

# Northern California Home & Landscape Expo

## Final Instructions (for exhibitors in building C) January 30 - February 1, 2026

### Exhibitor Check-In:

At some point during your booth set up (before Thurs. 6 pm), YOU MUST CHECK IN AT THE SHOW OFFICE located in the lobby between buildings A & B across from the concessions. You will pick up your exhibitor badges, parking passes and sign a document from the fire marshal that must be displayed in your booth space. It is critical that you read and adhere to all fire regulations.

Unless otherwise specified, each single exhibit booth will be 10' by 10' with access to a 500-watt electrical outlet. Each booth will be draped with an 8-foot backdrop curtain and 3-foot side drapes. All booths will be draped in black.

**Remember:** There are no ladders, dollies, hammers, brooms, vacuums, pencils, paper, scissors, tape, power strip cords, etc...

**\*\* Bring these items with you.**

### SET UP HOURS:

Wednesday	January 28	12 pm – 7 pm
Thursday	January 29	8 am – 9 pm

**THERE IS NO SET UP ON FRIDAY, JANUARY 30, JUST FINAL TOUCHES**

**\*\*ALL Exhibitors must check-in at the show office by 6 pm Thursday. You can continue to work, but please check-in. Our on-site office hours are: Wed. 12-7 pm; Thurs. 9-8 pm; All Show Hours.**

### SHOW HOURS:

Friday	January 30	11:00 am – 5:00 pm
Saturday	January 31	10:00 am – 5:00 pm
Sunday	February 1	10:00 am – 5:00 pm

Exhibitors may enter the facility at 8:00 am on Friday; 9:00 am on Saturday and Sunday.

### EXHIBITOR PARKING AND PARKING PASSES:

There will be **SIX 1-DAY PARKING PASSES** issued per booth. They are to be used for the show days only. There is no parking pass necessary for set up days. There are no return privileges with the parking passes. If you must leave and will be returning the same day ask to have your pass stamped before exiting.

Please keep them in your possession. Starting Friday, January 30, you must use your parking pass to park. **IF YOU LOSE YOUR PARKING PASS, YOU WILL HAVE TO BUY A REPLACEMENT FOR \$5.00.** This is a Cal Expo policy over which show management has no control. You may purchase additional tickets at the show office for \$5.00 each anytime during the show—otherwise you will be charged \$10 at the main gate.

**RE-STOCKING DURING SHOW OR CUSTOMER PICK-UP:**

Please obtain a temporary Gate 12 pass from the Show Office to use during show hours or to provide to a customer for merchandise pick up that cannot be hand carried. If you do not have a pass, Cal Expo officials will not allow you in. Ask the check-in desk if you need trailer storage space. There is a designated area.

**PARKING INSTRUCTIONS:**

**SET UP DAYS:** Enter through Gate 12 on the east side of Cal Expo (Ethan and Hurley Way) and proceed to building C. You may unload at the building only and then park your vehicles away from the building.

**SHOW DAYS:** Friday, January 30, 8:00 am through Sunday, February 1, 5:00 pm enter through Lot D (on Exposition Blvd), where you will be directed to go through Gate 3 and then park in Lot 5A. ALL PARKING IS ON A FIRST COME, FIRST SERVE BASIS and overflow parking is in the Public Lot. THERE ARE NO RETURN PRIVILEGES ON A PARKING PASS.

**NOTE – EVERYONE IN THE VEHICLE MUST BE A STAFF MEMBER WORKING.**

**SHOW DECORATOR—**

L.B. Lights West, Inc. is our show decorator. An exhibitor service desk will be staffed to provide on-site assistance to the exhibitors during the following hours:

Wednesday	January 28	12:00 pm – 5:00 pm
Thursday	January 29	8:00 am – 5:00 pm
Friday	January 30	On call

**You will save a considerable amount of money if you place any orders with L.B. Lights West, Inc. by Jan. 20th.** In your booth space comes a 500w/120v duplex outlet (1000w for outdoor space). If you need any additional power, shipping/receiving, sign hanging or forklift services contact an exhibitor representative at Lights West. They will have supplies available to you at the show site but the rental rate is much higher than if you ordered prior to show set-up. Complete details and their order form can be found on our web site under ‘Exhibitor Info.’ pull-down menu, then click on ‘Exhibitor Services’.

**\*\* Lights West, Inc. Phone number is: 209-333-0996**

**REMOVAL OF EXHIBITS:**

**NOTHING WILL BE PERMITTED TO LEAVE THE EXHIBIT HALL PRIOR TO 5 PM, SUNDAY FEBRUARY 1.** All attendees must be cleared from buildings before you are allowed to drive back and begin dismantling your booth. There are always attendees in the Show and on the grounds until closing. Not only is it a safety issue, but it is extremely disruptive to exhibitors and attendees who are still conducting business. Thanks for your patience & cooperation.

