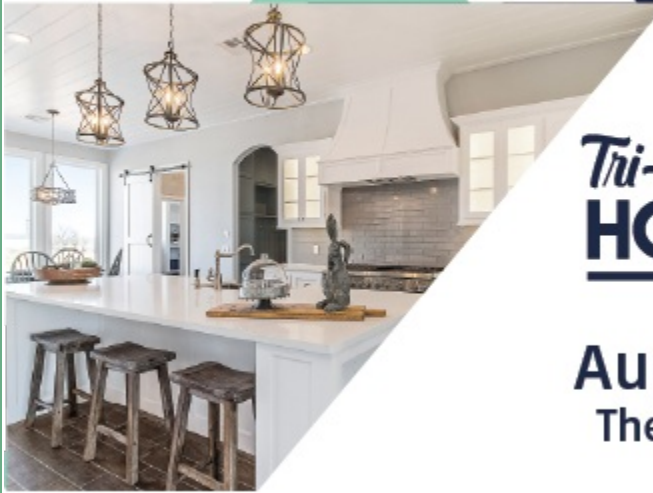


WHERE  
SALES  
HAPPEN.



## 2024 FINAL INSTRUCTIONS



Tri-County  
**HOME & GARDEN**  
*Show*

August 16, 17, 18 2024  
The New Roebbelen Center

*Specialists in bringing qualified customers to you*

Tri-County  
**HOME & GARDEN**  
EL DORADO PLACER *Show* SACRAMENTO

**Final Instructions**

# August 16,17,18 2024

## Roebbelen Center, Roseville

### Welcome...

to The 3rd Annual Tri-County Home & Garden Show! We are pleased that you have chosen to participate in the region's premier Home & Garden Event. With your help, we will 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 Exhibitor Instruction Pamphlet provides important FINAL INSTRUCTIONS and answers to some frequently asked questions. In addition, phone numbers, maps and accommodation information are included for your convenience.

Should you have questions or concerns at any time during the show, please come to the Show Office. There will always be a staff member there ready to assist you.

**HAVE A GREAT SHOW!**

**Roebbelen Center**  
700 Event Center Drive  
Roseville, CA 95678

**Set-Up Schedule:**  
Wednesday 8/14, 9:00am-5:00pm  
Thursday 8/15, 8:00am-8:00pm

**Show Hours:**  
Friday 8/16, 10:00am-5:00pm  
Saturday 8/17, 10:00am-5:00pm  
Sunday 8/18, 10:00am-5:00pm

**Tear down Schedule:**  
Sunday 8/18, 5:15pm-8pm  
Monday 8/19, 8:00am-12:00pm

**Contact Us:**  
Home Office: 800-897-7899  
Show Office: 559-346-9788

[laurie@thehomegardenshow.com](mailto:laurie@thehomegardenshow.com)

### CHECK-IN AND SET-UP

The Show Office is located to the left of the entrance doors in the main hall. You must check-in at the office before you set-up. Set-up is on Wednesday 9 am - 5 pm and Thursday 8 am - 8 pm. To resolve any no-show issues, all exhibitors must check-in at the show office or call or TEXT 559-346-9788 prior to 5 pm Thursday, August 15, 2024. If



you have not checked in, or if we have not received notice by phone that you are on your way, we will do what is necessary to fill the empty space. To confirm, a company that has not checked in with the show office by 5:00 p.m. Thursday, August 15, 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 grounds during show hours and free parking in the **Exhibitor Lot G**. Badges are not for friends, family members or employees who are not working at the show. If you have a large staff and need to distribute badges before set-up, please call 916-780-9424 and we will mail your badges ahead of time. There is a limit on badges.

All paperwork must be submitted BEFORE you arrive for check-in. To better serve all our customers, and to keep the lines down to a minimum at the show office, the following must be taken care of prior to check-In:

- 2024 Tri-County Home & Garden Show Contract signed and returned
- CDTFA Special Events Sellers Permit (Included in Contract)
- Account paid in full

- Insurance Certificate
- Health Permit (if required)

## EXHIBITOR PARKING

For the 2024 August Show vendors can only park in the **Exhibitor Lot G**. This to insure their is enough parking for attendees. You must have your exhibitor badge on show days to be admitted for free. Your exhibitor badge will not get you free parking in the other event parking lots.

Trucks and trailers that are left over night in the parking lots, are the responsibility of the driver, not Tri-County Home & Garden Show or the Roebelen Center.

**MAIN ENTRANCE**

JUNCTION BLVD.  
CORPORATION YARD RD.  
EVENT CENTER DR.  
WASHINGTON BLVD.  
ALL AMERICA CITY BLVD.  
LOS VEGAS AVE.  
LAWTON AVE.

