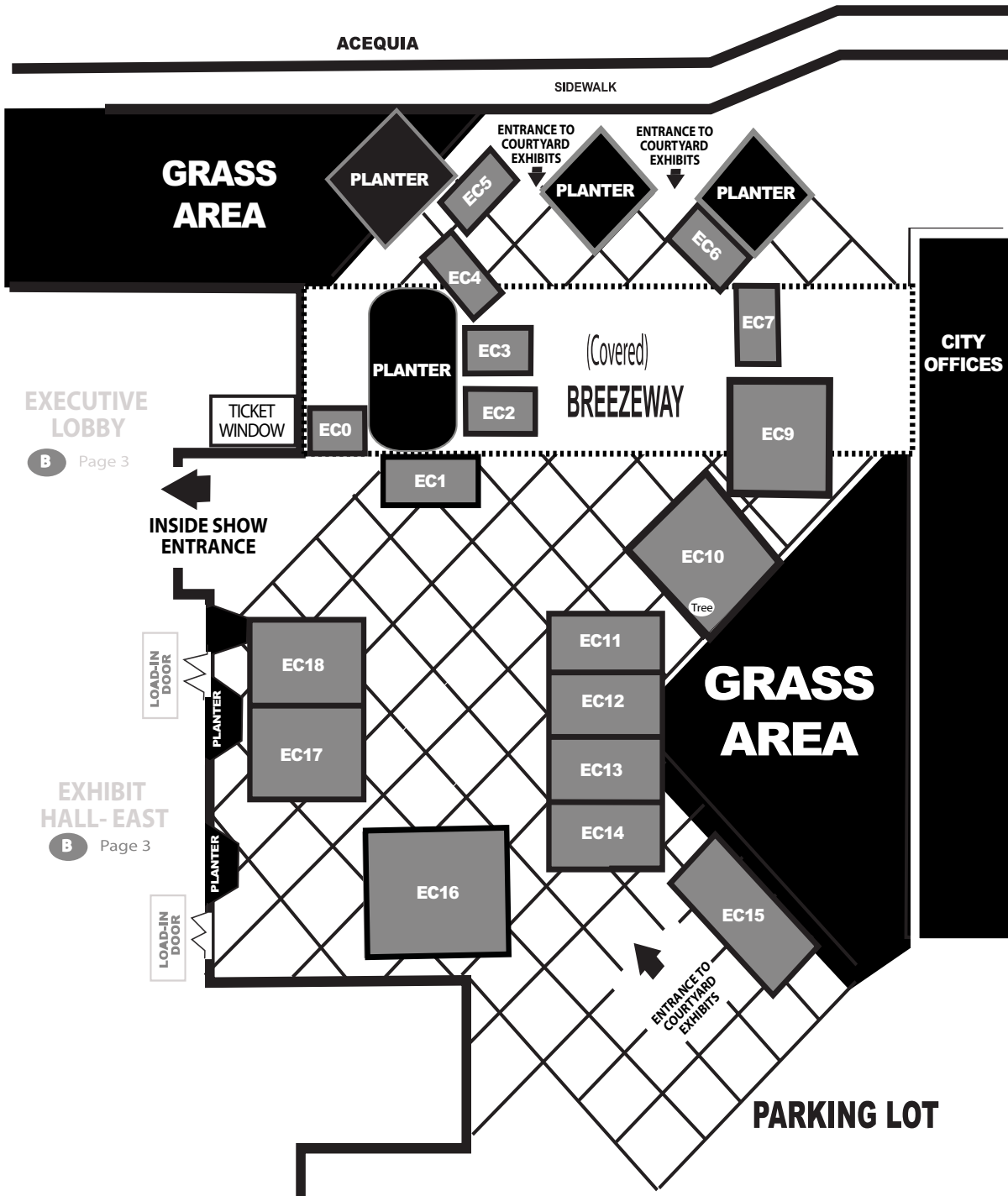
VISALIA  
CONVENTION  
CENTER

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Exhibit Hall-East  
Executive Lobby  
San Joaquin  
Show Office







## EXHIBITOR CHECK-IN INFORMATION

### SHOW OFFICE

The Show Office is located in the lobby area outside of Exhibit Hall-East as you enter by the Administration Offices (please refer to the floor plan on *Page 1*).

