

THE TOTAL HEALTH & FIT



FINAL INSTRUCTIONS 2016



Welcome...

Thank you for your decision to participate in the 2016 Total Health & Fitness Expo. The show will feature a variety of quality products and services, plus great special features. This year our features are:

-The Sacramento Showcase Classic. Good Times Events presents a fitness-racing event like none other! Over the two days teams will be competing in a high intensity competition where the athletes will be competing in gymnastics, weightlifting, muscular endurance and plyometrics.

-USA Weightlifting Olympic Weightlifting Competition. This is a fully sanctioned USAW event where medals will be given for men and women in each bodyweight category. The competition lifts will be the snatch and the clean and jerk.

-Martial Arts & Kickboxing Performances Lead by 7th degree Taekwondo Master Amitis Pourarian

-Mas Wrestling and Obstacle Course This will be put on by Body Tribe and is open to attendees to try.

This Exhibitor Instruction Booklet provides important FINAL GUIDELINES and answers to some frequently asked questions. In addition, a show schedule, event-related phone numbers, maps and accommodation information are included for your convenience.

The Total Health & Fitness Expo is a family event. No inappropriate or controversial products, fliers, pamphlets, signs, etc., as well as the promotion of any religious or political affiliation will be allowed in show. If you have any questions, please call prior to the event. (855-704-1382)

Should you have other questions or concerns at any time during the show, please come to the Show Office, located in the pavilion building, a staff member will be ready to assist you.

HAVE A GREAT SHOW!

SHOW HOURS:

Saturday	January 9, 10:00 a.m. - 6 p.m.
Sunday	January 10, 10:00 a.m. - 5 p.m.

SET-UP SCHEDULE:

Thursday and Friday 9:00 a.m. – 9:00 p.m. *There is no set-up on Saturday

CHECK-IN and SET-UP

****ENTER THROUGH GATE 12 OFF ETHAN AND HURLEY****

The show office is located in the Pavilion Building in the north east corner. You must check-in before you set-up. You can check-in on Thursday, January 7 or Friday January 8, from 9 a.m.–5 p.m. only. Set-up on Thursday and Friday is between 9 a.m. - 9 p.m. To resolve any no-show issues, ALL EXHIBITORS MUST CHECK-IN AT SHOW OFFICE OR CALL 855-704-1382 PRIOR TO 5 P.M. FRIDAY, JANUARY 8, 2016. If you have not checked in, or if we have not received notice by phone, we will do what is necessary to fill the empty space.

To confirm, a company that has not checked in with a show office by 5:00 p.m. Friday, January 8, 2016, may be cancelled and will forfeit any payment.

During check-in you will receive Exhibitor Badges/Parking Passes and directions to your booth. Your exhibitor badge/parking pass gives you access to the fairgrounds and discounted parking. 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 1-855-704-1382 and we will mail your badges ahead of time.

All contracts must be signed and the original returned PRIOR to check-in. A Completed Board of Equalization form must be filled out and returned. The state requires we have an updated form for each company for each show.

SUPPLIES:

Remember to bring all necessary supplies with you. The Show Office will, not provide items such as ladders, hand trucks, dollies, extension cords, brooms, pencils, etc.

EXHIBITOR PARKING:

Parking is behind the pavilion building for set up, during the show and tear down. **ENTER THROUGH GATE 12 OFF ETHAN AND HURLEY, EXHIBITORS WILL NOT BE ALLOWED TO PARK ANYWHERE ELSE ON THE FAIRGROUNDS.** At the time of check in let the show staff know how many parking passes you will need, 1 pass per car. Each parking pass is \$5. ****Note, you must pick up and pay for your parking pass during set up BEFORE the expo starts or you will have to park in attendee parking lot for \$10 per car.***

R.V. HOOK-UP

Please contact the Cal Expo Fairgrounds for instructions 916-263-3000

DELIVERIES:

Show management will accept UPS or similar deliveries. All freight will be accepted “as is”. Please send shipments to:

The Total Health & Fitness Expo, Company name and booth #
C/O Cal Expo
1600 Exposition Blvd.
Sacramento CA 95815

The Delivery Area is located at the Show Office. Deliveries are accepted January 7-10, 2016, during the hours the buildings are open to merchants. All attempted deliveries prior to 1/7/16 and after 1/10/16 will be refused!

For security reasons it is best to be on-site to receive your shipments. Show Management will not be responsible for damaged, lost, misplaced, undelivered, returned, or stolen shipments.

