



18th Annual Network at Night Business Trade Show

March 25, 2010

Fresno Convention Center
Valdez Hall
5:00 - 8:00PM

Raffle Prizes Booth Prizes Food Sampling

Information for Exhibitors, Sponsors, & Food/Beverage Booths

Please read through this handbook.

Pass on to the person that will be setting up and running your booth

NEW Mailing Address: 1303 E. Herndon Ave. Mail Stop 55 Fresno CA 93720
(559) 450-2102 fax (559) 450-2041
e-mail: office@fresnowomensnetwork.org Website: www.fresnowomensnetwork.org



Network at Night 2010

Congratulations on choosing to be a part of this exciting event.
The theme of our 18th annual Network at Night Business Trade Show is

“Networking Through Time”

We encourage exhibitors to be creative and use this theme while creating their booths and staffing attire. Please note using the theme is not mandatory but makes the event more fun for exhibitors and attendees.

Place Fresno Convention Center, Valdez Hall
M & Ventura Streets, Fresno, CA 93721

Date: Thursday, March 25, 2010

Times: Move in and set up NOON-4:00pm
Event times 5:00pm-8:00pm
Move out 8:15pm-10:00pm

Entrance:

You will be provided complimentary admittance tickets according to your sponsorship package. Each attendee must provide an entrance ticket, even those working in your booth. You can give extras to customers or whoever you like.

Admittance tickets are \$5 each. If you need additional tickets, you can purchase them at the door, or call the Network Office (559) 450-2102.

Vendors/Sponsors can pre-purchase additional tickets at a discounted price of 5 for \$20.

Parking: Parking is available for \$7.00. Exhibitors are not exempt from parking fees

Loading: You may use the “loading zone” areas to unload and reload only
East Side of Valdez Hall, loading dock

Activities:

Free food sampling sponsored by local restaurants and catering companies
Optional Souvenir Wine Glass with tasting (\$5)
Vote for Your Favorite Booth Display
Raffle Prize Drawings
Music and Entertainment

HOURS

All exhibitors must check in at the Fresno Convention Center Valdez Hall on Thursday, March 25 between the hours of NOON and 4:00 pm.

Move in and setup will begin at NOON Thursday and must be completed by 4:00 pm.

Exhibitors showing vehicles must bring them in between 10:00 am and NOON and must be in compliance with the Fresno Convention Center Regulations for Vehicles shown on page 3 of this Handbook.

Loading dock doors will lock at 4:00 pm.

Admittance doors will open to guests at 5:00 pm.

Tear down of booths must not begin until 8:15 pm.

The Conference Center must be cleared by 10:00 pm.

QUESTIONS:

If you have questions regarding your registration, please call Divonna Swan (559) 436-4418.

SPONSORSHIP/EXHIBITORS FEE

The sponsorship/exhibitor fee includes: (but not limited to)
Exhibit space, (size depends on your package)
Side and back drapes (colors: black or white)
General overhead lighting
One covered and skirted 8' display table and two chairs
Listing in Network at Night Event Program (if registration and payment is received no later than March 19)
Complimentary admissions to Network at Night according to your package:
 Regular Booths – 3 tickets
 Silver Sponsors – 5 tickets
 Gold Sponsors – 10 tickets
 Platinum Sponsors – 15 tickets
Vendors/Sponsors can pre-purchase additional tickets at a discounted price of 5 for \$20.
If you need additional tickets, call the Network Office (559) 450-2102.

ELECTRICAL ACCESS

One 500 watt electrical outlet is available for \$40 and payable when requested. Electrical must be requested prior to 3/19/09. Please call (559) 450-2102 to request electrical if you have not already done so on your registration form. Exhibitors must provide their own electrical extension cords

VOTE FOR YOUR FAVORITE BOOTH DISPLAY

Every year we encourage all of our vendors to decorate their booths according to our theme. This year we are rewarding those that do! As our guests enter Network at Night they will receive a form where they can vote for their top three favorite booth displays. We will ask that people vote for the booths that best display our theme of Networking Through Time. (Be creative!) When the ballots are turned in we will reward the top three booths with great prizes. Three guests that turn their ballots in will also win prizes.

