

Sonoma/North Bay Home Expo

Final Instructions

Please print for your reference at the show.

Show Dates: Saturday April 27th 10am-5pm & Sunday April 28th 10am-4pm

Parking: Parking is through Gate #4 off Brookwood Ave. during the show. **THERE IS ABSOLUTELY NO PARKING IN THE ADMINISTRATION LOT FOR ANY REASON.** If you are parked in any unauthorized space your vehicle will be towed at your expense.

Check In: Please check in FIRST at the show office located at the South Entrance of Hall of Flowers through the courtyard. Upon checking in, you will be given parking passes, exhibitor badges, and further instructions regarding in and out access to the fairgrounds. Each booth receives 2 parking passes and 2 badges per 10x10 booth. Additional parking passes are \$8 and exhibitor badges are available for \$5. Cash only. You may enter through Gate #4 off Brookwood Ave. There is **NO** parking in the administration lot.

Setup: Friday April 26th 8am-8pm and Saturday 8am-9:30 am. If you are going to set up on Saturday, you **MUST** notify Tammie by email to info@homescaperevents.com **PRIOR** to Thursday April 18th. **If you do not check in either in person or by phone by Friday at 6pm we will consider you a no show unless otherwise notified. Call or text 707-757-4117.**

Breakdown: Sunday April 28th 4pm-8pm and Monday 9am-Noon (Monday breakdown is at your own risk. There will be no overnight security on Sunday night.)

NO OVERNIGHT PARKING. If you are caught parking overnight, your card on file will be charged twice the parking fee of the RV lot which will be \$135. RV Parking is across Aston and is \$65 per night. Please contact the **RV Park - Campground Host** - (707) 293-8410 for reservations.

Hotel Discount: If you need to make a hotel reservation, La Quinta at Wyndham offers discounted rates. Please check the website for the link to make a reservation.

ADDITIONAL INFORMATION:

Tables and chairs **are RESERVED IN ADVANCE** of the show. Reservations can be made PRIOR to March 27th. 8ft tables are \$20 and chairs are \$10. Please remember to bring your own table cloths.

It does get chilly in the mornings and rain is always a possibility. Please come prepared with a zip up pop up for outside along with wearing layers inside and outside so that you are comfortable. There is heat, however, it does get chilly.

If you have friends and family that would like to come to the show, please leave their name with our ticket takers for a complimentary ticket. This does not include parking which is \$15 paid directly to the fairgrounds.

Please contact Tammie Hartman at 707-595-0177 or 707-757-4117 if you have any questions.

IMPORTANT: Please remember to forward this notice to your staff that will be working at the show. It is important that you communicate with your staff so that they are well informed of what to expect. Remember to let them know that every person who walks through the door will be walking past their booth, so heads up and off their phones and ready to receive the guests. There will be tables and chairs outside for breaks or lunch and there is absolutely no smoking on the premises.

Thank you and remember, sharing on your social media platforms about the show and what show specials you may offer, will help increase attendance and your brand awareness.

Let's have a great show!