

## Frequently Asked Question

### MOVE-IN & MOVE-OUT PROCEDURES

#### DOLPHIN EVENT SERVICE'S

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

##### Exhibit Move-in Procedures:

- ***Please refer to the Material Handling Sheets for:***
  1. Advance & Direct Shipments
  2. Proper labeling for Advance and Direct Shipments
  3. Dates & Times
  4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
  5. Direct shipments will be delivered to your booth when they are received.
- ***Please refer to the front page for move in dates & times***
  1. DOLPHIN EVENT SERVICES employees will unload commercial freight haulers from 8:00am – 4:30 pm on dates specified.
  2. To avoid overtime charges; remind drivers that they should be in line before 2:00 pm in order to be unloaded by 4:30 pm.

##### Exhibit Move-out Procedures:

Upon show closing, if applicable the aisle carpet will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

- ***Bill of Ladings for outbound shipments via your choice of carrier:***
  1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline
  2. Have your driver check in at the check-in area
  3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk
- ***For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:***
  1. When all materials are packed up and ready to go drive your vehicle to the loading dock area
  2. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.
- ***For Exhibitors with Company or Rented Trucks:***

1. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed  
If your booth materials are not completely packed up and ready to be loaded when the staff arrives at your booth, you will be politely asked to go to the end of the line.

#### **ALL EXHIBIT MATERIALS MUST BE REMOVED BY: 8pm – Sunday October 19<sup>th</sup>, 2025**

At this time, DOLPHIN EVENT SERVICES' will re-route your freight via the house carrier at the exhibitors' expense.

No vehicles of any type will be allowed to park on the loading dock without permission.

No vehicles will be allowed to drive into buildings without prior permission from Show Management

**PAYMENT POLICY FORM**  
**Must be Included with all orders**

**DOLPHIN EVENT SERVICE'S**

915 W. 5<sup>th</sup> street, Azusa, CA 91702

(626) 795-5131

email: [art.s@dolphinevents.biz](mailto:art.s@dolphinevents.biz)

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email: \_\_\_\_\_

- This form must be completed and enclosed with all order forms and on file with DOLPHIN EVENT SERVICES prior to any service(s) being performed regardless if another form of payment is being used.
- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment **must** be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.
- Customer is responsible for loss or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE OPENING OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount Enclosed \$ \_\_\_\_\_ Amount to be charged to Credit Card \$ \_\_\_\_\_

**If paying by Check; please fill out the following information:**

Check Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**If paying by Credit Card; please provide the following information:**

Credit Card Number: \_\_\_\_\_

Please Check: \_\_AMERICAN EXPRESS \_\_MASTERCARD \_\_VISA \_\_ CVC Code \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name as it Appears on Card \_\_\_\_\_

Authorized By: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Cardholders **Billing** Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_

**FURNITURE RENTAL ORDER FORM**  
**Deadline for discount: October 1<sup>st</sup>, 2025 at 4:00 pm**

**DOLPHIN EVENT SERVICE'S**

915 W. 5<sup>th</sup> street, Azusa, CA 91702

(626) 795-5131

email: [art.s@dolphinevents.biz](mailto:art.s@dolphinevents.biz)

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**Tables & Counter Tables      Discount      Floor      Quantity      Total**

**Tables: 30" W x 30" H**

4 ft. undraped table	\$45.00	\$65.00	_____	_____
6 ft. undraped table	\$55.00	\$75.00	_____	_____
8 ft. undraped table	\$65.00	\$85.00	_____	_____

**Prices includes top covered in white plastic and 3 sides draped.**

4 ft. draped table	\$85.00	\$105.00	_____	_____	_____ Blue _____ White
6 ft. draped table	\$95.00	\$115.00	_____	_____	
8 ft. draped table	\$115.00	\$125.00	_____	_____	_____ Black _____ Silver

4th sided table skirt	\$35.00	\$45.00	_____	_____
-----------------------	---------	---------	-------	-------

**Counter Tables: 30" W x 42" H**

4 ft. undraped counter table	\$55.00	\$75.00	_____	_____
6 ft. undraped counter table	\$65.00	\$85.00	_____	_____
8 ft. undraped counter table	\$75.00	\$95.00	_____	_____

