

SIERRA CASCADE LOGGING CONFERENCE, INC.

Forest Products & Construction Equipment Exposition

Dear Exhibitor _____

Space Number(s) _____ has been assigned to you as your Exhibit Booth/s for the 68th Sierra Cascade Logging conference Expo in Anderson, CA at the Fairgrounds on Feb. 9th thru the 11th of 2017.

The following information, instructions, rules and regulations are offered to make your participation in the Logging Conference as successful and enjoyable as possible. For any further information or questions, please contact our office.

Upon arrival at the fairgrounds, leave your vehicles and equipment in the parking lot and check in promptly at the registration area in the Trinity Hall building inside of East gate #4 (Vendors Gate). You will be directed to your exhibit space and familiarized with the fairground facilities. All Conference Committee personnel will be wearing green jackets with the SCLC emblem patch on them and they will ASSIST you in every way possible. You must have your equipment and/or exhibit materials (except for hand-carried items) at the fairgrounds ready for move-in according to the enclosed schedule. All track type equipment must be driven & parked on planks which will be provided by the Conference Committee. No equipment or materials should be unloaded or brought into the Fairgrounds without prior approval.

MOVE-IN "All spaces" Inside & Outside
Tuesday February 7th - 7:30 AM to 4:30 PM
Wednesday February 8th - 7:30 AM to 4:30 PM

FORK LIFT SERVICES

Forklift services will be available from 8:00 AM to 4:30 PM only.

CLEANING SERVICES FOR EQUIPMENT

All equipment cleaning must be done before arriving at the fairgrounds. There is no cleaning services available at the fairgrounds.

IN-COMING FREIGHT

Ship to Shasta District Fairgrounds 1890 Briggs St. Anderson, CA 96007

ELECTRICAL SERVICES

Standard 100 volt electrical services will be available to all indoor display spaces. It is suggested that you bring a minimum 25-foot drop cord to reach the nearest outlet if your display needs electricity. Prior arrangements must be made for any outdoor services.

DISPLAY MATERIAL AND SERVICES

The following is provided & included in the price of your booth. All back drop piping & draping including the draping of the tables & hooks to hang pictures, banners & etc. Mt. Shasta Hall, one Table & two chairs (extra tables & chairs may be requested). Lassen & Trinity Halls, tables and chairs by request only.

EXHIBITOR BADGES/PASSES

Your exhibitor registration packet will include your name badges. Additional exhibitor name badges for workers' volunteers can be made & picked up during move-in days. (Tuesday & Wednesday) at the Registration booth in Trinity Hall. They are complimentary. Please do not leave your booth unmanned at any time during the Conference.

EXHIBITORS GENERAL LIABILITY INSURANCE & SALES TAX PERMIT NUMBER.

All exhibitors must provide proof of General Liability Insurance & a Sales Tax Permit number when applicable.

EXHIBITOR PARKING

Exhibitors may park their vehicles in the paved parking adjacent to the fairground buildings to unload for their exhibits, then all exhibitors are to park in the WEST PARKING LOT. Parking attendants will be on hand during the show to direct traffic.

SECURITY

All buildings will be locked and secured at 5:00 PM each night and guards will be on duty during the non-show hours. However, be sure your own insurance provides coverage for loss, theft, vandalism, etc., as no coverage will be provided by the Logging Conference for such losses.

EXHIBITOR MAINTENANCE

Aisles only in the exhibitor buildings will be cleaned each night. We ask all exhibitors to clean up their own display areas each night before leaving the grounds.

ALL DISPLAYS MUST BE IN PLACE AND READY FOR THE SHOW BY NO LATER THAN 4:30 PM WEDNESDAY, FEBRUARY 8TH.

SHOW HOURS

Thursday February 9th - 11:00 AM to 5:00 PM

Friday February 10th - 9:00 AM to 5:00 PM

Saturday February 11th - 9:00 AM to 3:30 PM

EDUCATION DAY

Thursday February 9th from 8:00 AM to 11:00 AM, 800 school children will be on hand at the fairgrounds to view & learn.

KICK OFF BREAKFAST

The breakfast will be held on Thursday, February 9th at 7:30 AM in Fusaro Hall at the Fairgrounds in Anderson, CA.

Tickets will not be sold at the door, so make your reservations early for all social events.

THE PRESIDENTS RECEPTION & VENDORS DINNER

Join us for food, drink & fun, Thursday evening February 9th at 6:00 PM, in Fusaro Hall at the Fairgrounds. Please order your tickets with your Exhibitor Registration Form.

LADIES DAY CHAMPAGNE

The Ladies Day Brunch will be held Friday, February 10th at 10:30 AM, at Win-River Resort and Casino, Redding.

LUMBERJACK BANQUET/AUCTION

The Dinner/Auction will be held Friday, February 10th at 6:30 PM at Win-River Resort and Casino, Redding, CA.

(This is where you will find all the Live Auction Note: Silent Auction Items on display at Registration Booth.)

MOVE-OUT

No Dismantling of exhibits will be permitted before 3:30 PM on Saturday February 11th, all spaces are to be cleaned up by the exhibitors before move-out is completed. Exhibits may be dismantled and removed Saturday, February 11th from 3:30 PM to 5:00 PM and 9:00 AM to 11:00 AM on Sunday. All Heavy equipment will be moved out on Sunday. **Please do not close your booth early, before 5:00 PM on Thursday & Friday during the Conference or try to move out prior to 3:30 PM on Saturday.**

OUT-GOING FREIGHT

Exhibitors must take care of the packing, tagging and bills of lading for your return freight between 4 & 5 PM after the show. All freight will be picked up at the fairgrounds on Saturday, February 11th by 5:00 PM or on Sunday February 12th by Noon. All material must be out of the Fairgrounds by NOON Sunday. Any freight not picked up by noon will be left in the parking lot. There will be no forklifts available or security after noon on Sunday. If you have any special freight needs, please make arrangements in advance with one of the Committee members.

MISCELLANEOUS

Food and beverages will be available at the concession stands during move-in and show days. Exhibitors may not serve coffee, popcorn, etc.

ABSOLUTELY NO BEER OR LIQOUR MAY BE SERVED BY ANY EXHIBITORS.

We ask that all exhibitors give attention to the above information for a well-planned show. Please do not hesitate to call me or contact our office if you have any questions or need any special services provided. Thank you in advance for your participation and cooperation.

**SINCERELY,
TOM KING INDOOR SPACE RESERVATIONS (530) 999-2305
FRANK MUSE OUTDOOR SPACES RESERVATIONS (530) 246-8573**

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