### EXHIBITOR CHECK-IN:

***Before starting any booth construction, check-in at the Show Office. ALL EXHIBITORS must check-in no later than 5pm on Thursday, Feb. 9<sup>th</sup>***

Please call (800) 700-7469 to request *Late Check-In*. However no late check-in privileges will be granted if all paperwork and payments are not in order. If we don't hear from you by 5pm on Thursday, Feb 9<sup>th</sup>, we reserve the right to reassign and/or resell your booth and *no refunds* of any kind will be given.

### EXHIBITOR PAYMENTS:



All final exhibitor payments should arrive at our office well in advance of the show. If there is an outstanding balance the week of the show, we do not guarantee the booth space and all prior payments will be non-refundable and non-transferable. **Any late payments we have agreed to accept must be in the form of a credit card, cash, money order, or cashier's check.**

A \$35.00 *late fee* may be assessed for payments made during set-up.

### EXHIBITOR INSURANCE REQUIREMENTS:

All exhibitors are required to have their own insurance coverage for their display area. "Showcase Events" and the "City of Visalia" must be listed as additional insured. Please refer to the *Exhibitor Insurance Requirements* located on the back of your Exhibitor Agreement (contract).

### EXHIBITOR BADGES:

Show Management will provide five (5) badges to all participating merchants and/or organizations. Requests for additional badges will be considered on a case-by-case basis.

Badges are for designated personnel *actively* working in exhibitor booths. They are not to be given to anyone else. **Starting at 8am on Friday, all exhibitors are required to wear their badges for the duration of the event.**

# SHOW DECORATOR SERVICES

## SUPPLIES & SERVICES:

The Show Office *will not* be able to provide you items such as: ladders, dollies, hammers, brooms, vacuums, cleaners, pencils, paper, staplers, rulers, etc. Please arrange to have all of the supplies and equipment you will need with you during set-up. To assist you with these items, the staff of the Visalia Convention Center, acting both as show decorator and facility management, will be available. However, exhibitors are responsible for any additional costs incurred when using their services, including renting tables and chairs, or obtaining additional electricity.

## SHOW DECORATOR: Visalia Convention Center

The Visalia Convention Center Staff will be available to provide onsite assistance to exhibitors throughout set-up, show and removal hours. For questions about decorator services, please contact **Kari Coleman at 1-800-640-4888**.

A *Decorator Request Form* is included on the very last page. You will save money when you *preorder* the items you will need at the show.

## FORKLIFT SERVICES:

Show Management provides *free* forklift and pallet jack services during set-up and removal hours. Request for service will be on a first-come, first-served basis. Show Management is not responsible for the safety of any exhibit material carried on the forklift. The Visalia Convention Center Management only allows a maximum capacity of 3,580 pounds and reserves the right to refuse service for any tasks it deems unsafe to its staff. Exhibitor who require transport of items that exceed capacity or who are refused service will need to make other arrangements.

## DELIVERIES:

Once Show Management is onsite for set-up, we will be happy to assist you in receiving your shipments (at no charge). Be sure to instruct delivery personnel to come to the Show Office so we can have your shipment placed directly in your booth.

<p><b>Shipping Address: Visalia Convention Center c/o Kari Coleman</b> <b>303 E. Acequia, Visalia, CA 93291 Phone: (800)640-4888 Fax:(559) 713-4804</b></p>
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*Note:* The Convention Center reserves the right to charge for special handling and/or storing exhibitor shipments. Charges may vary and will be calculated on a case-by-case basis for services rendered.

## **BOOTH SET-UP INFORMATION**

### **BOOTH PACKAGES:**

Unless other specified, each *inside* booth will be draped with two 3-foot curtain dividers and one 8-foot curtained backdrop. All booths receive one duplex electrical drop (500w, 120v outlet) and an exhibitor identification sign. To order furniture, carpet, or additional electrical wattage, use the *Decorator Request Form* (included on the very last page).

### **DRAPE COLORS:**

WEST: Exhibit Hall & Adjacent Lobbies: *Forest Green*

EAST: Exhibit Hall, San Joaquin & Adjacent Lobbies: *Burgundy*

### **UNLOADING:**

The loading dock is at the back of the Convention Center, adjacent to the Eucalyptus Courtyard. It is important that you move your vehicle(s) from the loading dock area as soon as you have completed unloading. During set-up exhibitor vehicles may be parked in the back of the building off of *Bridge Street*.