**REMOVAL HOURS:**

Sunday	February 1	5:00 pm – 8:00 pm
Monday	February 2	7:00 am – 4:00 pm

## **MISCELLANEOUS INFORMATION:**

**\* Critical FIRE MARSHAL:** There are always new regulations being added and enforced by the CA State Fire Marshal. Our goal is to pass the inspection early so vendor cooperation is essential. A document will be handed to you at check-in that must be signed and kept on an S-hook visibly displayed in your booth. They will look for this in every booth at inspection.

No open flames of any kind. No closed canopies of any kind can be used inside the buildings. **This includes EZ-Up type canopies and market umbrellas.** No solid structures of any kind spanning greater than 4' is allowed inside the buildings without a 12" break in between. Louvered covers are acceptable. Please contact us in advance with questions.

If you plan to use canopies outside of the buildings, please note that all canopies must be labeled as fire resistant according to California Fire Code CPAI-84 and be 20' away from any buildings.

"Daisy chaining" or plugging of extension cords/power strips together to increase the length of your cord or outlets will not be permitted. Prepare accordingly and purchase a cord with ample length for your needs. Every cord used must have a ground. We recommend every vendor bring an extension cord. (**\*see photos for example**)

## **ALL POWER CABLES MUST HAVE A GROUND**

**NOT OUTDOOR RATED**



**NO GROUND PLUG**



**PROPERLY GROUNDED**



The Fire Marshal has been more strictly enforcing that all decorative materials be inherently flame resistant and labeled as such. They require items that are not labeled as flame resistant to be treated with flame resistant spray. Please save your receipt and have the bottle of spray at the show.

Lastly, if you are told to make a correction by us or the fire marshal and it is not done before the re-inspection, the \$240/hourly or current charge we are billed will be passed along to your company.

**INSURANCE:** You are required to have your own insurance coverage for your exhibit area. See #20 of "Agreement Terms" on the back of your contract and add Gary Brown Enterprises as an additional insured for the span of the Show.

**RV PARKING:** There is RV parking available. Contact Cal Expo for information and rates. The number is: 916-263-3187.

**FORKLIFTS:** Forklift services can be booked directly with the Show decorator, Lights West. Scheduling is recommended and there is a 1-hour minimum.

**STATE BOARD OF EQUALIZATION – SALES TAX:** The state board of equalization requires a valid resale number by all exhibitors who sell products regardless of if they are selling at the Show. If you are going to sell a tangible product at the Show and you do not have a California Resale Permit number, you must get one PRIOR to the Show. For information and application call 916-227-6709 or 916-227-6719.

**WI-FI:** Available in ALL buildings. Password available upon arrival.

**HARD LINES:** If you feel that the building Wi-Fi is not sufficient and your computers require a hardline, please contact us in advance to pre-pay for an IT specialist to install that at your booth. There is a flat rate cost.

**Shipping/Drayage:** This must be pre-arranged with the Show Decorator, Lights West. Call 209-333-0996 for specifics and read their instructions. Cal Expo employees will NOT sign for and receive your shipments. Shipping to a building location/booth space is done at your own risk of receipt and show affiliates will not be held liable. Address to Cal Expo is:

Cal Expo  
1600 Exposition Blvd.  
Sacramento, CA 95815  
Northern California Home & Landscape Expo  
(location of drop should be noted on the label)

**CARPET/ELECTRICAL:** If you have carpet in your booth, all exposed edges must be taped down. All extension cords must be taped down. The show decorator (Lights West) can provide this service for a fee.

**BUILDING ETIQUETTE:** Any cutting of materials with saws must be done outside of the building. All of your materials must remain free of aisle ways and other exhibitor spaces. If you off-load materials in someone else's space, you will be charged the current labor rate of Cal Expo to have them moved. \*\*No use of chemicals inside building (varnishes, stains, sealants etc. or other excessive fumes). If using any adhesives, the floor must be protected and covered first. Any damage is your financial responsibility.

**TENTS:** Any outside exhibitor using a tent must advise your tent company that stakes cannot be used. It must be secured with water barrels or cement buckets tied down.

**ATM:** There are a min. of three ATM machines at Cal Expo. One is located at the Palm Avenue Gate; one is on the mezzanine; and one is at the entrance to the Pavilion Building

**FOOD IN BOOTH:** Sacramento Health Department requires anyone offering food or drink for sample or sale in their booth to have a health permit and additional liability insurance. You must contact our office immediately for further paperwork. Wrapped candy is acceptable.

**HELIUM BALLOONS:** Balloons are not allowed to be filled or distributed for the public. You can use them for decor only in your booth and any tanks on the premises must be strapped for safety.

**HOTEL INFORMATION:**

Most of the following hotels are near Cal Expo, and are convenient to major freeways, regional shopping centers, restaurants and entertainment options. Check with individual hotels for special rates, reservations and amenities.

