

200 • 320 • 330  
*North Hamilton*  
IN THE DESIGN DISTRICT

EXHIBITOR MANUAL

April 2024



**ANDMORE** AT HIGH POINT MARKET

200/320/330 N. HAMILTON  
Hamilton Wrenn Design District  
High Point, NC 27262-0828  
(336) 888-3700 | Fax (336) 882-6322  
[www.highpointmarketandmore.com](http://www.highpointmarketandmore.com)

Revised 11/13/2024

# TABLE OF CONTENTS

1. WELCOME.....	4
2. GENERAL INFORMATION & POLICIES.....	5
2.1 ANDMORE MISSION .....	5
2.2 OUTSIDE SERVICE FIRMS AND CONTRACTORS .....	5
2.3 EXHIBITOR INSURANCE REQUIREMENTS.....	5
2.4 MARKET STAFFING.....	6
2.5 PAYMENT OF ACCOUNT .....	6
2.6 ABC PERMITS FOR SERVING ALCOHOL .....	6
2.7 PARKING AND TRANSPORTATION .....	7
2.8 REGISTRATION.....	7
2.9 EXHIBITOR PASSES.....	7
2.10 ADMITTANCE POLICIES - BETWEEN MARKETS.....	7
3. YEAR ROUND OPERATING HOURS .....	8
3.1 OPERATING HOURS.....	8
4. YEAR ROUND OPERATING CALENDAR .....	8
4.1 IMPORTANT DATES.....	8
5. MOVE IN AND SETUP FOR MARKET .....	9
6. MARKET DATES/HOURS.....	9
7. MOVE OUT.....	9
8. SAMPLE SALES.....	10
9. RULES AND REGULATIONS.....	10
9.1 SMOKING .....	10
9.2 STORAGE AND WASTE REMOVAL.....	10
9.3 LATE ARRIVALS .....	10
9.4 MOVEMENT OF GOODS .....	10
9.5 DURING MOVE-IN & SET UP.....	10
9.6 DAMAGES.....	10
9.7 APPLIANCES NOT ALLOWED .....	11
9.8 EXHIBITOR MARKETING MATERIALS .....	11
9.9 PRODUCT REMOVED FROM SPACES .....	11

9.10 FORMS OF PAYMENT (CREDIT) ..... 11

9.11 RETURNED CHECKS ..... 11

9.12 LATE PAYMENTS ..... 11

9.13 CONDUCT ..... 11

9.14 HOUSEKEEPING ..... 11

9.15 PRODUCT OUT OF SIGHT ..... 11

9.16 PHOTOGRAPHY ..... 12

10.CONSTRUCTION.....12

    10.1 SHOWROOM PLANS ..... 12

11. SPACE DISPLAY .....13

    11.1 FIRE DOORS/MATERIALS ..... 13

    11.2 SIGNAGE ..... 13

    11.3 TEMPORARY LABOR ..... 13

12. ELECTRICAL REGULATIONS.....14

13. SHIPPING, HANDLING AND RECEIVING.....15

    13.1 DOCK CONTACT INFORMATION ..... 15

    13.2 SHIPPING AND SAMPLE MOVEMENT ..... 15

    13.3 INTERNATIONAL SHIPMENTS TO HAMILTON ..... 15

    13.4 MOVE OUT ..... 15

14. SECURITY GUIDELINES.....16

15. PHOTOGRAPHY .....16

    15.1 PRE-MARKET ..... 16

    15.2 MARKET ..... 16

    15.3 STUDIO PHOTOGRAPHY ..... 17

16. HAMILTON IMPORTANT CONTACTS.....17

17. FUTURE MARKET DATES.....17

18. HELPFUL MARKET CONTACTS.....18

19. MARKETING/PROMOTION .....18

    19.1 MARKETING ASSISTANCE ..... 18

    19.2 MARKET PUBLICATIONS (REQUIRED) ..... 18

    19.3 HIGH POINT MARKET AUTHORITY BUYER REGISTRATION SOFTWARE ..... 19

20. PHONE AND INTERNET SERVICES.....19

21. NOTES.....21

# WELCOME

It is my pleasure to personally thank you for choosing ANDMORE in High Point. As the largest building owner at the High Point Market, we strive to provide the most effective and efficient venue for you to conduct business in High Point.