Only exhibitors with booth display areas on the Courtyard areas are allowed to drive up and unload in those areas. All other exhibitors must unload from the street unless Show Management has give prior approval. The Convention Center reserves the right to charge exhibitors for any damage and/or clean-up required due to unloading, booth construction, or booth removal. Unauthorized vehicles may be ticketed and/or towed by the City of Visalia

### **CHILDREN:**

Children under 12 years old are not allowed in display exhibit areas during set-up and/or booth removal hours. During show hours, children who are visiting exhibitors must be supervised at all times and not allowed to interrupt other exhibitors from conducting business. No skating, running, or yelling of any kind is permitted.

### **OPEN VIEWING DISPLAY POLICY:**

All *inside* exhibitors must comply with our "Open Viewing Display Policy" unless Show Management has approved an exception. Please see the *Exhibit Display Policy Graphic* on *Page 10*.

## **BOOTH SET-UP INFORMATION (Cont'd)**

### **BOOTH APPEARANCE & TABLE SKIRTS:**

A presentable finished appearance is required on all areas of the display visible to the public. Any unfinished, exposed portion of the exhibit must be draped and all tables in visible booth areas must be skirted to the floor using fire retardant materials.

### **TELEPHONE LINES & INTERNET ACCESS:**

The Visalia Convention Center has a *limited number* of available telephone lines. To secure one, please contact Kari Coleman at (800) 640-4888.

Daily wireless internet access passes are also available and may be ordered using the *Decorator Request Form* (last page). If a dedicated DSL line is required, please contact Kari Coleman at (800) 640-4888.

### **SATELLITE EQUIPMENT:**

If you are planning to use satellite equipment in your booth, the Convention Center technicians assist you in deploying your equipment to obtain the best reception. There is no additional charge for this service, but you must contact Show Management prior to set-up to arrange a time for tech support.

### **CARPETS:**

Carpets must be sized to fit within the booth area and not intrude into aisles. All exposed carpet edges and any extension cords must be taped down. To rent carpet, use the *Decorator Request Form* (included on the last page).

### **SIGNAGE:**

Signs must be professional, of an appropriate size and nature, and displayed within the limits of the booth. Show Management reserves the right to remove any signed that is deemed unacceptable.

### **ELECTRICAL CORDS/POWER STRIPS:**

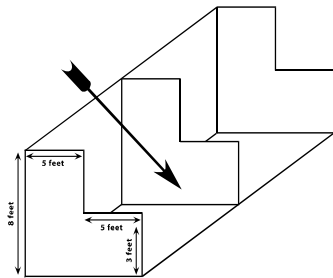
Only the large orange industrial-strength power/extension cords are to be used. No household extension power cords are allowed. Only one appliance is permitted at a time unless connected to a surge protector.

### **CANDLES/OPEN FLAMES:**

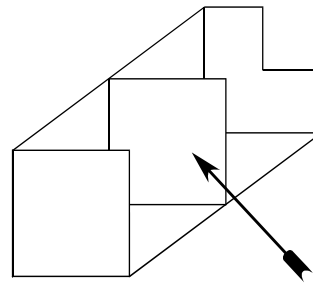
Only one lit candle is permitted per exhibit and it must be placed inside a glass container such as a hurrican lamp. Flamed item subject to Fire Marshall approval.

# Exhibit Display Policy

## - Open Viewing -

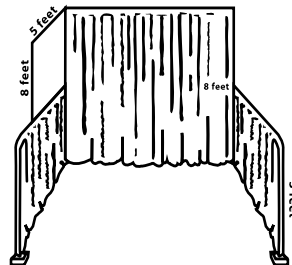


**Correct Set-up**



**Incorrect Set-up**

## - Booth Specifications -



Booths will be cloth, with 8 foot high backdrop and 3 foot high side panel drapes. The side panels of the display may be no higher than 8 feet for one-half of the distance measured from the rear drape. The remainder of the side panels, out of the aisle, may be no higher than 3 feet. The backdrop of the display may be no higher than 8 feet without the approval of show management.

A presentable finished appearance is required on all areas of the display visible to the public. Any unfinished, exposed portion of the exhibit must be draped at the exhibitor's expense. Exhibitor provided tables must be skirted to the floor and have a professional-looking appearance.

Any exemption from the above must be approved by the Show Management. For all questions or information regarding booth display specifications, please contact Steve Tarter, Show Manager at 1-800-700-7469.

## **RULES DURING SHOW HOURS**

### **EXHIBITOR ACCESS:**

Exhibitors may enter all show areas starting at 8am on all three show days.