**LEGEND**

1 Roebelen CENTER	5 All American Speedway
2 Jones Hall/Garden Room	6 Admin. Office
3 Johnson Hall	7 The Junction
4 Barns & Show Ring	Restrooms

**@the Grounds**  
PLACER COUNTY

700 Event Center Dr.  
Roseville, CA 95678

## NO FORKLIFT IN BUILDING

Due to the floating, maple, hardwood flooring, there will be no forklifts allowed in the main hall. Hand trucks, furniture/piano movers, and pallet jacks with rubber or pneumatic wheels are acceptable. No metal or solid plastic casters.

To distribute the weight load for larger and heavier items use more than one dollie/pallet jack. The weight limit is per square foot so the concern is with loading and unloading where the entire weight of a display will be on one edge or corner when setting down. The facility has plywood sheets that can be laid down to help distribute the weight down aisles or for unloading and loading and even to place display on.

There are two freight doors with loading docks and 2 other freight doors. The facility does have a fork lift and driver for unloading from trucks into the entrance of the main hall. There is a \$75/hour charge for each time you request fork lift.

## NO ICE, ONLY MANUFACTURED ICE BLOCKS

Due to the hardwood floor no ice is allowed in ice chests. There were several ice chests that leaked with melting ice in 2023. To preserve the wooden floor you may only bring frozen manufactured ice blocks.





## PULL UP & PICK UP SERVICE

For shoppers who make large or multiple purchases at the show we will have drive up, pick up service. You will be able to offer this service to attendees who purchase large items as well as multiple items. You will be able to bring their product out and meet them at the gate and then with your exhibitor badge be able to return into the show.

## R.V. HOOK-UP

The RV spaces at the Placer County Fairgrounds are limited and are usually reserved for long term renters. You may contact the @thegrounds at to see if there is any availability. RV spaces may be available at other area parks. The Tri-County Home & Garden Show has provided a list below of local RV parks, but TC does not endorse, verify availability or make reservations at area RV parks.

Loomis RV Park  
916-652-6737  
3945 Taylor Road, Loomis, CA 95650  
[www.loomisrvpark.com](http://www.loomisrvpark.com)

Auburn Gold Country RV Park  
3550 Koa Way  
Auburn, CA 95602  
(530) 885-0990  
[www.auburnrvpark.com](http://www.auburnrvpark.com)

Auburn RV Resort  
14400 Musso Road Auburn, CA 95603  
530-889-8878  
[auburnrvresort.com](http://auburnrvresort.com)

Cal Expo RV Park  
(916) 263-3187 or toll free (877) CAL-EXPO (225-3976)  
1600 Exposition Blvd  
Sacramento, CA 95815  
[calexpostatefair.com/attractions/rvpark/](http://calexpostatefair.com/attractions/rvpark/)

## DELIVERIES

Please include your company name and booth number, send to:

The Tri-County Home & Garden Show  
C/O Roebbelen Center  
700 Event Center Drive  
Roseville, CA 95678

Deliveries are accepted August 13-18, 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!

## 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.

## 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. In the event written confirmation cannot be documented, the exhibitor is not in compliance with show management policy and can be removed from the facility.

In addition, anyone playing recorded music, speaking into a microphone, demonstrating a video/sound system or otherwise using a public address (PA) system must keep the volume down to an appropriate level, to be determined by show management. Non-compliance with this section can result in removal from the show.

## SHOW DECORATOR

Sacramento Stage Lighting (SSL) is the decorator for The Tri-County Home & Garden

Show. They will be taking pre-orders for draped tables, chairs, and carpet. Click the link for pre-orders and information: [Show Decorator Order Form](#)

Their scheduled availability is as follows:

Wednesday August 14, 9 a.m. - 5 p.m.

Thursday August 15, 8 a.m. - 8 p.m.

Friday August 16, 8 a.m. - 1:00 p.m.

Saturday August 17, On Call

Sunday August 28, On Call

It is recommended that such orders be placed with SSL prior to the show. If you haven't received a pre-order packet, or if you need additional decorating information, please contact: Sacramento Stage Lighting office 916-447-3258 or [orders@sacstagelight.com](mailto:orders@sacstagelight.com).