In this Exhibitor Manual are all of the tools and information you need to make your participation in High Point Market as easy and productive as possible. Beyond all of the logistical information you need, you will also find a list of key contacts should you have any questions that were not answered by this manual, a preferred vendor list, and order forms to contract needed services.

Our world-class staff is here to ensure that your experience with us is unmatched. ANDMORE does more marketing than any other building owner in High Point, so I encourage you to review the marketing and press tools offered exclusively for ANDMORE customers by visiting

<http://www.highpointmarketandmore.com/marketing-and-press-tools/>. In addition to our exclusive marketing support, I recommend you review the Exhibitor Services page on the High Point Market Authority site for other opportunities <http://exhibitor.highpointmarket.org/>.

Your success is largely driven by a combination of our efforts and your own, so working to secure market appointments with your current and prospective customers is essential as is ensuring you stand out among the 2000+ exhibitors by participating in advertising and sponsorship opportunities to capture the attention of buyers before, during and after market.

Should you require any assistance or have any specific requests, please feel free to contact your Manager of Property and Tenant Relations or myself. We are dedicated to partnering with you to provide the most efficient, effective and compelling market for you and your customers.

We look forward to our shared success.

Sincerely,

A handwritten signature in black ink that reads "Robert Maricich". The signature is written in a cursive, flowing style.

Robert Maricich Chief  
Executive Officer  
ANDMORE

## 2. GENERAL INFORMATION & POLICIES

### 2.1 ANDMORE Mission

ANDMORE is a Leasing business that serves as the center of commerce for the furniture, gift and home decor industries, bringing buyers and sellers from the global marketplace together in the most effective, efficient and compelling venues. Our company provides Exhibitors with unrivaled access to Buyers and Buyers with unparalleled access to resources. Through experience and exceptional service, the ANDMORE Team delivers Markets that create value and growth opportunities for our partners.

Hamilton operates for the wholesale distribution of home furnishings. Direct sales to consumers is not permitted from the showrooms nor should the showroom be promoted directly to consumers.

### 2.2 OUTSIDE SERVICE FIRMS AND CONTRACTORS

Hamilton under its leases with its exhibitors retains the absolute right to approve all contractors performing work on its property. All service firms, including contractors, caterers, designers, florists, janitorial firms, and photographers performing work at Hamilton must first obtain Hamilton's approval and be placed on its approved vendor list.

Among other things, all service firms to be placed (and to remain) on the approved list must:

- Carry insurance satisfactory to ANDMORE, including comprehensive general liability with limits of not less than \$3,000,000 and statutory worker's compensation insurance on all employees, including part-time, casual, and day laborers.
- Execute line waivers and indemnity agreements satisfactory to ANDMORE.
- Comply at all times with Hamilton/ANDMORE Guidelines and policies.

Hamilton maintains a list of service firms who have the proper insurance. Please contact Nonnie Kreilick, Manager of Property and Tenant Relations, for a copy of the ANDMORE Preferred Vendors List. Call 336-822-0421 or email [nkreilick@andmore.com](mailto:nkreilick@andmore.com)

### 2.3 EXHIBITOR INSURANCE REQUIREMENTS

A certificate of insurance (COI) must be on file with ANDMORE verifying that you have both the property/casualty, and the comprehensive general liability coverage in accordance with Lease Paragraph 9.1 (a) and 9.1 (b) which states:

9.1 Tenant's Insurance Obligations:

(a) General Liability Coverage. Tenant agrees to carry, at its own expense, throughout the Lease Term, commercial general liability insurance (including contractual liability coverage) covering the Premises and Tenant's use of the Premises and its activities in the Building pursuant to this Lease, with a minimum coverage as set forth in the Basic Terms, for bodily injury and property damage, including loss of use. Tenant may satisfy its obligation to maintain commercial general liability insurance, as required pursuant to this Section 9, by obtaining a combination of primary liability and umbrella/excess liability policies that total a minimum of the limits set forth in the Basic Terms. Tenant's insurance policy(ies) shall be written with insurers licensed to do business in the state in which the Premises is located,



in a form satisfactory to Landlord and shall carry an A.M. Best rating of at least A-. Tenant's policies shall name Landlord, Landlord's officers, directors, employees, agents and affiliates, Landlord's Property Manager and any mortgagee and master Landlord of the Premises as additional insureds and shall provide Landlord with no less than thirty (30) days prior written notice of cancellation or non-renewal. Tenant's insurance policies shall also provide that the coverage to be afforded to any and all of the additional insureds shall be primary and non-contributory with any other liability insurance available to the additional insureds.