### **RESTOCKING:**

Exhibitor may restock their booths from the loading dock through walk-in doors from the hours of 8am to 9am on Saturday and Sunday. After 9am, all vehicles must be removed from the loading dock. No vehicles may be parked on the loading dock and unattended vehicles will be ticketed and subject to towing.

### **GIVEAWAY ITEMS/RAFFLES**

Exhibitors are prohibited from giving away helium-filled balloons, but balloons may be used as part of a booth display. Please note however, that exhibitors may be charged by the facility for balloon retrieval of helium or other gas filled balloons that float to the ceiling during set-up or removal.

Exhibitors are prohibited from giving away concession foods (e.g. popcorn). All food-related giveaway items must be approved (prior to the start of the show) by Show Management, the Convention Center, and the Tulare Health Department. Additional health permit fees may apply.

Raffles, drawing, or contests of an appropriate and audited nature are allowed when no purchase is required. Exhibitors are charged with having knowledge of state and local legal restrictions on such operations. Only *show-sponsored* giveaways/contests will be announced by Show Management .

### **NOISE LEVELS:**

Noise levels in each exhibitor's booth may not be so loud as to interfere with adjacent exhibitors. The noise levels from any electronic devices, instruments or other equipment must be regulated in a way that prevents said use from creating a distraction to nearby exhibitors. Should sound complaints occur, exhibitors will be expected to decrease volumes to acceptable levels.

### **SOLITICING OUTSIDE OF BOOTH AREAS:**

Demonstrations and distribution of products and materials are restricted to each exhibitor's assigned space. Exhibitors must refrain from soliciting in aisleways.

### **EXHIBITOR LOUNGE:**

An Exhibitor Lounge is located adjacent to the Show Office and will be open during show hours to be used for show staff as a break room or relaxation area.

## **SECURITY/PARKING/BOOTH REMOVAL**

### **SECURITY:**

**Exhibitors assume all responsibility for their displays.** Show Management will not assume responsibility for any loss due to fire, theft, damage, etc.

Exhibitors are reminded not to leave unattended personal valuables in their booth(s) during set-up, show hours, or during move-out.

The Convention Center does have 24-hour onsite camera surveillance in most areas. At the conclusion of each set-up and show day, the Convention Center personnel will secure all inside building areas. Starting at 5pm on Wednesday, security guards start patrolling all outside show areas and after hours ongoing security will be stationed to protect booths located in Courtyard areas.

Security services will end at 8am on Monday, February 13<sup>th</sup>.

### **PARKING:**

Parking is FREE. During show hours, a paved lot has been reserved for exhibitor parking one block away from the Convention Center. This lot is also for overnight RV and Trailer parking. There are no hook-ups or security and parking is at your own risk.

A map showing the Exhibitor Parking Area location is included on **Page 19**. During set-up exhibitors are welcome to park in the Convention Center lots.

However, during show hours, we ask that exhibitors park in this lot to free up as many spaces as possible for the public to use.

### **BOOTH REMOVAL (TEAR DOWN):**

**The show officially closes at 5:00pm on Sunday, February 12<sup>th</sup>. No product or equipment may be removed from any booth, inside or out, prior to that time.**

This is essential for public safety reasons and to allow fellow merchants the opportunity to conclude ongoing business. Any company that does not follow this rule will be fined \$100, and if not paid promptly after the show, will not be invited to participate in future events.

Vehicles are not permitted in undesignated areas (by the buildings) prior to 5:00pm on Sunday. After that time, exhibits should be dismantled and removed by the time schedule indicated on *Page ii*.

If it becomes necessary for any exhibit materials to be removed after the removal time expires, the Convention Center reserves the right to directly charge exhibitors the prevailing hourly rates.

## **GOVERNMENTAL/REGULATORY INFORMATION**

### **BETTER BUSINESS BUREAU:**

Show Management works closely with the BBB of the San Joaquin Valley to ensure that all participating merchants and organizations are appropriately licensed and promptly responding to public inquiries and/or complaints. To maintain an atmosphere where the public can "Shop with Confidence", Show Management reserves the right to cancel any merchant whose BBB rating is less than satisfactory.

### **CSLB REQUIREMENTS:**

For those merchants deemed by Show Management (based on product/service) as potentially falling under the CSLB regulations, a valid and current license number must be on file, or a completed form stating the reasons why such license is not required. Failure to provide this information will result in cancellation. Refer to *Page 18* for specific CSLB requirements and procedures.