4 ft. draped counter table	\$95.00	\$115.00	_____	_____
6 ft. draped counter table	\$105.00	\$125.00	_____	_____
8 ft. draped counter table	\$115.00	\$135.00	_____	_____
4th side counter skirt	\$45.00	\$55.00	_____	_____

**Cocktail Table 36"rd 42" High**

Cocktail undraped round table	\$95.00	\$125.00	_____	_____		_____ Black
Cocktail draped round table	\$135.00	\$165.00	_____	_____	Color of linen	_____ White

**Chairs**

Wood bar stool	\$50.00	\$70.00	_____	_____
Padded Chair	\$40.00	\$50.00	_____	_____
Folding Chair	\$10.00	\$15.00	_____	_____
Padded Counter Stool	\$75.00	\$105.00	_____	_____

<b>Accessories</b>	<b>Discount</b>	<b>Floor</b>	<b>Quantity</b>	<b>Total</b>
--------------------	-----------------	--------------	-----------------	--------------

Backwall Drape (8 ft.high)	\$9.50 per foot	\$10.50 per foot.	_____	_____
Crossbar / Spreader	\$15.00	\$25.00	_____	_____
Easel	\$50.00	\$60.00	_____	_____
Garment Rack (5' H x 5' H)	\$75.00	\$95.00	_____	_____
Stanchions with belt (black)	\$60.00	\$80.00	_____	_____
Side Rail Drape (3 ft. high)	\$5.50 per foot	\$6.50 per foot	_____	_____
Upright with Base	\$10.00	\$15.00	_____	_____
Wastebasket	\$12.00	\$19.00	_____	_____
10x10 canopy with bases	\$343.50	\$443.50	_____	_____
10x20 canopy with bases	\$608.00	\$708.00	_____	_____
15x15 canopy with bases	\$687.00.	\$787.00	_____	_____
20x20 canopy with bases	\$793.50	\$893.50	_____	_____

Other size canopies are available. Please call for pricing

**Canopies deadline for ordering is 10/1/2025**

**All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after Dolphin Events installs,**

**Prices include installation, rental, and removal.**

SUBTOTAL FURNITURE RENTAL ORDER FORM \$ \_\_\_\_\_

Yes, I have completed and enclosed along with this order the Payment Policy Form.

## CARPET RENTAL ORDER FORM

Deadline for discount: **October 1<sup>st</sup>, 2025 at 4:00 pm**

### DOLPHIN EVENT SERVICE'S

915 W. 5<sup>th</sup> street, Azusa, CA 91702

(626) 795-5131

email: [art.s@dolphinevents.biz](mailto:art.s@dolphinevents.biz)

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

### STANDARD BOOTH CARPET

Size	Quantity	Discount	Floor	Total	Please select color:
9 x 10 Ft.	_____	\$180.00	\$280.00	\$ _____	_____ Black
9 x 20 Ft.	_____	\$360.00	\$460.00	\$ _____	_____ Blue
9 x 30 Ft.	_____	\$540.00	\$640.00	\$ _____	_____ Red
9 x 40 Ft.	_____	\$720.00	\$820.00	\$ _____	

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet canceled will be charged at 50% of original price after move-in begins and 100% of original price after installation. STANDARD CARPET *IS NOT* DESIGNED TO COVER COMPLETE BOOTH AREAS.

### CUSTOM BOOTH CARPET

	Discount	Floor	Total
Complete Area Size _____ x _____ = _____ Sq. Ft. @ \$2.85 /		\$3.85 =	\$ _____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet canceled after being cut will be charged at 100% .

### CARPET PADDING - TAPE - PLASTIC COVERING

	Discount	Floor	Total
Carpet Padding _____ ft. x _____ ft. = _____ Sq. ft. @	\$1.25	\$1.65	\$ _____
Additional Taping _____ Linear ft. @	\$1.45	\$1.85	\$ _____
Plastic Covering _____ ft. x _____ ft. = _____ Sq. ft. @	\$1.15	\$1.55	\$ _____

All rental prices include installation & removal. Items canceled will be charged at 100% of original price after being cut.

**SUBTOTAL CARPET RENTAL ORDER \$** \_\_\_\_\_

Yes, I have completed and enclosed along with this order the Payment Policy Form.