BOOTH PRIZES

All exhibitors are encouraged to give a door prize from their booth but it is not mandatory
Please draw a name from your booth at 7:45 pm. Fill out the booth prize form with the winner's name clearly printed.

- **Post the winner's name in your booth so they may claim their prize.**
- **Each exhibitor is responsible for presenting the winner with the prize at their booth or deliver to winner after event**

RAFFLE PRIZES

If you would like to donate a raffle prize for the Fresno Women's Network Scholarship Raffle please call the office at (559) 450-2102
Raffle Prize winners will be posted at the stage, along with a list of donors and prizes. The raffle prize donors will also be printed in the program. These prizes are separate from your booth prizes. Fresno Women's Network is responsible for delivery of Raffle prizes only.

FOOD AND BEVERAGE EXHIBITORS

GENERAL INFORMATION

Booth locations for food and beverages are assigned by The Network
Cancellations must be submitted in writing
Projected Attendance: 700+

- **Food Exhibitors**
Plan on enough food for approximately 500-600 people
Please provide napkins and/or plates for food sampling
- **Beverage Exhibitors**
Plan on enough wine/beverages for sampling for 300-350 people
The Network will provide wine glasses that attendees will purchase. Please do NOT supply your own glasses, as the attendees must have purchased a Network wine glass in order to sample beverages.
Please bring your own dump buckets

Fresno Convention Center Regulations:

Cooking and Food Warming Devices

All food preparation/cooking, which is part of a demonstration or exhibition in assembly occupancy, will be accomplished by means of electrical cooking devices. These cooking devices and their power supply will be governed and regulated by such applicable codes. Portable Cooking electrical cooking devices shall be permitted only as follows: 1. They shall be placed on a noncombustible surface, 2. They shall be separated from each other by a minimum horizontal distance of two (2) feet, 3. They shall be kept a minimum horizontal distance of two (2) feet from any combustible material. 4. A 20BC fire extinguisher shall be located at each booth where these cooking-warming devices are utilized. 5. The use of L.P. Gas cylinders and open flame cooking devices is expressly forbidden.

Compressed Flammable Gases

Flammable or combustible liquids, hazardous chemicals or materials, Class II lasers, blasting agents, and explosives are prohibited. Storage or use of flammable liquids is prohibited except that which is required for maintenance and operation and operation of equipment. Storage in excess of ten gallons shall be in approved cabinets. Cooking appliances such as Coleman propane camping stoves, electric fry pans, crock pots, or warming trays will be permitted. Propane cylinders shall be limited to 14 to 16 ounces. Fuel appliances, such as chafing dishes, shall use only Sterno or some other solid flammable fuel. Barbecuing inside the building is not permitted.

Vehicles : All display vehicles must arrive between 10AM & Noon on Day of Event. All vehicles parked in the FC&EC during an event shall have locking gas caps or gas caps which are taped over their fuel supplies. Gas tanks must be reduced to less than one-quarter (1/4) tank; not to exceed ten (10) gallons. The positive lead to the battery must be disconnected. (15.14 liters = 4 gallons) FIRE WATCH REQUIRED. Subject to review by Fire Marshall. All other gasoline-powered equipment shall be gas and vapor free. Note: Up to (20) gallons may be approved for large trucks or other vehicles where deemed acceptable by the Fire Marshal. FIRE WATCH REQUIRED. Subject to review by Fire Marshall. Any autos, trucks, motorcycles, recreational vehicles (RVs), or other motorized vehicles displayed, shall have their batteries removed (or battery cables removed) and their fuel supplies reduced to not more than one-fourth (1/4) tank full. All motor vehicle tanks containing fuel, or which have ever contained fuel, shall be furnished with locking type caps or sealed with tape to preclude "viewers" inspection. Garden tractors, chain saws, power plants, and other gasoline powered equipment shall be safeguarded in a similar manner. RVs with built-in propane (LP) tanks, or LP powered trucks, must have tank valves shut off. RVs with portable or removable LP must have these tanks removed. All fuel tanks shall be locked and sealed to prevent escape of vapors. One battery cable shall be removed from the battery used to start the engine. Fueling or de-fueling is prohibited. When any liquid fueled, liquefied petroleum (L.P.) or compressed natural gas (CNG) powered vehicle of any type is used for display or service purposes within any building, the following conditions shall be required by the fire official:

1. It will be the responsibility of the event promoter and the facility representative to ensure compliance for all requirements and life safety issues by the Fire Prevention Bureau.
2. Plans shall be submitted in an acceptable form to the Fire Marshal's office for approval a minimum of thirty (30) days prior to the move-in of any exhibit. The plan will show all details of the exposition, including aisle width, travel distances, exits, and display configuration. Scale will be indicated on all plans.
3. Fire lanes and fire apparatus access shall remain clear at all times and be in code

compliance. 4. Required means of egress shall be maintained at all times. 5. Fire extinguishers as required by the fire official shall be supplied. 6. Liquid fuel tanks shall have no more than ¼ (one quarter) tank capacity with all caps taped shut or fitted with a locking device. Fueling and defueling of vehicles on premises or adjacent property is prohibited. 7. Any compressed natural gas (CNG) or propane (L.P.) fueled vehicle shall close the shut-off valve or tank outlet valve and run the engine until it stops. Valve(s) shall remain closed until the event is terminated. 8. Positive battery lead shall be disconnected and taped to prevent contact. 9. Extension cords are permitted as temporary wiring with the approval of the Fire Marshal. While in immediate use: Only hard usage cords will be approved. Each extension cord shall be plugged directly into an approved grounded receptacle and maintained in good condition without splices or damage. The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture. All cords will be protected from damage or physical impact, and shall not be affixed to structures, extend through walls, ceilings, or floors, and shall not lie under doors, floor coverings, etc. 10. Vehicles shall not be moved during display hours. These items are not the entire contents of the codes which apply to assembly, exposition and convention facilities in the city of Fresno. There may be additional requirements which exclusively pertain to specific situations. If there are any questions, please contact your event manager, who will consult with the city of Fresno Fire Department regarding additional fire and safety requirements.

Open Flame Devices (Candles, etc.)

Open flame devices are prohibited. Exceptions: (a) They may be used as part of theatrical production, but only with the approval of the Fire Department. (b) Open flame may be used in approved and stable candle holders on individual dining tables. Candle holder requirements are as follows: Class I and II liquids and liquefied petroleum gases shall not be used. Liquid or solid-fueled lighting devices containing more than 8 ounces must self-extinguish and not leak fuel at a rate of more than one-fourth teaspoon per minute if tipped over. The device or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than one-fourth teaspoon per minute when the device or holder is not in an upright position. The device or holder shall be designed so that it will return to upright position after being tilted to an angle of 45 degrees from vertical. The flames shall be enclosed, except as follows: 1. Opening on the sides shall not be more than 3/8 inch in diameter. 2. Openings on the top and the distance to the top shall be such that a single layer of tissue paper placed on the top will not ignite in ten seconds. Chimneys shall be made of noncombustible materials. Such chimneys shall be securely attached to the open-flame device. Fuel canisters must be safely sealed for storage. Shades, if used, shall be made of noncombustible materials and securely attached to the open-flame device holder or chimney. Candelabra with flame-lighted candles shall be securely fastened in place to prevent overturning and located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles. Lighted hand held candles are prohibited.

Thank you for participating in our 18th Annual Network at Night Business Trade Show "Networking Through Time". We are all looking forward to a successful and rewarding event.

**Fresno Women's Network
Special Events Committee**