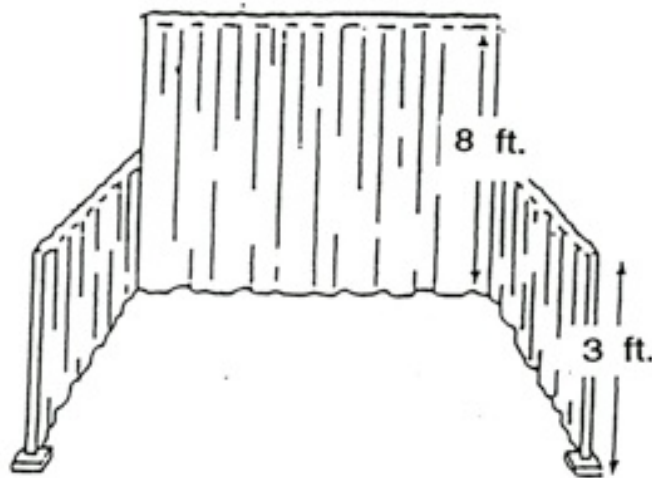
## ELECTRICAL

Booths come standard with 500 watts/5 amps of electricity. If you have special electrical needs beyond what is provided, please contact the facility electrician, BP Productions, prior to the show. Contact: [Joanie@bproductions.org](mailto:Joanie@bproductions.org) or BP Productions Coordinator 916-652-8575.

## PHONE AND INTERNET CONNECTION

The Roebbelen Center does have internet service. Keep in mind this is not a secure network. With the large amount of vendors using the same internet it may be difficult to get on line. We recommend vendors who are selling to have their own hot spot.

## EXHIBIT DISPLAY POLICY



## BOOTH SPECIFICATIONS

(For indoor booths only, Maker's Market booths are exempt)

Booth surrounds are cloth drapes, which include an 8' high backdrop and 3' high side panels.

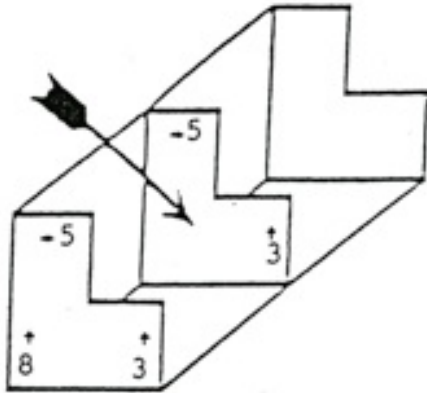
Exhibits or displays within the booth area will be limited to an 8'x 10' back with side panels not to exceed 8' in height for one-half of the panel distance, measured from the rear drape (8'x5'); the remaining side panel height will not exceed 3' (3'x5').

ANY EXCEPTION TO THE ABOVE MUST BE PRE-APPROVED BY SHOW MANAGEMENT. CERTAIN TYPES OF BOOTHS ARE NOT SUBJECT TO THE ABOVE SPECIFICATIONS AND WILL BE SO NOTED.

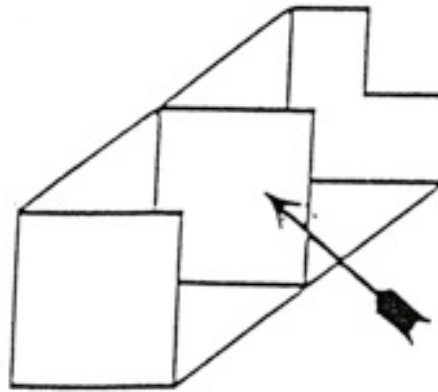
A professional, finished appearance is required in all areas of the exhibit/display visible to attendees. Unfinished and/or exposed portions of the exhibit /display must be draped. **Two-sided banners may not be used**. ANY EXCEPTION TO THE ABOVE MUST BE PRE-APPROVED BY SHOW MANAGEMENT.

# EXHIBIT DISPLAY POLICY

## OPEN VIEWING:



Correct Set-Up



Incorrect Set-Up

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

\*One duplex electrical drop (500W/110V outlet);

\*Fully draped rear and side panels, as described above. **Important:** all displays & display material must stay within contracted booth boundaries. Any deviation from this policy may result in removal from the show or additional booth charge.

## **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 or next to, for pick-up 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.

## **SALES TAX**

The sales tax rate for Placer County is 7.25% (as of 4/14/24). 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 Placer County. 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 916-780-9424 if you need another form.

## **INSURANCE**

Exhibitors must carry and maintain insurance, including move-in and move-out days and, at their sole cost and expense, 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:

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

Auburn Administrative Office

3091 County Center Drive #290  
Auburn, CA 95603

At the Grounds (ATV)  
Administrative Office  
451 Los Vegas Avenue  
Roseville, CA 95678

Placer Valley Tourism (PVT)  
2204 Plaza Drive, Unit 110  
Rocklin, CA 95765

Placer Valley Sports Complex (legal name)  
451 Los Vegas Avenue  
Roseville, CA 95678

We are not affiliated with an insurance company but offer you this company as they offer temporary insurance for the show:

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

### **ALCOHOL BEVERAGES/SMOKING**

The consumption of alcoholic beverages is permitted at the facility; however, you MAY NOT bring any type of alcoholic beverage on to the facility grounds. 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 facility. We request that you smoke outside in well-ventilated areas.