### **CALIFORNIA BOE REQUIREMENTS:**

All exhibitor are required to have a completed and signed Form BOE-410D on file. The California State Board of Equalization requires that all exhibitors who sell merchandise during the show (cash and carry) provide Show Management with a California Seller's Permit Number. A Seller's Permit must also be conspicuously displayed in the booth during show hours.

### **LOCAL SALES TAX RATE:**

The current sales tax rate in Visalia is 8.0 %.

### **FOOD & BEVERAGE SAMPLING/CONCESSIONS:**

The Tulare County Health Inspector reviews all event exhibits at noon on Friday. All exhibitors distributing food and/or beverage samples must have a health permit. If for any reason, the Health Inspector requires your company to have a permit, you are responsible for completing a *Temporary Food Vendor Application* and paying a \$79 health fee to Show Management at the time you have been notified.

### **MUSIC REGULATIONS:**

Live or taped music is prohibited as part of an exhibit or display without written permission from an appropriate licensing source (i.e. BMI, ASCAP). Evidence of such an agreement must be available for review upon request. In the event written confirmation cannot be documented, the exhibitor agrees to cease playing the music.

## HOTEL LODGING & RV PARKING INFORMATION

We recommend the **Visalia Marriott Hotel** which is conveniently located adjacent to the Convention Center. The **exhibitor rate is \$83/night** for this very comfortable, newly renovated, full-service hotel.

Please keep in mind rooms are limited so reserve your room as soon as possible. To make online reservations, go to [www.VisaliaMarriottHotel.com](http://www.VisaliaMarriottHotel.com) and use the Group Code: VHPVHPA or call Reservations at **(559) 636-1111**, and be sure to mention the Group Title: *Visalia Home Patio* and the Group Code.



300 South Court  
Visalia CA 93291  
(559) 636-1111

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### RV PARKING:

RV Parking (without hookups) is available at a parking lot located one block from the Convention Center. Refer to the *Exhibitors Parking Map* on *Page 19*.

Other arrangements may be made at the following RV Parks:

- **KOA Campground** (559) 651-0544  
*Online: [www.koa.com/where/ca/05180](http://www.koa.com/where/ca/05180)*
- **Wooden Shoe RV Park** (559) 651-0624

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### MAPS & DIRECTIONS:

Visit [www.VisaliaHomeShows.com/homexpo/exhibitor/convention-center-information](http://www.VisaliaHomeShows.com/homexpo/exhibitor/convention-center-information) for maps & directions including:

- **Local Directions to the Convention Center**
- **Traveling Directions to Visalia**
- **Visalia Convention Center Expanded Floor Plan**

# **FIRE DEPARTMENT RULES & ONSITE VEHICLE ROOMS**

## **Extension Cords/Power Strips**

1. Only the large orange industrial strength power/extension cords are to be used. No household extension power cords will be allowed.
2. Only one appliance is permitted to be plugged in at a time unless connected to a surge protector.

## **Combustibles**

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No flammable liquids are allowed in the building.
3. When displaying a flammable or combustible product, the display container shall be empty.
4. Painting or spraying of toxic or flammable materials is prohibited.
5. Smoking is prohibited throughout the Visalia Convention Center complex.

**Use of Candles/Open Flames:** Limit to one lit candle per exhibit. Lit candle must be placed inside a glass container such as a hurricane lamp. Any flamed item will be subject to approval of the Fire Marshall.

**Fire Department Special Permits** - request for permission to permit the following shall be made five (5) days in advance of the show:

1. Display and operate any heater, barbeque, heat-producing device or open flame, candles, lamps, lanterns, or torches.
2. Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
3. The use of liquified Petroleum gasses is prohibited throughout the Visalia Convention Center complex
4. Use or store flammable liquids, compressed gasses or dangerous chemicals.
5. Display an operating internal combustion engine.

## **Fire Extinguishers**

Fire extinguishers are required in booths exhibiting cars, palapas, cooking demonstrations or with a 200' sq. ft enclosure.

## **Flame-Retardant Treatment**

All decorations, drapes, signs, banners, sails, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials shall be flame-retarded to the satisfaction of the Fire Department by either a State Fire Marshall's certification of flame-retardency or the ability to pass a field flame test, however, that nothing in this section shall be held to prohibit the display of saleable goods permitted and offered for sale.

## **Carpeting On Walls or Ceilings**

When used as interior wall or ceiling finish, carpeting and similar materials having a snapped, tufted, looped or similar surface shall have a Class 1 flame-spread classification.

