

# IMPORTANT.....PLEASE READ!!!

**SPECIAL NOTE: Pipe and drape will be done by the Civic Center. Carpet will NOT be available, bring your own. However, tables are free at the show. Electricity is ordered through the Civic Center call 928-373-5040.**

1. **Location**..... The Yuma Civic Center  
1440 Desert Hills Dr  
Yuma, AZ 85365      Tel: (928) 373-5040
2. **Show Dates** ..... January 17, 18 & 19, 2020
3. **Move-In** ..... Wednesday, Jan. 15, 1:00pm – 9:00pm  
Thursday, Jan. 16, 8:00am – 9:00pm  
Friday, Jan. 17, NO MOVE IN ALLOWED

*Prior to unloading, please check-in at the Show Office to pick up your show materials. For your convenience, the facility has approved self move-in, move-out. If you require the assistance of a forklift or pallet jack, please contact the convention center in advance at (928)373-5040. There is a charge for this service. Forklifts are **allowed** on the show floor. Call for the pricing.*

4. **Show Hours**..... Friday, Jan. 17      10:00am – 5:00pm  
Saturday, Jan. 18      10:00am – 5:00pm  
Sunday, Jan. 19      10:00am – 4:00pm  
\*Note time change
5. **Move-Out**..... Sunday, Jan. 19      4:01pm – as needed  
**Monday January 20<sup>th</sup> is a Holiday and the Civic Center is closed**  
Tuesday - Limited move 7am – 11am only
6. **Admission Price** ..... \$5.00 per adult; ages 16 and under free
7. **Organizer**..... American Shows, Inc.  
4 Via Verde  
Rancho Mirage, CA 92270  
Tel: (800) 690-1993 Fax: (760) 770-8881  
www.americanshowsinc.com
- Decorator** ..... Yuma Civic Center (in house)  
1440 Desert Hills Dr.  
Yuma, AZ 85365  
Tel: (928) 373-5040 Fax: (928) 344-9121
- Electricity** ..... Yuma Civic Center (in house)  
1440 Desert Hills Dr.  
Yuma, AZ 85365  
Tel: (928) 373-5040 Fax: (928) 344-9121

8. **Directions**

From Interstate 8, take the 16<sup>th</sup> Street exit right, proceed West, turn left on Avenue A, go to Desert Hills Drive and turn right into the Civic Center.

9. **Host Hotel**

Baymont Inn is the host hotel for this show. We have established a special rate, only \$79.99 per room for exhibitors. The Hotel is located walking distance to shopping and restaurants at 1731 S. Sunridge Dr., Yuma, AZ 85365. Rooms will not last long, call 1-928-539-9000 for reservations ask for the home show discount.

10. **Show Rules**

- ◆ Helium balloons are allowed.
- ◆ Distribution of all food samples must have prior show management approval.
- ◆ All booth carpet must be taped to the floor with **clear tape only** (not duct tape).
- ◆ No open flames are allowed.
- ◆ In consideration of your neighbors and the venue size, all microphones, or any amplification at this show is **strictly prohibited**.
- ◆ All garden landscape and anyone using concrete bricks must put plastic down before setting up their display on the plastic.
- ◆ Spa companies and all displays requiring water must have everything filled by 8:00am Friday; **NO EXCEPTIONS**. If you need to refill your display, it must be done after the show closes each evening.
- ◆ No coolers for self-consumption of food or beverage are allowed in the building.
- ◆ No consumption of alcohol allowed during move-in or move-out.
- ◆ No smoking allowed in the Civic Center.

11. **Booth Display**

Oversized items blocking the view or viewing angle of other booths are not allowed and will be removed. Nothing may be attached to the wall or columns of the building. Exhibitors will be charged by the Civic Center for any damage to the building due to their own actions. Most inside booths are 8'X10'.

Please work within your booth. Do not block, solicit or sell in the aisles. All materials, merchandise and personnel must be in your booth. We recommend you do not consume food or drink alcohol in your booth during show hours.