# MATERIAL HANDLING ORDER FORM

DEADLINE FOR DISCOUNT: **October 1<sup>st</sup>, 2025 AT 4 PM**

## DOLPHIN EVENT SERVICE'S

915 W. 5<sup>th</sup> street, Azusa, CA 91702

(626) 795-5131

email: [art.s@dolphinevents.biz](mailto:art.s@dolphinevents.biz)

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

MATERIAL HANDLING RATES – ROUNDTrip RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND **ROUND UP TO THE NEXT 100 LBS.** THESE RATES ARE SUBJECT TO SURCHARGES (See Below). **CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE: DOLPHN EVENT SERVICE'S ESTIMATED WEIGHTS.**

*Please Circle one of following options.*

RATE PER 100 LBS. (200 LB. MINIMUM)

Description	Receiving	ST In / ST Out
ON TIME Crated or skidded shipments (Common Carriers)	Advance Warehouse	\$95.00 per cwt
VAN LINES (Irregular route carrier / company trucks)	Advance Warehouse	\$10.00 per cwt
ON TIME Crated or skidded shipments LTL Carriers with established local terminals	Showsite	\$85.00 per cwt
VAN LINES and loose & uncrated shipments (Irregular route carrier / company trucks)	Showsite	\$95.00 per cwt
<b>Personally Owned Vehicles</b> (Station wagons, regular size 4 x 4, mini vans)	Showsite	\$150.00 per load
<b>Small Packages (UPS / FED EX)</b> Cartons & envelopes received without documentation will be delivered without guarantee of piece count or condition at this rate. <b>Max weight per shipment is 25 lbs</b>	Advance Warehouse Showsite	\$45.00 per package

(ST = Straight Time / OT = Overtime)

- Overtime Rates will apply if: Inbound vehicles arrive at dock weekdays prior to 8:00 AM or after 4:00 PM or anytime Saturday, Sunday and Holidays.

- Shipments sent direct to exhibit site prior to date specified will not be accepted. This may create delays in getting your shipment on time. Please notify our carrier of the dates and times.
- Separate shipments received by Dolphin Event Services will not be combined.

- Forced Freight: Shipments left on showsite floor will be re-routed to Dolphin Event Service's warehouse for a charge of \$55.00 per 100LBS based on incoming weight.

**PLEASE SPECIFY ADVANCE WAREHOUSE OR CONVENTON SITE ON ORDER FORM:**

### SHIPPING ADDRESSES

ADVANCE WAREHOUSE	CONVENTION SITE
Your Company Name Booth #  Show Name: _____ 915 W. 5 <sup>th</sup> Street Azusa, CA 91702 <b>ARRIVAL DATES:</b> 30 days prior to last day accepted M / F 8:00 am – 3:00 pm Closed for Lunch 12 pm – 1:00 pm Last day accepted: <b>09/03/2025</b>	Your Company Name Booth # <b>Bridal &amp; Wedding Expo</b> Pasadena Convention Center Hall A 300 E Green Street Pasadena, CA 91101 <b>ARRIVAL DATES:</b> Day(s) accepted: <b>October 17<sup>th</sup> 2025 8am – 5pm</b>

ESTIMATED CHARGES FOR MATERIAL HANDLING:

\_\_\_\_\_ LBS. x \_\_\_\_\_ PER CWT .= \$ \_\_\_\_\_

Estimated Weight Estimated Rate Sub-Total Estimated Material Handling

**All packages must be picked up from the advanced warehouse within 90 days after the show.**

## MATERIAL AUTHORIZATION FORM

### **DOLPHIN EVENT SERVICE'S**

915 W. 5<sup>th</sup> street, Azusa, CA 91702

(626) 795-5131

email: [art.s@dolphinevents.biz](mailto:art.s@dolphinevents.biz)

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

We hereby authorize Dolphin Event Service's, or its subcontractors, to provide the services necessary to handle our shipment(s) in accordance with the information set forth in the "Material Handling Order Form", further we agree to the following:

1. We have reviewed the "Material Handling Rate Sheet" and understand we will be charged for Material Handling services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the payment of Dolphin Event Service charges in connection with the handling of our shipment(s) and we guarantee payment to Dolphin Event Services by the close of the show.
3. We agree to the "Limits of Liabilities" as set forth in the Material Handling Information."
4. We agree that Dolphin Event services or its subcontractor's liability shall be limited to any loss or damage which results solely from Dolphin Event Services or its subcontractors negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
5. With particular reference to paragraphs "3" and "4" of the above, we agree, in connection with the receipt, handling, storage, and reloading of our materials at the convention site (as distinct from Dolphin Event Services warehouse), that Dolphin Event Service's or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of Dolphin's shall sign a delivery receipt, Bill of Lading, or other documents, we agree that Dolphin's or its subcontractors, will do so as our agent, and we accept the responsibility there of.
  - a. Relative to inbound shipments, we recognize that there may be a lapse time between the delivery of our shipment(s) to our booth by Dolphin Events or its subcontractors, and the arrival of our representative at the booth during such time our shipment(s) will be left unattended in our booth. We agree that Dolphin Events and its subcontractors shall not be responsible for any loss or damage which may occur during such period.
  - b. Relative to outgoing shipment(s) after the show, we recognize that there will be a lapse of time between the completion of packing and actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment(s) will be left unattended in our booth. We agree that Dolphin Event or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize Dolphin Events or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to Dolphin Events or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup
6. We agree, in the event of a dispute with Dolphin Events or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Dolphin Events for drayage or any other services provided by Dolphin Events or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Dolphin Events upon receipt of invoice for all such charges, and we further agree that any claim we may have against Dolphin Events or its subcontractors shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
7. We agree that all questions relating to classification of exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the Dolphin Events office indicated on the invoice within thirty days of receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name: \_\_\_\_\_ Booth #(s): \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_

Please Print: \_\_\_\_\_

## **MATERIAL HANDLING INFORMATION SHEET**

### **DOLPHIN EVENT SERVICE'S**

915 W. 5<sup>th</sup> street, Azusa, CA 91702

(626) 795-5131

email: [art.s@dolphinevents.biz](mailto:art.s@dolphinevents.biz)

Dolphin Event Services, shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor. The exhibitor is responsible for the removal of all old shipping and storage labels. Dolphin Event Service shall not be responsible for misdirected shipments or removal of crates to storage due to old labels appearing on crates.

**WEIGHT CERTIFICATES:** If you are using VAN LINE or your OWN TRUCK, you must provide a CERTIFIED WEIGHT CERTIFICATE. This must be presented at time of delivery of shipment. If not provided, you agree to use Dolphin Event Services estimated weights. No credits will be issued after close of show.

All shipments must be prepaid. Collect shipments will not be accepted – No Exceptions.

- **INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW.** Your present insurance carrier can add a rider to your current policy.

## **LIMITS OF LIABILITIES**

The following terms and conditions apply to all shipments. Shipments made according to instructions stated herein shall constitute acceptance of said limits.

Dolphin Event Services shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

Dolphin Event Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

Dolphin Event Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth

Dolphin Event Services shall not be responsible for loss, damage, or delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind, or to any cause beyond its control.

Dolphin Event Service's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event

Dolphin Event Service's maximum liability shall be limited to .30 per pound per article with a maximum liability of \$50.00 per item or \$1,000 per shipment whichever is less.

Dolphin Event Service's shall not be liable to any extent whatsoever, for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to Dolphin Event Services by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

Route your shipments through carriers of services that provide Bills of Lading specifying piece count. A copy of the Bill of Lading indicating the number of pieces, proper description, and weights should be forwarded to Dolphin Event Services with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at Dolphin's discretion (see above). NO LIABILITY OF ANY SORT WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING. To avoid this from happening, confirm arrangements for re-forwarding your shipments, at close of show, by properly filling out Bills of Lading available at the Dolphin Event Services' service desk.

If exhibitor's specified carrier fails to pick up, refuses the shipment, or goes to wrong location Dolphin Event Service's, will be authorized to divert the shipment to another carrier at its discretion. Dolphin Event Services will assume no liability in such instance.

## Outbound Material Handling

### **DOLPHIN EVENT SERVICE'S**

915 W. 5<sup>th</sup> street, Azusa, CA 91702

(626) 795-5131

email: [art.s@dolphinevents.biz](mailto:art.s@dolphinevents.biz)

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**Please fill out Outbound Shipping Information below.**

**Ship To:**

---

---

---

**Exhibitor's Carrier:** \_\_\_\_\_

*The exhibitor is responsible to schedule a pick up when using their own carrier. Please make sure that the carrier is scheduled to pick up before the scheduled force time.*

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Please fill in the date and time that you have scheduled your carrier to pick up your shipment.**

### **IMPORTANT**

ALL FREIGHT *MUST* BE PICKED UP BY: 5pm – Sunday October 19th, 2025 OR WILL BE SUBJECT TO FORCED REMOVAL AT EXHIBITOR'S EXPENSE.