## **Special Finish Materials**

Any material having a brushed or napped finish, such as but not necessarily limited to, carpeting materials, shall have a flame spread rating of not more than 25 regardless of location or occupancy.

## FIRE DEPT RULES & ONSITE VEHICLE RQMTS (Cont'd)

**Unframed Rigid Combustible Material:** Rigid Combustible decorative material and assemblies of materials not more than 1/4 inch in thickness used for folding doors, room dividers, decorative screens or similar applications, which do not create concealed spaces and are installed with exposed edges, shall be flame-retardant.

**Framed Rigid Combustible Decorative Materials:** Rigid combustible decorative materials and assemblies of materials not more than 1/4 inch in thickness used for folding doors, room dividers, decorative screens, and similar applications, which are installed with all edges protected, shall conform to the following:

1. All exposed edges shall be protected with frames of metal or other noncombustible material, or solid wood of a minimum of 1/4 inch dimension.
2. The total square foot area of the material shall not exceed ten percent (10%) of that of the floor area of the room in which the material is installed.

Canvas, cloth, cardboard, leaves or similar combustible materials shall not be used in the construction of ceilings for thirty (30) days and shall be completely flame-retardant.

Required exit doors, exit lights, fire alarm sending stations, wet standpipe hose cabinets and fire extinguisher locations shall not be concealed or obstructed by any decorative material.

Treatments used to accomplish this flame retardation shall be renewed as often as deemed necessary by Fire Prevention Bureau or maintain the flame-retardation effect.

All displays or exhibits of combustible material or construction and all booths and temporary construction in connection therewith shall be so limited in combustibility or protected as to avoid any undue hazard of fire that might endanger occupants before they have the opportunity to use available exits, as determined by the authority having jurisdiction.

Non-compliance of this requirement will cause the revoking of fire permit and/or in the case of exhibits, the elimination of the booth from the show.

### **Motor Vehicle Display**

The following are the Visalia Fire Departments minimum fire safety requirements for public display of motor vehicles assemblage occupancies:

**-Fire Extinguisher:** All vehicles must have a fire extinguisher.

**-Fuel Tanks:** Unless never having held fuel, tanks shall be maintained less than 1/4 of a tank of fuel. Caps for fuel tank fill pipes shall be of the locking type and maintained locked. If this is not practical to attach such a cap, an alternative method may be employed with the permission of the Visalia Fire Dept.

**-Electrical Systems:** The electrical system shall be de-energized by any of the following:

1. Removing the battery
2. Removing the battery cable
3. Disconnecting one battery cable and covering it with electrical tape or other insulating material

*Location:* Display shall be so located so as not to obstruct any required aisle or exit way.

*Miscellaneous:* Operation of motor vehicles are prohibited except for late night or morning hours while setting up or taking down equipment for show.

# RULES OF PARTICIPATION

## **These rules are part of the exhibit space contract:**

- Exhibit booths must be staffed throughout show hours.
- Exhibitor may not assign, sublet or share assigned space without consent of Show Management.
- Demonstrations and distribution of products or materials are restricted to exhibitor's assigned space and must directly relate to the exhibit. Non-exhibitors may not advertise or solicit business within the show. No advertising, circulars, catalogues, folders or devices shall be distributed within the confines of the show or facility by non-exhibitors for other events.
- Exhibitors must keep their exhibit space clean during show hours.
- Aisles cannot be blocked; if demonstrations are planned, exhibit space must be adequate to contain a reasonably- sized audience.
- Raffles, drawing, or contests of an appropriate and audited nature are allowed when no purchase is required. Exhibitors are charged with having knowledge of state and local legal restrictions on such operations.
- All exposed parts of display partitions must be finished or covered so they do not present an unsightly appearance when viewed from adjacent booths or aisles.
- Offensive exhibits are prohibited.
- Signs must be professional, of appropriate size and nature, and displayed within the limits of the booth. Show Management reserves the right to remove any sign that is deemed unacceptable.
- Exhibitors must take measures to protect the exhibit hall, tables, chairs, walls, columns, and floors from damage. Exhibitor will be held responsible and charged by the facility for any damage to their equipment, building, grounds, or for clean-up necessitated by paint, grease, oil, abrasives, and for excessive debris left in the exhibitor's space.
- Exhibitor agrees that Show Management, without incurring any liability for damage or loss, has the right to dismantle and pack any property exhibitor has failed to remove in time allotted, or may order such work to be done at the sole expense of exhibitor. Exhibitor agrees that, with respect to any exhibit material or other (exhibitor), property for which sufficient shipping arrangements have not been made or carried out, Show Management shall have the right and the authority to clear such property from the exhibit premises, designate carriers for its return, send it to public or private storage or otherwise dispose of it without incurring any liability therefore. All cost of such removal, return, storage, and other disposition shall be at the expense of the exhibitor.