(b) Property Coverage. Tenant shall bear the entire risk of loss for all of its property, furniture, fixtures, carpets, machinery, improvements and betterments, equipment, inventory, stock in trade and goods placed in the Premises. Tenant shall carry, at its sole cost and expense, special perils "all-risk" property coverage, including loss of income, covering the above property on a full replacement cost basis. Coverage shall include improvements to the Premises while under construction or installation by Tenant.

Certificate of Liability must be presented to ANDMORE by March 18, 2024. The insurance company is to have SHOWPLACE AC II SPE, LLC for 200 Building; SHOWPLACE AC III SPE, LLC for 320 Building; SHOWPLACE AC IV SPE, LLC for 330 Building listed as additional insurance under this name.

## 2.4 MARKET STAFFING

Showrooms must be staffed during official hours of the Market. Saturday - Tuesday, April 13-16 8:00am-7:00pm, and Wednesday, April 17 from 8:00am-5:00pm.

## 2.5 PAYMENT OF ACCOUNT

Your account balance is due in full no later than **5:00pm Tuesday, April 2, 2024**.

and you should come to Market prepared to pay any incidental charges incurred during setup. We will accept cash, company checks, MasterCard, Visa and American Express. If payment is being mailed, make sure it will arrive by the due date. If you have any questions about your account, please contact Angie Parsons at [aparsons@andmore.com](mailto:aparsons@andmore.com) or 336-888-3736.

## 2.6 ABC PERMITS FOR SERVING ALCOHOL

If you are planning to serve liquor in your showroom during the upcoming High Point Market, you are required by the State of NC to purchase a "Limited Special Occasion Permit" This applies only to liquor, not beer and wine. No permit is required for serving beer and wine. However if you are planning to purchase beer or wine through a distributor, you will need this permit. The cost of the permit is \$50. No permit is necessary if the host is serving or offering only beer or unfortified wine or if you are using a catering company.

To obtain a permit to serve liquor in your showroom during Market, email the request to Nonnie Kreilick, Manager of Property and Tenant Relations, at [nkreilick@andmore.com](mailto:nkreilick@andmore.com). Deadline for request is April 1, 2024.

## 2.7 PARKING AND TRANSPORTATION

Free shuttle buses serve satellite parking lots and High Point area showrooms; free service is also available from over 100 hotels in the High Point/Greensboro/Winston-Salem area.

Express shuttle service between the Piedmont Triad International Airport and the market transportation terminal operates 8:00am—7:00pm Free shuttles are also available from Charlotte Douglas and Raleigh/Durham airports. For reservations, please visit [www.highpointmarket.org](http://www.highpointmarket.org).

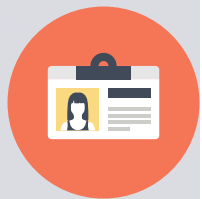
## 2.8 REGISTRATION

Registration must be completed online. To pre-register, please visit: <https://registration.highpointmarket.org/>. Select "Exhibitor" and then enter the login ID and Password that have been assigned to you. If you do not have an ID and Password, please email [registration@andmore.com](mailto:registration@andmore.com) so that one can be assigned to you.

## 2.9 EXHIBITOR PASSES

All passes must be requested in advance. For registration assistance please email [registration@andmore.com](mailto:registration@andmore.com).

- Follow the prompts to completely fill out the form.
- Only when you have completed the roster, click "Register Selected Attendees".
- Last day for U.S. exhibitors to register and have passes mailed: **March 29**
- Last day for International exhibitors to register and have passes mailed: **March 15**
- No passes will be printed after mailing deadline dates until onsite Registration opens.
- Onsite registration opening: **April 11, 2024**
- **Online** registration will remain open throughout Market week for exhibitors only (no other badge types) - bring your barcode confirmation (printed or on your smartphone) and photo ID to have your passes printed at a registration desk in your building.