FORKLIFT

You may order the forklift and driver at a minimum rate of \$90 per hour. You may pre-order by calling our office 855-704-1382. Visa/Master/Amex/Discover Cards are accepted for pre-orders. If you need to order at the show, Visa/MC/Amex/Discover, and cash are accepted (no checks). Please note the forklift is available from 9 a.m. to 3:00 Thursday and Friday during set up and Monday, for tear down, 9 am to 12 noon. There is no forklift available on the weekends. If you need a forklift after 3:00 p.m., you will need to make arrangements for a forklift and driver from somewhere other than the Cal Expo Fairgrounds. If you will need the forklift/driver more than 20 minutes, we recommend that you make arrangements to have your own forklift/driver on site so as not to “back up” the line of merchants waiting for the forklift.

MUSIC/VIDEO/PA SYSTEM IN BOOTH:

Live or 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 can be removed from the facility.

In addition, anyone playing music (live or recorded), 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.

PHONE AND DSL LINES:

The Fairgrounds is supposed to have wifi access as of this December, please call for details.

SHOW DECORATOR:

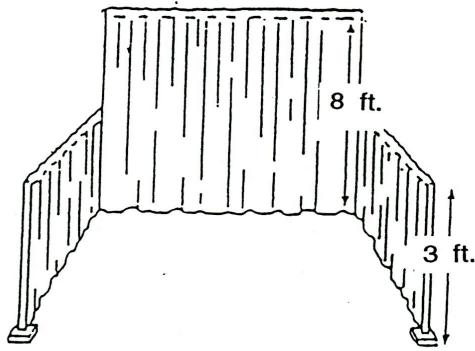
L.B. Lightswest (Lightswest) is the decorator for the Total Health & Fitness Expo. Their service desk will be located on-site (near the Show Office) to provide assistance to exhibitors at setup and during the show. Their scheduled availability is as follows:

Thursday	January 7 9:00 a.m. – 6:00 p.m.
Friday	January 8 9:00 a.m. – 1:00 p.m.
Weekend	On Call

LightsWest service desk is where exhibitors may order tables, chairs, carpeting and special electrical boxes for their booth space. It is recommended that such orders be placed with LightsWest prior to the show. If you haven't received a LightsWest packet, or if you need additional decorating information, please contact:

Ryan Kern, LightsWest Coordinator 209-333-0996

EXHIBIT DISPLAY POLICY:



BOOTH SPECIFICATIONS:

For a typical indoor 10x10 booth (single row booths excluded), booth surrounds are cloth draped, which generally include an 8 foot high backdrop and 3 foot 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 feet in height for one-half of the panel distance measured from the rear drape (8'x5'); the remaining side panel height must be between 3-4 feet. (3.5'x5').

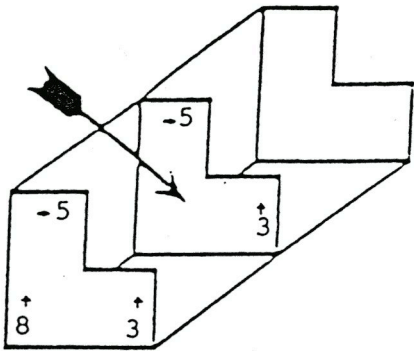
Outside booths may have tall products or walls. Pipe and drape will not be provided for outside booths.

Any exceptions to the above must be pre-approved by show management. Certain types of booths are not subject to the above specifications and have been noted on the floorplan. (bold lines indicate 8' drape).

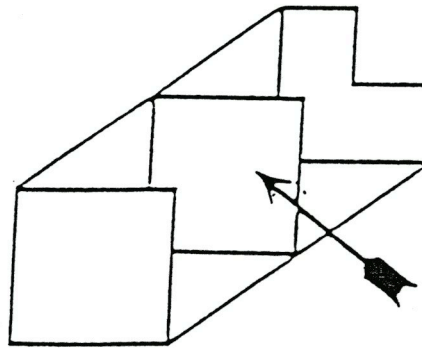
A professional, finished appearance is required in all areas of the exhibit/display visible to attendees. Merchant must drape unfinished and/or exposed portions of the exhibit/display. Any signs, banners, product above the back drape that exceeds 8' tall must have management's prior approval.

EXHIBIT DISPLAY POLICY

OPEN VIEWING:



Correct Set-Up



Incorrect Set-Up

Unless otherwise specified, each single 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. Any banners, signs, etc that will be over the 8' back drape must have prior management approval. (There may be a conflict with the merchant directly behind you.)