## **California Contractors License Requirements**

**All businesses or individuals** who construct or alter any facility, railroad, excavation, or other structure in California must be licensed by the California Contractors State License Board (CSLB) if the total cost (labor and materials) of one or more contracts on the project is \$500 or more.

**Contractors**, including subcontractors, specialty contractors, and persons engaged in the business of home improvement (with the exception of joint ventures and projects involving federal funding) must be licensed before submitting bids. Licenses may be issued to individuals, partnerships, corporations or joint ventures.

### **Becoming a California Licensed Contractor**

#### **General Requirements**

The State of California licenses contractors in the State through the Contractors State License Board. Applicants to be licensed must prove four years full-time experience during the last ten years, working in the construction trade in which the applicant is applying. Experience is defined as working at the level of: Journeyman (someone who can work unsupervised), Foreman, Supervisor, Contractor (unlicensed), and Owner/Builder. The Board does review the applications of those who claim "owner/builder" experience with additional scrutiny. Applicants who show college educational degrees can be granted between 0 and 3 years of experience toward the minimum requirements. Note: Part-time work is counted as half-time. Thus, 4 years full-time work experience is equivalent to 8 years part-time work experience.

Once the minimum work experience has been verified and the application approved for testing, the applicant is tested at a State-run computer testing site. The examination consists of two tests: (1) Construction Law and Business Management and (2) Construction Trade.

Each test is 2-1/2 hours, consisting of approximately 115 questions on test #1, Construction Law and Business Management. The second test is on Construction Trade and consists of approximately 100 multiple-choice questions. The number of questions on the various trade exams may vary slightly, but the computer computes accurate percentages for all.

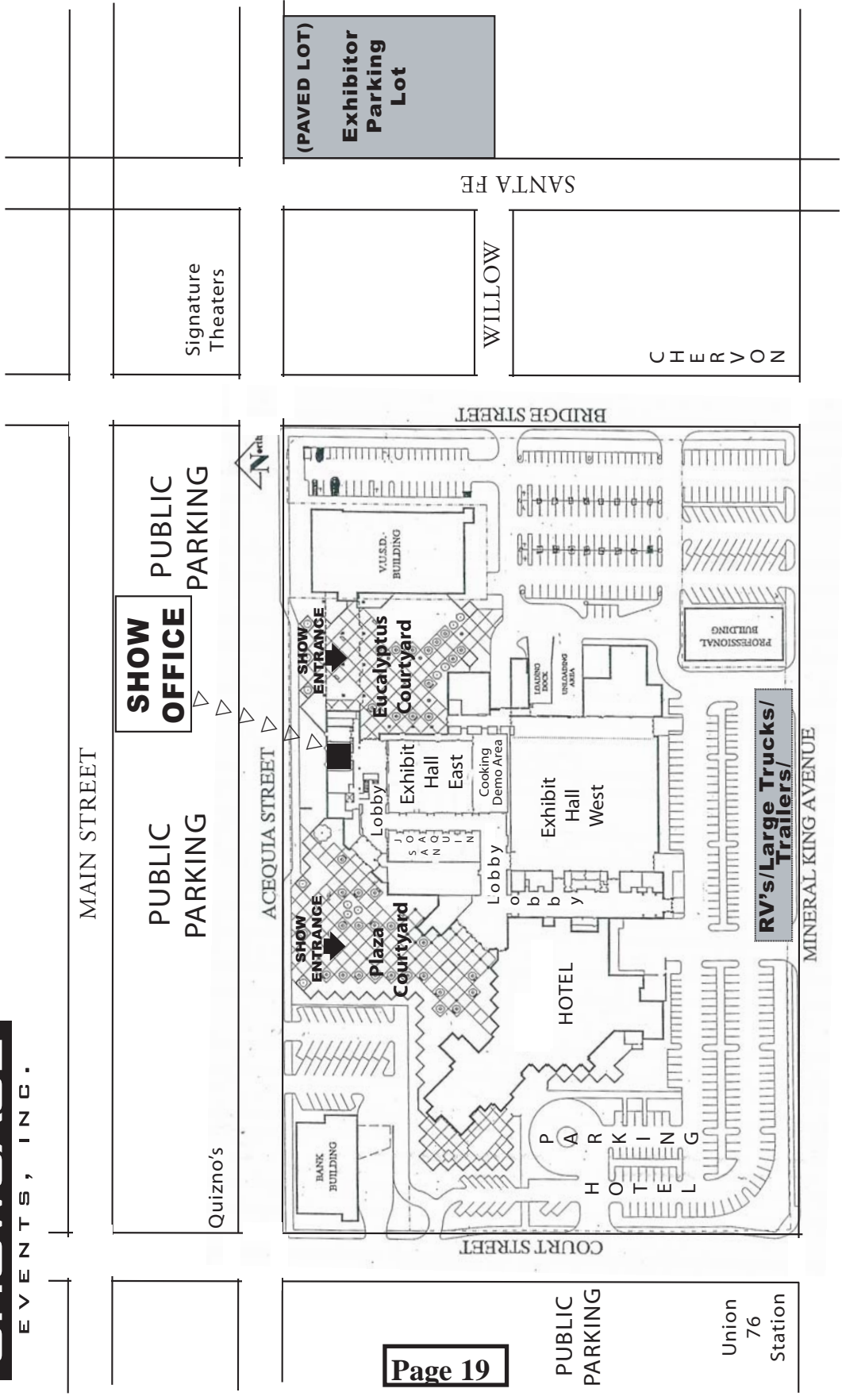
#### **Construction Law & Business Management Exam**

