



THE CONVENTION CENTER  
AT BIG BEAR LAKE

# MOUNTAIN CHRISTMAS BOUTIQUE 2017 EXHIBITOR MANUAL-INFORMATION, RULES, REGULATIONS



### FACILITY:

Convention Center at Big Bear Lake, Big Bear Lake, CA  
Street Address: 42900 Big Bear Blvd., Big Bear Lake  
Mailing Address: P.O. Box 7186, Big Bear Lake, 92315



### ADMISSION:

All shows at the Big Bear Lake Convention are "paid gate" events. Parking is free:

Adults \$3.00  
Children (Under 12) FREE  
Senior Citizens (60+) \$2.00



### PARKING:

Exhibitor and patron parking are free of charge. Except for temporary loading and unloading during move in/out, exhibitor parking is not permitted on the grounds. Exhibitor parking is in the dirt on north side of parking lot.



### SHOW SCHEDULE:

SET UP	Wed. Nov. 22	9:30 - 4:00
	<b>CLOSED THANKSGIVING DAY</b>	
	Friday Nov. 24	7:00 - 9:30
SHOW HOURS	Nov. 24-25	10:00 - 5:00
	Nov 26	10:00 - 3:00
TEAR-DOWN	Nov. 26	3:00 - 6:00

### SET-UP:

Exhibitor is responsible to provide its own hand trucks or labor in order to transport display items from the nearest entry to the assigned space. All vendors must be ready to sell by **9:30am** each show day. **This is a Holiday themed show. Please decorate your space in a winter holiday theme. Lack of decoration may result in partial loss of your deposit.**

### TEAR DOWN:

**Exhibitor is not permitted to tear down their exhibit prior to 3:00 p.m. on Sunday. You will lose your deposit if you do.**

### RE-STOCKING:

The building will be un-locked at 8:00 a.m. on Saturday & Sunday for early entry and re-stocking.

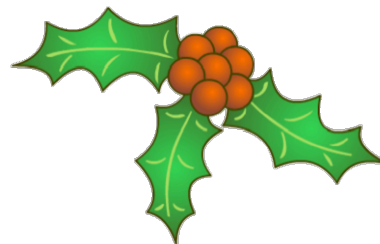


### SOUND CONTROL:

Exhibitor's use of loud speakers, radios, television sets, or any other type of machinery, equipment which is of sufficient volume as to be annoying or interfere with other exhibitors will not be permitted.

### ELECTRICAL:

Exhibitor will have access to one 110V electrical outlet. Extension cords are necessary and are the responsibility of the exhibitor. Exhibitor is limited to 500 watts of electricity per exhibit in order to accommodate all users on an electrical circuit.



# EXHIBITOR MANUAL-INFORMATION, RULES, REGULATIONS

## SECURITY:

Exhibitors are responsible for the security of their own property and are expected to take appropriate precautions during move-in, show, and move-out. Friday & Saturday night the building will be locked and all vendors will be required to be off the premises no later than 6:00pm.

## FIRE REGULATIONS:

Exhibits must comply with all local, state and federal codes as they apply. Only fireproof material should be used as decoration in displays. Some perimeter walls exhibit spaces have fire extinguisher or electrical panels, these devices must not be obstructed in any manner and access must be maintained at all times.

## SELLER PERMITS:

Exhibitor who "sell" are required by the State of California Board of Equalization to have a copy of their sellers permit in the office before show time

## HEALTH DEPARTMENT PERMITS:

Exhibitors who will be preparing food or giving out food samples must obtain the appropriate permits from the County of San Bernardino - Department of Public Health - Environmental Health Service Division (760) 243-3763. Exhibitor must comply with all in-booth sanitary requirements as required by EHSD.

## RISK INSURANCE:

All the exhibitor's property at the show shall be at the sole risk of the exhibitor, and the Convention Center at Big Bear Lake assumes no responsibility for loss or damage thereto. In all cases, exhibitor should insure itself against any and all claims for bodily injury, property damage, or any loss caused by or relating to its acts, omissions or use of its assigned space as it may deem necessary to fully protect itself against all risk.

## INTERPRETATION:

The Convention Center Management will be the sole arbiter of matters covered in this information guide, the rules and regulations. All matters not specifically covered in this exhibitor contract are subject to the exclusive interpretation and final decision of management.

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Return Bottom Half to Convention Center Office

I have read and agree to all of the above sections and terms outlined and described in this **VENDOR INFORMATION, RULES & REGULATIONS – Mountain Christmas Boutique Nov. 24-26, 2017**. I have completed an application with all information required, understand that it will be attached to and is a part of this agreement. Any omissions or fraudulent claims made on the application will be in direct violation of this agreement and I will be directly and personally responsible for any and all claims that arise. I will provide all required documents and monies as per this agreement. I will abide by all rules, covenants and security guidelines while participating in any of the shows/fairs/festivals described in this agreement. I understand and acknowledge that my signature constitutes my acceptance of all the terms of this agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Business Name (If Different From Above)

( \_\_\_\_\_ )

\_\_\_\_\_  
Phone Number