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

### **BOOTH TEAR DOWN**

Due to several safety and liability issues involved, we do not allow merchants to tear down & carry out product/displays prior to the **advertised 5 p.m. closing time on the Sunday of the show.**

For safety reasons, the exact time of Sunday's tear down will be determined by the number of attendees still present after the close of the show.

Every effort will be made by show management to encourage show goers to leave the facility in a timely manner, however, tear down will not begin until approved by Security.

### **BOOTH TEAR DOWN SCHEDULE**

Sunday	August 18th	5:15 p.m. - 8 p.m.
Monday	August 19th	8 a.m.- 12 noon*

NOTHING WILL BE PERMITTED TO LEAVE THE EXHIBIT HALL PRIOR TO 5:00 P.M. ON SUNDAY, AUGUST 18th.

\*ALL EXHIBITS MUST BE DISMANTLED AND REMOVED BY 12 NOON ON MONDAY, AUGUST 19th. After 12 noon on the 19th, exhibits are subject to removal and storage by the Roebbelens Center. If this should occur, the exhibitor will be charged labor and storage fees at prevailing rates. The Tri-County Home & Garden Show will not contact companies regarding displays left at the fairgrounds.

### **PLACER COUNTY FIRE DEPARTMENT - BOOTH REGULATIONS**

- No tents or pop-ups allowed inside the building to allow water flow from overhead fire suppression system. If a pop-up is a part of your display you may use the frame only without the membrane. If you have a solid overhead structure of any kind inside extending beyond 4' please contact show office to discuss and ask



for Julie Geistlinger 800-897-7899.

- No heaters, no open flame, no gas combustibles and no lighter fluid allowed.
- All decorative material must be inherently fire resistant and labeled as such. Any decor not labeled as flame resistant must be treated with flame resistant spray.
- Electrical extension cords shall be of the heavy-duty three wire (grounded) hard-usage type.
- "Daisy Chaining" or plugging of extensions chords/power strips together to increase the length of your cord of outlets will not be permitted. Prepare accordingly and purchase a cord with ample length for your needs.

**Questions? Please feel free to give us a call at 916-780-9424 or [julie@thehomegardenshow.com](mailto:julie@thehomegardenshow.com)**

**HOST HOTELS**

The Tri-County Home & Garden Show has partnered with Placer Valley Tourism (PVT) in bringing you host hotel rates in Rocklin, Roseville and Lincoln. Click [HERE](#) to locate hotels and rates.



**SHOW CONTACT NUMBERS**

- Home Show Office**.....559-346-9788
- @the Grounds**
- Administration Office.....916-701-8181
- The Tri-County Home & Garden Show**
- Sacramento Office.....916-780-9424
- Toll-free.....800-897-7899
- Fax.....916-780-9434
- Sacramento Stage Lighting, Show Decorator**
- Office.....916-447-3258
- BP Productions, Show Electrician**
- Joanie Carey, Coordinator.....916-652-8575 Ext.109

**DIRECTIONS TO THE ROEBBELEN CENTER  
(700 Event Center Drive, Roseville CA 95678)**

**From Highway 65:**

- From Highway 65, take exit 308 for Pleasant Grove Blvd.
- Go West on Pleasant Grove Blvd.
- Take a Left on Washington Blvd.
- Go Right at Junction Blvd.
- Turn Left at Event Center Drive
- The @the Grounds parking lot will be on your left

**From Highway 80:**

- From I-80, take exit 103B or 103A for Douglas Blvd. West



- Go West on Douglas Blvd.
- Turn Right on Oak Street
- Take the second exit from the traffic circle to continue on Washington Blvd.
- Turn Left onto Junction Blvd.
- Turn Left onto Event Center Drive
- The @the Grounds parking lot will be on your left

## **THE TRI-COUNTY HOME & GARDEN SHOW & FRESNO SHOWS PRODUCTIONS**

Fresno Home & Garden Show  
37th Annual Event  
March 7-9, 2025

Tri-County Home & Garden Show & Tiny House Expo  
Roebbelen Center, Roseville  
August 16-18, 2024

Fresno Fall Home Improvement Show & Tiny House Expo  
18th Annual Event  
November 1-3, 2024

For exhibitor and show information call Julie at 800-897-7899.  
The Tri-County Home & Garden Show  
4120 Douglas Blvd. #306-349  
Granite Bay, CA 95746

Web site:

email:

[Tri-CountyHomeGardenshow.com](http://Tri-CountyHomeGardenshow.com) [laurie@theshowgardenshow.com](mailto:laurie@theshowgardenshow.com)

Disclaimer: Show Management will be diligent in their efforts to assure that the information contained in this booklet and in previous printed material regarding this production 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.

**Visit our website**

**Feel free to contact us at 800-897-7899 or  
[laurie@theshowgardenshow.com](mailto:laurie@theshowgardenshow.com)**