12. **Fire Precautions**

Tents and canopies are not allowed unless they have an official Arizona State Fire Marshall Seal of Approval and a dated registration number attached to the unit. **NO EXCEPTIONS. Exhibitors who have covered or enclosed displays must have a fire extinguisher on hand during the entire show**, make prior arrangements. All cooking demonstrations must have a fire extinguisher without exception. No open flames allowed. All cooking must be done on electric grills.

13. **Exhibitor Attendance**

At NO TIME DURING SHOW HOURS should you leave your booth unattended. Exhibitor's booths must be manned during the entire period of the show.

14. **Security**

The building will be locked nightly for inside security. However, there is NO security outside. We do however advise exhibitors to make arrangements to secure their valuables. We do not assume any responsibility for lost or damage to the property of any exhibitor. Small, easily removed, or fragile articles should be removed nightly for safekeeping.

15. **Passes/Coupons**

25 free admission coupons will be mailed to you. Please distribute to your customers, family, prospects or B-backs during the show. **Do not** distribute outside the Civic Center at the show. If you require additional passes (while supplies last), please call our office at 800-690-1993.

16. **Exhibitor Badges**

Exhibitor badges will be available at check-in.

17. **Parking**

Parking is FREE in front of the Civic Center.

18. **Local Sales Tax**

As of now the sales tax is 8.412% on all goods and 10.412% on food, however please check for possible changes.

19. **Seller's Permit**

If you will be selling merchandise or booking orders at the show, you must have a seller's permit. If you do not have one for the state of Arizona, you may apply for a temporary permit. Permit applications may be requested by calling 928-373-5074.

20. **Temperature**

Because of the fluctuation in temperature from air-conditioning, heat, the season and weather, it is strongly suggested that you wear layered clothing and bring a light jacket.

21. **Internet connection**

Wi Fi is free to the public. Internet access; Log in name is, YCC EVENTS password is yum@100y3@r5. However, updates do occur, please check with the show office when moving in.

22. **Electrical** All electrical must be ordered and paid for by the exhibitor through the Civic Center. Do not just “plug-in” any outlet without ordering electrical, this could cause power surges, your tools or products could be destroyed. Also, only electrical power strips and surge protectors with UL approval seal may be used, NO extension cords.
23. **Show Vehicles**  
Show vehicles are allowed in the Civic Center for display, ask for details.
24. **Questions**  
If you have any questions during move-in, move-out, or during the show concerning your exhibit or electricity, please contact the The Civic Center at their office. If you have questions concerning other show matters, please contact the show management office in the facility.
25. **Show Insurance**  
If you have not supplied us with a Certificate of Liability Insurance listing American Shows Inc. as additional insured, please do so now by fax. Just call your insurance company and ask them to add American Shows Inc. as an additional insured. Use any insurance company, or call SIS at 800-457-2231 or ACI at 800-678-0062 for quotes.
26. **Move-Out Procedures**

IN ORDER TO MAKE THIS A SMOOTH AND EASY MOVE OUT,  
PLEASE FOLLOW THESE INSTRUCTIONS:

**DO NOT BREAK DOWN YOUR DISPLAY UNTIL AFTER 4:00PM SUNDAY.**

Once your booth / display is broken down and packed, you may exit at any door. If you need to load your vehicle in the loading dock area, please proceed to the loading dock, **after your booth is packed and ready to be moved out.**

If the docks are full, please wait in a single line for the next available space. Please note; **NO vehicles will be permitted in the loading dock area or in line if your display / booth is not packed up.**

Move out hours are Sunday from 4:01pm until as needed. Monday is a holiday, the Civic Center is closed, NO MOVE OUT allowed. Move out on Tuesday from 7am – 11am. Therefore, please try to move out Sunday post show. If you are displaying large items in your booth, please plan ahead.

**ONLY DISPLAY VEHICLES, FORK LIFTS AND PALLET JACKS ARE  
ALLOWED INSIDE THE CIVIC CENTER! NO LOADING OR  
UNLOADING OF VEHICLES INSIDE.**