[Fairfield Inn Sacramento Cal Expo](#)

1780 Tribute Road  
Sacramento, CA 95815  
(916) 920-5300

[Courtyard Sacramento Cal Expo](#)

1782 Tribute Road  
Sacramento, CA 95815  
(916) 929-7900

[DoubleTree by Hilton Sacramento](#)

2001 Point West Way  
Sacramento, CA 95815  
(916) 929-8855

[Holiday Inn Express Cal Expo](#)

2224 Auburn Blvd.  
Sacramento, CA 95821  
(916) 923-1100

[Residence Inn Cal Expo](#)

1530 Howe Avenue  
Sacramento, Ca 95825  
(916) 920-9111

[TownePlace Suites by Marriott](#)

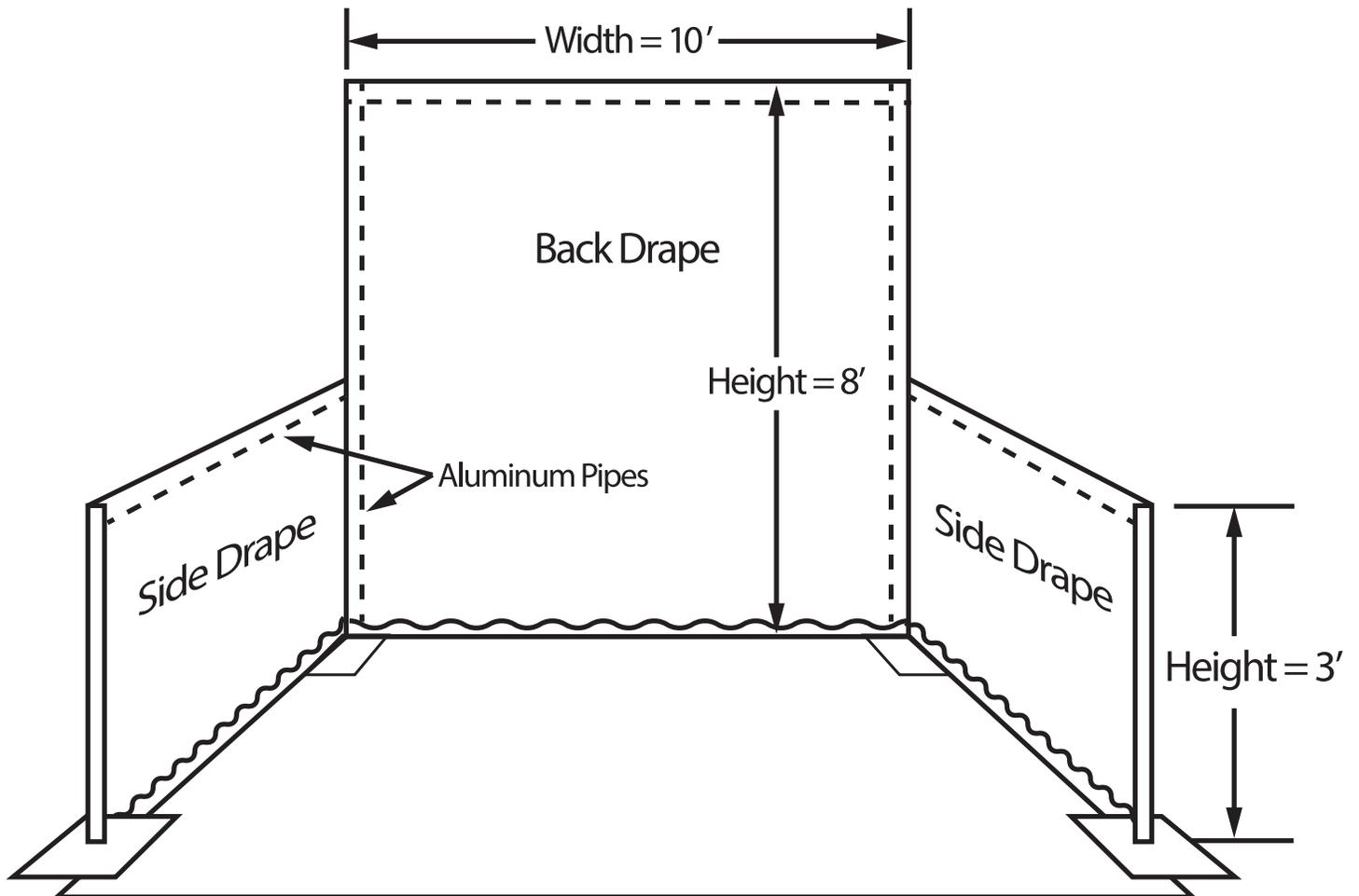
1784 Tribute Road  
Sacramento, CA 95815  
(916) 920-5400

## BOOTH DIAGRAM:

Your booth will be draped with an 8 foot high backdrop and 3 foot high side panels, unless you have selected an island or outdoor location.

A presentable finished appearance is required on all areas of the display visible to the public. Any unfinished, exposed wood or unsightly portion affecting another vendors display must be draped at the exhibitor's expense. We can not control the design of every exhibit space and what each company has on display. Please be considerate of your neighbors to enjoy the best experience possible.

Please be respectful and considerate of the other exhibitors around your booth when designing and setting up your display. If hanging any signage or banners it must only be visible when facing your booth, not from behind. Balloons/banners, etc. must float over your assigned space. No marketing materials are allowed outside of your contracted space.



When entering Sacramento take the Capital City (Business 80) Freeway to the Exposition Boulevard exit to reach CalExpo, home of the California State Fair.

