



California Office: 1353 Walker Lane - Corona, CA 92879 Phone 951-734-4307 FAX 951-848-0711

Ontario Scrapbook EXPO

Friday & Saturday October 23 & 24, 2015

Ontario Convention Center
2000 Convention Center Way, Ontario, CA 91764

There is a Fee for Parking

Scrapbook EXPO Ontario, CA Shipping Information

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY AS IT CONTAINS
IMPORTANT DATE INFORMATION!**

Location of the Ontario, CA Scrapbook EXPO

Ontario Convention Center
2000 Convention Center Way
Ontario, CA 91764

Shipping Address for the Ontario, CA Scrapbook EXPO

When shipping boxes directly to the facility, please label your shipments with ALL of the following information:

**Ontario Convention Center
Scrapbook EXPO
(Your company name)
2000 Convention Center Way
Ontario, CA 91764**

IMPORTANT: Shipments must arrive on Thursday, October 22, 2015. The facility will not accept shipments made prior to this day-no exceptions will be made.

RETURN SHIPPING INFORMATION

If you need to ship products back via Fed-EX, UPS, or other services please be sure to have a return label for each package. Please notify EXPO Solutions before the end of the show that you have product being shipped. It is your responsibility to call the carrier of your choice to order the pick-up of your packages.

MEMO TO ALL EXHIBITORS:

The standard booth for this show will be 10' x 10'. The Exhibit Hall floors are not carpeted. Each booth

will include the following:

One (1) 4', 6', or 8' skirted table (table size needs to be ordered 3 weeks prior to show)
Two (2) vinyl folding chairs
One (1) wastebasket

EXPO HOURS:

Date	Set Up & Restocking	Show Floor Hours	Crop Event Hours	Workshop Hours	Tear Down
Thursday 22 nd	8am – 7pm		3pm – 12am		
Friday, 23 rd	7:30am – 8:30am	9am – 6pm	8am – 12am	9am – 7:30pm	
Saturday, 24 th	7:30am – 8:30am	9am – 5pm	8am – 12am	9am – 5pm	5:15pm or Later

DISMANTLE & CHILDREN:

For the safety of our guests, vendors and staff no rolling carts, pods, pallet jacks and so forth will be allowed on the show room floor until management announces that the show floor is clear. Children will not be allowed on the show room floor during tear down. Exhibitors must be completely packed and off show floor by 10pm the last day of show. Violators will be charged \$300.00 per hour after 10pm.

TAX INFORMATION:

Please be sure that our office has a copy of your sales tax number. A link to the California State Sales Tax Forms are provided for your convenience on our website.

Tax Rate for California State, San Bernardino County is 8.25%. (Rate is as of 11/3/2014 and subject to change).

INSURANCE:

Neither Show Management, Show Management Contractors, nor the facility assumes responsibility for any merchandise or display material, which may become lost, stolen or damaged, under any circumstances. You must carry your own insurance to protect your property.

DÉCOR:

EXPO Solutions is the decorator for each of our shows. Be sure to turn in your Décor Forms early for advance pricing. Your "Standard Table & Chair" form must be turned in to us no later than 2 weeks before the show. If the form is not received by us 2 weeks before the show, then you will default to an 8' table and 2 chairs per booth. **Any changes to your table & chairs AT SHOW will result in an additional charge.** Questions? Call 951-734-3224

UTILITY FORMS:

Let EXPO Solutions complete all of your Electrical forms for each show you will be exhibiting for FREE! That's Right!! We will complete all of the Electrical forms for you in a matter of minutes. All you have to do is sign the forms and give us your payment information. It's That Easy! The EXPO Solutions service desk at each show is there to help you with getting your

forms completed. Please call the EXPO Solutions office (951) 734-3224 if you have any questions or need assistance. Be sure to take advantage of this FREE customer friendly service.

ELECTRICAL:

Please note: Battery packs are not permitted at this facility. If you need electricity, please see rates below.

Early Bird Rate	At Show Rate
500W - \$100.00	500W - \$130.00
Phone(Direct with 9) \$185.00	Phone (Direct with 9) \$235.00
Internet \$19.95	Internet \$19.95

PRICES SUBJECT TO CHANGE

If you require power you **MUST** fill out the ELECTRICAL FORM and FAX it to our office at 951-848-0711. If you do **NOT** send a form to us by the end of September 28, 2015 your booth(s) will not contain power and you will not receive the **Early Bird** rate. All forms submitted after September 28, 2015 will be required to pay the **At Show Rate**. Once you have faxed your Electrical Form, we suggest that you call us at 951-734-3224 to confirm that your fax has been received and processed.

IMPORTANT!!

POWER MUST BE REQUESTED BY THE DUE DATE.

POWER MUST BE DROPPED TO THE BOOTHS BEFORE DECORATOR SET-UP.

If you arrive at the show without having ordered power, be prepared **NOT** to have any in your booth.

EXTENSION CORDS:

Exhibitors must provide extension cords for each attachment to the electrical outlets. Cords must be UL rated 15 AMPS and contain ground wires

PHONE SERVICE:

Exhibitors may contact the venue directly or purchase on the day of set up.