AREA MAINTENANCE:

It is expected that you will keep your immediate area neat and clean. Please separate trash – all cardboard containers are required to be broken down (flattened) and placed next to trash bins – maintenance will collect it for recycling. Other items, that 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 Fresno County is 8.5% as of 10/29/15. California State Board of Equalization requires a valid resale number for all exhibitors who are a retail sales oriented company.

If you plan to sell products at the show, and you don't have a California Resale Number, then it is imperative that you obtain one prior to the event. Some products and services are exempt from these requirements. The State Board of Equalization Office in Sacramento can be reached at 916-445-6464.

INSURANCE:

Each exhibitor is required to have his or her own insurance coverage for this event. The Total Health & Fitness Expo and the Cal Expo Fairgrounds must be listed as “additional insured.” (Please refer to the “insurance” clause located on the 2nd page of the show contract.)

ALCOHOLIC BEVERAGES/SMOKING:

The consumption of alcoholic beverages is permitted on the fairgrounds. Our only request is that you avoid excessive drinking or public drunkenness during show hours and that you maintain a professional demeanor while at the event.

Smoking is not permitted in any of the buildings or annexes at the Cal Expo Fairgrounds. We request that you smoke outside in well-ventilated areas.

BOOTH TEARDOWN SCHEDULE:

Sunday	January 10, 2016 *5:15 p.m. – 9 p.m.
Monday	January 11, 2016 8 a.m. – 12 noon**

IT IS AGAINST SHOW POLICY TO DISASSEMBLE ANY DISPLAY AREA PRIOR TO 5 P.M. ON SUNDAY, January 10th.

In addition, it is recommended that merchants wait until attendees have exited the buildings before beginning takedown.

*For safety reasons, the exact time of Sunday’s takedown 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 fairgrounds in a timely manner. The final “o.k.” will be given by the Police Department.

**All exhibits must be dismantled and removed by 12 noon on Monday, January 11th. After 12 noon on the 11th, exhibits are subject to removal and storage by the Cal Expo Fairgrounds. If this should occur, the exhibitor will be charged removal and storage fees at prevailing rates. The Total Health & Fitness Expo will not contact merchants that have not departed the Fairgrounds by noon, nor will The Total Health & Fitness Expo be responsible for any merchandise that is damaged, lost or stolen.

HOST HOTEL:

You must mention that you are with the Expo when making reservations.

Fairfield Inn By Marriott Sacramento Cal Expo

Phone: 800-605-6578 group code TTHO

GREAT PRICE, FOR A GREAT HOTEL –

2016 Expo Special Room Rate \$89 or \$99 breakfast included

PHONE NUMBERS:

Show Office.....	855-704-1382
Cal Expo Administration Office.....	916-263-3000
The Total Health & Fitness Expo Rachel Hamilton, Show Owner/Promoter Sacramento Office.....	916-760-3246
Fax.....	916-273-3217
LightsWest (Decorator) Ryan Kern, Coordinator.....	209-333-0996

Web Page: <http://www.thetotalhealthfitexpo.com>

E-mail: Rachel@totalhealthfitnessexpo.com

Facebook: <https://www.facebook.com/thetotalhealthandfitnessexpo>

Twitter: <https://twitter.com/TotalHealthFit>

Instagram: <https://instagram.com/thetotalhealthfitnessexpo/>

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 is not meant to be all-inclusive.

Here are the Fire Marshall Guidelines for the Total Health & Fitness Expo, January 9, 10, 2016 at the Cal Expo Fairgrounds. This list is not all-inclusive. For questions or concerns on fire safety, see the State Fire Marshall website: www.fire.ca.gov or call 916-445-8550.

STATE OF CALIFORNIA OFFICE OF THE STATE FIRE MARSHALL

Checklist for fire & safety requirements for exhibit space, booth, trailer or tent

*All fabric or pliable canopy covers, side/back drops and decorative material must be fire resistive or treated.

*Electrical extension cords shall be of the heavy-duty, three-wire (grounded), hard-usage type.

*Each booth utilizing cooking shall have a minimum 241OBC rated portable fire extinguisher. All fire extinguishers must be serviced by a SFM licensed company with a service tag attached. The fire extinguishers must be mounted or secured so that they will not fall over, and must be visible and accessible.

*Inside vehicle displays must have battery terminals disconnected.

Vehicle fuel tanks shall be no more than 1/4 filled and the gas cap must be locked or taped.

*No open flames.

*No blocking or obstruction of exits.

*No blocking of fire hydrants.

*No blocking of fire extinguishers.

*No blocking of standpipe and fire hose cabinets.