**Any packages left at advanced warehouse for more than 90 days after the show will be disposed of at our discretion.**



# FIRE DEPARTMENT REGULATIONS

## **DOLPHIN EVENT SERVICE'S**

915 W. 5<sup>th</sup> street, Azusa, CA 91702

(626) 795-5131

email: [art.s@dolphinevents.biz](mailto:art.s@dolphinevents.biz)

## **For Exhibits, Exhibitions, Display, and Trade shows – Public or Private**

### **BOOTH CONSTRUCTION**

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.
- All electrical wiring and apparatus will be of a wire UL type approved.

### **FIRE DEPARTMENT**

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display any internal combustion engine (special requirements available on request).

### **OBSTRUCTIONS**

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

### **FIRE-RETARDANT TREATMENT**

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12' horizontally and 24" vertically. Oil cloth, tar paper, nylon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

### **COMBUSTIBLES**

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles are allowed to retain ¼ tank or less in fuel and gas caps must be taped. Batteries are to be disconnected and taped.

### **PROPANE CONTAINERS**

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.

# Pasadena Spring Home Show 2025

March 22-23, 2025



PASADENA  
CONVENTION CENTER

## ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

09 / 27 / 2025

[ORDERING.EDLEN.COM](https://ORDERING.EDLEN.COM)

Quick, secure, and easy to use!

You may receive an email to finalize your order from

[ExhibitorServices-Pasadena@edlen.com](mailto:ExhibitorServices-Pasadena@edlen.com)

**EDLEN**  
The Power People

Edlen Electrical Exhibition Services

300 East Green Street, Pasadena, CA 91101

626.844.0785 • [pasadena@edlen.com](mailto:pasadena@edlen.com) • [www.edlen.com](http://www.edlen.com)



## **SAMPLE & RETAIL FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST**

OVG Hospitality has exclusive food and beverage distribution rights within the Pasadena Convention Center and Civic Auditorium. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products **ONLY** upon written authorization. Sampling requests must be submitted no less than fourteen (14) days prior to the event date for consideration. All open to the public events that would like to sample product must apply and obtain approval through the City of Pasadena Health Department at 626-744-6004 or [envhealth-specialevents@cityofpasadena.net](mailto:envhealth-specialevents@cityofpasadena.net).

**The Selling of Food and/or Beverage products other than OVG Hospitality is strictly prohibited.**

### **REGULATIONS:**

1. All products sampled must be commercially manufactured and FDA approved.
2. Exhibitors must adhere to the California Retail Food Codes and proper food handling procedures.
3. Sampling may not include items that directly compete with OVG Hospitality Catering and/or its retail concession outlets.
4. Only approved items may be distributed.
5. All sample food items are limited to 2oz portions.
6. Non-alcoholic beverages are limited to a maximum of a two (2) ounce container and no more than one (1) ounce of product. No cans or bottles will be permitted. All samples must be served in plastic cups.
7. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages sampling sizes:
  - a. Wine - (2) ounce
  - b. Beer – (4) ounce
  - c. Liquor – (.25) ounce

**Additional fees for a floor supervisor or bartender will apply.**

\*Commercial cannabis activities including displaying, sampling, and selling of cannabis or cannabis related products (including CBD edible products) are not permitted, unless authorized by the City of Pasadena. Approval must be obtained prior to confirming an exhibitor's participation at your event. The City of Pasadena will require the vendor to provide proof the product was manufactured under an IHEO Authorization from the California Department of Public Health prior to issuing their Health Permit. The PCOC is not a licensed dispensary establishment, therefore retail sale, trade, sampling, and displaying of any cannabis or cannabis related products is not allowed. Please contact the City of Pasadena at 626.744.6004 for any questions and approval.

**BOOTH REQUIREMENTS:**

1. All food items, utensils and other related items must be stored at least six (6) inches off the ground and adequately protected from contamination while being transported, stored, prepared, displayed and served.
2. All equipment and utensils must be smooth, non-absorbent, easily cleanable, and made of non-toxic materials.
3. Hand-washing facilities must be provided in each booth handling unpackaged food and beverage items. Hand washing facilities include warm water (100F) (provided in an insulated container), a bucket to catch the wastewater, liquid pump soap, and single service paper towel dispensers. Hand washing kits are available for rental through OVG Hospitality for \$30.00++ /per day.