## 2.10 ADMITTANCE POLICIES - BETWEEN MARKETS

Only personnel authorized on your Hamilton *Unrestricted Authorized Access Form* may enter your showroom. Additions or deletions must be noted in an email. Send changes to Nonnie Kreilick at [nkreilick@andmore.com](mailto:nkreilick@andmore.com).

\* **Year-round:** All exhibitors, contractors, temporary workers and guests must present a photo ID and will be given a wristband or badge that must be worn on ANDMORE properties.



### 3. YEAR ROUND OPERATING HOURS

#### 3.1 OPERATING HOURS

<b>Between Markets</b>	<b>Building Hours</b>
Monday - Friday	8:00am – 5:00pm
Market Preparation: Monday– Sunday beginning the 2nd Monday before Market	8:00am – 5:00pm
Emergency Service Contact Security at 336.888.3719	5:00pm – 8:00am
Market	7:00am – 7:00pm

### 4. YEAR ROUND OPERATING CALENDAR

#### 4.1 IMPORTANT DATES

January	Closed New Year’s Day and Martin Luther King Day 15th
February	Closed President’s Day
March	Pre-Market 11-12 Hamilton truck login for <b>outbound</b> by 3:00pm Friday, March 29, after this time and date a \$300 after deadline fee will incur per occurrence.
April	<b>Market:</b> April 13-17 Hamilton truck login for <b>inbound</b> by 3:00pm Friday, April 5, after this time and date a \$300 after deadline fee will incur per occurrence.
May	Closed Memorial Day
June	N/A
July	Closed Independence Day
August	N/A
September	Closed Labor Day. / Pre-Market is the September 11-12
October	<b>Market</b> October 26-30. Hamilton truck login for <b>outbound</b> by 3:00pm Friday, October 11th. Truck login for <b>inbound</b> after October 18th will incur a \$300 after deadline fee per occurrence. Showroom to be completed by Thursday, October 24, 2024.
November	Closed Thanksgiving Day and Friday after Thanksgiving
December	Closed Christmas Eve and Christmas Day





## 5. MOVE IN AND SETUP FOR MARKET

SET UP ONLY Thursday	April 11	Building Hours: 7:00am -10:00pm
SET UP ONLY Friday	April 12	Building Hours: 7:00am -7:00pm

## 6. MARKET DATES & HOURS

Saturday-Tuesday	April 13-16	Building Hours: 8:00am - 7:00pm
Wednesday	April 17	Building Open: 8:00am - 5:00pm (Open to Buyers) 3:00pm - 5:00pm (Exhibitor Breakdown)

## 7. MOVE OUT

Day	Date	Building Hours
Thursday	April 18	8:00am - 7:00pm
Friday	April 19	8:00am - 5:00pm
Saturday	April 20	Closed
Sunday	April 21	Closed
Monday-Friday	April 22-26	8:00am - 5:00pm

## 8. SAMPLE SALES

Sold samples may NOT be removed from the Hamilton building during or after show hours. Hand carried individual samples that are sold may be removed beginning Wednesday morning, April 17, 2024, from the rear of the building at designated doors.

Entire showrooms that have been purchased may not be removed until the Tuesday following the show, April 23, 2024. Please note that Hamilton will not be responsible for any samples left for pick up.

## 9. RULES AND REGULATIONS

If your company must make a special request that conflicts with these regulations please call or email us at your earliest convenience. Email Nonnie Kreilick, Manager of Property and Tenant Relations, at [nkreilick@andmore.com](mailto:nkreilick@andmore.com). We will make every effort to assist you.

### 9.1 SMOKING

Smoking is not permitted anywhere inside the Hamilton properties (including stairwells).

### 9.2 STORAGE AND WASTE REMOVAL

**All debris is to be taken to the curb and must be completed by 10:00pm on Wednesday, April 10 two business days prior to the start of Market.**

All paint used by any exhibitor in preparing their space must be removed from the Hamilton building by the end of each market. This paint cannot be disposed of anywhere on Hamilton property. (For example: dumpster, trash cans etc.)