The Contractors State License Board's exam on Construction Law and Business Management tests the applicant's knowledge in the areas of Contractors License Law with questions on such topics as license laws, contract laws, bonding, mechanics liens and dispute resolution. The Business Management aspect of the exam covers topics such as Project/Job Management, Licensing Laws, Bookkeeping, Bid Procedures, Contracts, Liens and Dispute Resolution, Employee Issues, Insurance, and Special Circumstances.

#### **Construction Trade Exams**

Construction Trade exams include questions on the particular construction trade or craft. Questions ranging from tools, to application and trade science are included. Each trade exam includes questions on safety in the workplace.

For more information or to apply for a Contractor's license, visit <http://www.cslb.ca.gov>.



# DECORATING REQUEST FORM



Produced by: Showcase Events, Inc.  
(800) 700-7469

Quantity	Tables	Price	Total Cost	Quantity	ACCESSORIES	Price	Total Cost
	8' with Skirt & Linen	34.95			Carpet (9ft x 10ft)	96.30	
	6' with Skirt & Linen	34.95			Carpet Pad (9ft x 10ft)	55.00	
	4' with Skirt & Linen	34.95			Phone Line -Includes long distance	73.50	
	Cocktail with Skirt & Linen	34.95			Wireless Internet	8.75	
	Chair-stacking	2.65			Masking: 8' (pipe & drape)...per ft.	2.95	
	Bar Stool	6.50			Masking: 3' (pipe & drape)...per ft	2.95	
					Wastebasket	3.65	
					Easel	14.75	

Total Table & Chair Cost

Total Accessories Cost

Quantity	Electric	Price	Total Cost
	Booth Electric - 20 amp	38.00	
	60 amp - 3-phase - 280v	189.00	
	200amp - 3phase - 480v	375.00	

Total Electric Cost

Total Table   
 Total Chairs   
 Total Accessories   
 Total Electric   
 Amount Due

Exhibitor Information & Payment	Your Booth Number(s)
Company Name: _____ Contact Name: _____ Address: _____ Phone: _____ Fax: _____ Email: _____	Load In Date: _____ Time _____ Load Out Date: _____ Time _____ Credit Card: VISA _____ MC _____ DISC _____ AMEX _____ Number: _____ Exp. Date: _____ 3 Digit V Code _____

**Payment Policy:** Payment in full is required on all advance and floor orders when order is placed. All orders must be received five (5) days before show move-in with payment to use the advance order rates. Late order rates will be charged and must be paid prior to show opening on all orders received without payment.

**Cancellation Policy:** All orders cancelled after delivery to booth will be charged at 50% of the rental price. Orders must be received five (5) days before the show/convention to guarantee item.

**Checks Payable** to Visalia Convention Center

**Contact:** Kari Coleman, Event Services Manager, (559) 713-4068 or Fax: (559)713-4804

Special Comments: \_\_\_\_\_  
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\_\_\_\_\_  
 Exhibitor's Signature Date Print Name