**BUY-OUT/WAIVER FEES**

Any Food and Beverage brought on the premises without the written authorization from OVG Hospitality is prohibited.

Hosted catering/booth or events that do not fall within the Sampling parameters listed above may incur a Buy-Out/Waiver Fee by OVG Hospitality. An appropriate buy-out/waiver fee will be determined by OVG Hospitality on a case-by-case basis; however, the buy-out fee is subject to applicable taxes.

Unauthorized products brought onsite will be subject to an additional 25% buyout cost.

**SAMPLING AGREEMENT:**

In consideration of granting a waiver of the food and beverage service restrictions, the undersigned Exhibitor hereby waives, and agrees to indemnify, defend, and hold OVG Hospitality at the Pasadena Convention Center and Civic Auditorium, and their respective officers, directors, and agents (collectively the "Indemnities"), harmless from, any and all liabilities, claims, damages, costs and fees (including attorneys' fees) that may be suffered or incurred by the Indemnities and arising from the preparation, presentation, delivery or consumption of the food and/or beverage products provided by Exhibitor.

**Sampling requests must be submitted no less than fourteen (14) days prior to the event date for consideration.**

A copy of current business license and a Certificate of Insurance with \$1,000,000 of Commercial and General Liability. Also, naming OVG Hospitality and PCOC as additional insured is required along with the completed sampling request form.

**Failure to adhere to the above guidelines may result in removal from the show floor and the Licensor will not be responsible for any liability associated as a result.**



EXHIBITOR/COMPANY NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_ ON-SITE CONTACT: \_\_\_\_\_

EMAIL: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

1. Product(s) you wish to dispense: \_\_\_\_\_
2. Proposed method of dispensing (*including all food heating and holding equipment and procedures as well as cleaning and sanitation practices*):  
\_\_\_\_\_  
\_\_\_\_\_

**SERVICES REQUIRED:**

**STORAGE:** \_\_\_\_\_ NO \_\_\_\_\_ YES; indicate approximate amount needed \_\_\_\_\_ cu. ft.  
\_\_\_\_\_ Freezer (rental dependent on amount of space needed) \_\_\_\_\_ Refrigerator - \$75/\$150  
*\*Both freezer/refrigerator requires power from Edlen Electrical.*

_____ Ice / \$15/per 10lb bag	_____ Catering Attendant / \$175/4 hr
_____ Floor Supervisor / \$175/4 hr	_____ Bartender/ \$200/4 hr
_____ Booth Handwashing Station / \$30	_____ Delivery Fee / \$35 per delivery

*\*All other services, i.e., use of kitchen, warming product, product storage, subject to additional fees. Check with the catering representative.*

**\*All services are subject to 24% service charge and current tax.**

**CLIENT:** \_\_\_\_\_ **APPROVED:** \_\_\_\_\_  
Client Name Director of Catering

**Note: We will contact you ONLY if we foresee a problem or have questions regarding your sampling application.**

---

**OVG HOSPITALITY CATERING DEPARTMENT**

Return to: OVG Hospitality at the Pasadena Convention Center

Tricia Galloway, Director of Catering

**Phone** 626-817-5635

**Fax** 626-795-9656

**Email** [Tricia.Galloway@oakviewgroup.com](mailto:Tricia.Galloway@oakviewgroup.com)



## **BOOTH INFORMATION**

### **Cooking Demo Guidelines**

To ensure the safety of our venue and protect our facilities, please adhere to the following guidelines for any cooking demonstrations taking place in the ballroom and/or on our stages:

1. **Floor Protection:**  
A tarp or Visqueen must be laid down prior to setup to protect the carpet. Any damage to the flooring will result in additional charges.
2. **Heating Equipment:**
  - Only electric heating systems are permitted.
  - All electrical needs must be coordinated through **Edlen Electrical**.
3. **Open Flame Use:**
  - Event Managers must be informed in advance of any vendors using **sternos** or **butane**.
  - The **Fire Marshal** will determine whether a standby officer is required. If so, additional fees will apply.
  - **Gel sternos are not allowed.**
4. **Prohibited Equipment:**
  - **Propane burners and grills are strictly prohibited.**

Please ensure all vendors and participants are made aware of these requirements in advance.