SHIPPING INFORMATION:

You may ship products directly to each of our 2015 venues BUT products may not arrive prior to show set up day. If you take the boxes / pallets to your booth there are no handling fees. IF you have EXPO solutions deliver the products to your booth there is a fee of \$20.00* per fifteen minutes OR \$80.00 per hour. *Please note that there is a \$20.00 minimum fee for EXPO Solutions delivery service. No service fee will be charged for receiving shipments

DRIVING DIRECTIONS:

You can access door-to-door directions to the Ontario Convention Center our website at: www.scrapbookexpo.com. If there are any questions feel free to call us.

EXHIBITOR BADGES:

Due to security reasons all vendors, volunteer and staff members must wear badges to gain access to the exhibit hall. Badges are available at the Décor Desk on Thursday, located in the back of hall during show set up hours. You must place your name and company name on your badge prior to leaving the check in desk. If you have staff or volunteers coming to work your booth anytime during the weekend you will need to pick up badges for them. If you will not see your staff/volunteers prior to the start of the show, you may leave the badges at the registration counter. Any staff/volunteer members who do not have badges waiting for them at the registration counter will be directed to the door prize booth and we will have the vendor paged to come assist their staff/volunteer.

Please do not lose your badges!! There is a \$6.00 replacement for lost or misplaced badges.

UNLOADING:

Upon arrival at the venue you must first check in before you will be allowed to unload. Check in will be at the back of the exhibit hall. EXHIBITOR BADGES will be issued at this time. Exhibitor badges MUST be worn at all times. Please do not loose your badges.

Please do not arrive before 8:00am on Thursday, October 22nd to set up your booth. You must unload your vehicle before setting up your booth. Cars must be removed as soon as the product is unloaded. We ask that you please show courtesy for the other vendors and remove your vehicle immediately upon completion of unload.

CARDBOARD BOXES:

While cardboard boxes are GREAT for shipping and storing items, they look pretty tacky in your booth. During show hours we require that any cardboard boxes be out of sight to the attendees. Please find an alternate solution for displaying your merchandise.

Please help us! Take that extra moment before tossing unwanted cardboard aside to use your box knife to open sealed edges, so the boxes can lay flat.

PARKING:

There is a fee for parking.

MAKE & TAKE:

A 2015 Make & Take Reservation Form for the Ontario EXPO must be filled out and received in our office two weeks prior to the event to be listed in the show handout.

CROP THEMES:

Thursday 3pm - Midnight	MEGA Make & Take Extravaganza
Friday 8am - Midnight	Reality TV
Saturday 8am - Midnight	Costume Ball

Exhibitors are encouraged to participate in the evening crop festivities. Any Exhibitor wishing to sell merchandise, offer mini Make & Takes or provide a demonstration at the crop is welcome to do so. Please let us know at the Check-In table upon arrival.

CROP NIGHT SECURITY POLICY:

Any exhibitor choosing to attend the crop party needs to be aware of the Security policies. Once the Exhibit area closes for the evening, only individuals with a LATE NIGHT PASS will be escorted onto the show floor. Exhibitors will only be allowed to return products to their booth with a security escort. Only one exhibiting company at a time will be escorted to their booth to return products. To obtain a LATE NIGHT PASS, you must check-in with the registration desk team member before 4pm on the night of the crop that you are scheduled to attend. Thank you for your corporation with this level of security. **Show floor closes to Exhibitors one hour after close of show (7pm).** Additional set up / restocking time is offered in the mornings prior to the show floor opening to attendees.

DOOR PRIZES:

If you would like to donate door prizes to be given away during the Scrapbook Expo, please deliver them to the Service desk area on Thursday or to the Door Prize booth during show hours.

Each booth will have 2-\$20 Gift Certificates already pre-printed for the door prize booth. If you would like to change the amounts or switch to product please bring your pre-printed gift certificates to the registration counter and we will adjust your prizes accordingly.

We would like to thank all exhibitors in advance that have generously donated and helped to make the show a pleasant and fun experience for “our” participants.

HOTELS:

The following hotel has offered us discounted rates to our guests. Mention Scrapbook EXPO when booking your room for these great rates.

Ayres Hotel & Suites Ontario Convention Center
1945 Holt Blvd.
Ontario, CA 91761
909-390-7778

Single/Double Occupancy \$97.00
Triple/Quad Occupancy \$107/\$117

Reservation cut off date: September 16, 2015

Above Standard Room rates are quoted non-commissionable, exclusive of local taxes and fees, currently 13.82% tax. Upgrades available at additional cost and are based upon availability. Children 12 and under stay free.

Complimentary Amenities:

Full hot American breakfast available daily
Evening reception available Mon thru Thu 5pm-7pm.
Shuttle to and from airport and Convention Center.
Wireless Internet Access
Fitness Center & Pool

www.ayresontario.com

Check our website at www.scrapbookexpo.com for up to date information.

THANK YOU AND WE LOOK FORWARD TO SEEING YOU AT THE SHOW!