Thank you for your cooperation.

## TEMPORARY FOOD FACILITY (TFF) APPLICATION

(Applications submitted less than 10 calendar days prior to the start of event will be subjected to an expedited processing fee)

**TYPE or PRINT IN INK. Enter N/A where requested information does not apply. Leave NO BLANK SPACES.**

TFF OPERATOR INFORMATION	EVENT INFORMATION
Name of Temporary Facility:	Event Name:
Name of Owner and DBA:	Date(s) of Event:
Mailing Address:	Event Address:
Contact Phone Number:	Event Location: <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event
Email:	Hours of TFF Operation Set Up Hours: _____ Event Hours: _____
TFF Person-in-Charge and Phone Number:	Facility Type: <input type="checkbox"/> Food Booth <input type="checkbox"/> Food Truck <input type="checkbox"/> Permanent Structure <input type="checkbox"/> Food Cart
Event Organizer's Name:	# of Food Employees: (Annual TFFs must include food handler's certificates)
<b>FOOD OPERATION</b>	
<input type="checkbox"/> Pre-packaged food only <input type="checkbox"/> Pre-packaged with sampling <input type="checkbox"/> Food preparation (All food preparation is to be completed within the food booth or at a permitted food facility)	
Type of permit requesting: <input type="checkbox"/> Single Event <input type="checkbox"/> Site-Specific Annual Event <input type="checkbox"/> Seasonal (<180 consecutive days)	
<b>FOOD BOOTH CONSTRUCTION</b>	
<b>All food booths require overhead protection and a cleanable floor. Food preparation booths must be enclosed.</b> Overhead Covering: <input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____ Floor: <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____ Walls: <input type="checkbox"/> Screens <input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____ Booth supplied by: <input type="checkbox"/> TFF Operator <input type="checkbox"/> Event Organizer <input type="checkbox"/> Rent from: _____ Booth Size: _____	

### DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY

Date Application Received:	Application Approved <input type="checkbox"/> Yes <input type="checkbox"/> No (See reason below)	Reviewer Signature  Date:
Health Fee:	Late Fee:	Total Fees:
Permit Restrictions:		
<input type="checkbox"/> Approved Source Provided <input type="checkbox"/> Health Fee Paid <input type="checkbox"/> Application Reviewed		



**LIST ALL FOOD & BEVERAGE PRODUCTS THAT WILL BE PREPARED, SOLD OR GIVEN AWAY**

Attach additional pages as necessary

Food Item	Prepackaged (Y or N)	Identify type of preparation at other location**	Identify type of preparation at booth (assembly, portioning, cooking, etc.)

**\*\*Approved Source:** Indicate the location that food will be manufactured, stored or prepared before the event.  
*I have attached a copy of the food facility's permit.* \_\_\_\_\_ Initial

Food Facility Name:

Name of Permit Holder:

Address and City:

Facility Contact Number:

Method of food temperature control during transportation:

**HOT/COLD HOLDING EQUIPMENT**

Identify methods of maintaining food hot (135°F) or cold (41°F)

<b>Cold Holding</b>	<input type="checkbox"/> Mechanical Refrigerator <input type="checkbox"/> Ice Chest <input type="checkbox"/> Cold Table <input type="checkbox"/> Other (Specify): _____
<b>Hot Holding</b>	<input type="checkbox"/> Steam Table <input type="checkbox"/> Chaffing Dishes <input type="checkbox"/> Electric Warmer <input type="checkbox"/> Other (Specify): _____

*I agree to voluntarily destroy any and all potentially hazardous food(s) held at 45°F and/or held at or above 135°F at the end of the operating day in a manner approved by the enforcement agency.* \_\_\_\_\_ Initial

**EQUIPMENT/UTENSILS****Will multi-use kitchen utensils be used inside the booth for preparation?**☐ Yes (complete Utensil Washing section and Liquid Waste Removal section)    ☐ No**Utensil Washing**☐ Three-compartment sink within food booth    ☐ Shared three-compartment sink provided by Organizer

Sanitizer to be used (test strips must be available to test sanitizer concentration)

☐ Chlorine    ☐ Quaternary Ammonia    ☐ Iodine**Identify all equipment that will be used for food preparation at the food booth:**☐ Barbecue Grill    ☐ Range Burner    ☐ Deep Fryer    ☐ Griddle    ☐ Mixer/Blender☐ Other (Specify): \_\_\_\_\_*Please contact the Fire Department if using propane, open-flame equipment, charcoal or wood at (626) 744-7049.*



## FOOD PROTECTION

### Identify methods of protecting foods from customer contamination:

- ☐ Sneeze Guards      ☐ Hinged Chafing Dishes      ☐ Individual Portion Samples  
☐ Other (Specify): \_\_\_\_\_

Identify overnight food and utensil storage location for events longer than 1 day: \_\_\_\_\_

*Food and utensils must be stored overnight in a secure, vermin proof and weather proof location. Potentially hazardous foods must be stored overnight under mechanical refrigeration.*

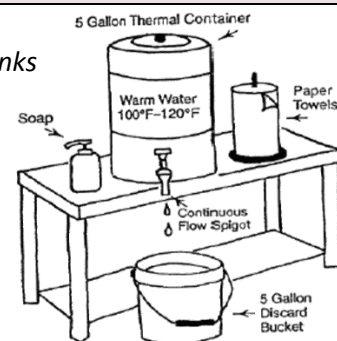
## HANDWASH FACILITIES

### Handwashing facilities are required in a TFF that handles open food

*Hand soap, single-use towels, and a trash receptacle must be provided at all handwashing sinks*

### Type of handwashing facility that will be used:

- ☐ Gravity-fed warm water (100°F) with spigot and catch basin  
*Waste water must be properly disposed; may be approved for events that operate for three days or less*  
☐ Self-contained portable unit (with potable water and waste water holding tanks)  
☐ Permanently plumbed with hot and cold water under pressure



## FACILITY REQUIREMENTS

### Electrical Supply

Provided by :

- ☐ Event Organizer  
☐ Booth Operator  
  
☐ Refrigerator or Freezer storage available  
☐ Lighting available

### Toilet Facilities for Food Employees

Provided by :

- ☐ Event Organizer  
☐ Booth Operator

### Refuse Removal

Provided by :

- ☐ Event Organizer  
☐ Booth Operator  
 Identify responsible party for waste removal: \_\_\_\_\_

### Liquid Waste Removal

Provided by :

- ☐ Event Organizer  
☐ Booth Operator  
 Identify responsible party for liquid waste removal: \_\_\_\_\_

Frequency of liquid waste removal: \_\_\_\_\_ per day

## Temporary Food Facility Operator Acknowledgment

I have completed the application to the best of my ability. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is considered part of the application. I understand that failure to provide required information will delay or prevent approval of the event.

I understand that I am responsible for obtaining approval from all applicable agencies, including the local Fire Department and the Business License.

I acknowledge I have read and understood the Community Event Requirements provided. I understand that failure to meet the conditions approved in this application may result in the suspension of approval to operate at the event.

### APPLICATION COMPLETED BY:

Print Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applications may be submitted in person or by email to [envhealth-specialevents@cityofpasadena.net](mailto:envhealth-specialevents@cityofpasadena.net). Payment is due at time of submission. To pay by credit card complete the Credit Card Authorization Form. Checks are not accepted.



## CREDIT CARD AUTHORIZATION FORM

The Temporary Food Facility Application is due with payment 10 days prior to the event to avoid late fees.

<b>Cardholder Name:</b> _____			
<b>Card Type:</b>	<input type="radio"/> Visa	<input type="radio"/> MasterCard	<input type="radio"/> American Express <input type="radio"/> Discover
<b>Card Number:</b> _____			
<b>Expiration Date:</b> _____	<b>Security Code:</b> _____	<b>ZIP:</b> _____	
<b>Amount: \$</b> _____	<b>Signature:</b> _____		

## NO REFUNDS

Community Event Fee Descriptions	FY 2017 Fee
Prepackaged TFF with Samples	\$99.00
Prepackaged Annual Site Specific TFF with Samples	\$220.00
Prepackaged TFF	\$72.00
Prepackaged Annual Site Specific TFF	\$126.00
Food Preparation TFF	\$164.00
Food Preparation Annual Site Specific TFF	\$438.00
Seasonal Food Facility (<180 Consecutive Days)	\$255.00
Late Fee (minimum \$50 or 25% of fee)	Varies
Community Event Organizer	\$230.00