### 9.3 LATE ARRIVALS

Late arrivals will not be allowed to set up unless prior contact has been made. It is unfair to the other exhibitors who have met deadlines to have their space disturbed once it has been completed. **All deliveries made after 3pm March 29th will incur a \$300.00 after deadline fee.**

### 9.4 MOVEMENT OF GOODS

Items removed during or after market hours is not permitted (without Hamilton permission) until move out begins on Thursday after Market at 7:00am.

**VEHICLES:** No vehicles are permitted in the courtyard. Loading/Unloading is to take place in the rear of the building or at the marked Unloading area on Hamilton Street.

### 9.5 During Move-In & Set Up

The office closes at 5:00pm. Exhibitors may stay to work in their showrooms until 10:00pm.

### 9.6 DAMAGES

Leaseholders will be charged for any labor or fees associated with damages or repairs to the ANDMORE Hamilton property, extra housekeeping, security, etc.



### 9.7 APPLIANCES NOT ALLOWED

Appliances such as irons, refrigerators, coffee makers, popcorn machines, microwaves, drink machines, etc. are not allowed in any temporary spaces, and in permanent space only with prior approval.

### 9.8 EXHIBITOR MARKETING MATERIALS

Any marketing material must be kept within showroom. No materials should be placed anywhere on ANDMORE Property other than your space. No handouts can be distributed outside of your showroom on Hamilton property.

### 9.9 PRODUCT REMOVED FROM SPACES

Permanent showrooms must issue written authorization to have product removed from their space between Markets. This authorization must include an inventory of items to be removed and the person's name making the pick-up. This should be emailed to our office 24 hours before desired pick-up. The driver may not supply the paperwork upon arrival. Any product removal prior to Market must be completed **before Friday, March 29, 2024**.

### 9.10 FORMS OF PAYMENT (Credit)

Visa, MasterCard and American Express cards are accepted by our offices and must be accompanied by a written authorization slip, which Hamilton will provide, if arranged via telephone. A \$50.00 charge will be added for handling.

### 9.11 RETURNED CHECKS

Checks returned for any reason may require all future payments to Hamilton to be made with bank checks/certified funds. A service fee will be assessed related to all returned items.

### 9.12 LATE PAYMENTS

Late payments are subject to additional fees, per Exhibit (A) of your Lease.

### 9.13 CONDUCT

Exhibitors shall conduct themselves and their business in a professional manner. Hamilton, in its sole discretion, will close any showroom where this rule is violated.

### 9.14 HOUSEKEEPING

ServiceMaster staff cleans all corridors and common areas before opening day. Should you need additional housekeeping after the Market begins, please contact ServiceMaster directly 336- 299-9441. Additional Charges to exhibitors may occur if you are late in your set-up before Market or if you have special functions in your space and require additional housekeeping. **For after hour cleaning, please email [nkreilick@andmore.com](mailto:nkreilick@andmore.com) to allow the janitorial contractor access to your showroom.**

### 9.15 PRODUCT OUT OF SIGHT

All product must remain within the confines of leased space. All corridors around spaces must be free of product. No hanging of product is allowed on exterior corridor walls. Entrance accents will be permitted upon approval. Security will enforce these terms. Once notified by security, if not corrected, product will be removed and stored until the end of market.



### 9.16 PHOTOGRAPHY

Photography must take place within your space and must be scheduled after market hours (7pm). Security escort is required and must be arranged prior to photography date. Exhibitor is responsible for all security charges. Please contact Manager of Property and Tenant Relations, Nonnie Kreilick at 336-822-0421 or email at [nkreilick@andmore.com](mailto:nkreilick@andmore.com) for all photography requirements at least 48 hours in advance. See Section 15 for more details on Photography.

## 10. Construction

Our years of experience tell us that showroom planning is important and a professional interior display is essential to your success in this Market. In general any improvements that Tenant wishes to install within the Premises are subject to Landlord's prior review and written approval. In addition, all improvements must be properly permitted as applicable and if required by the City prior to the commencement of any such improvements within the Premises. The following guidelines should assist you with ensuring these requirements are satisfied.

### 10.1 SHOWROOM PLANS

All painting, flooring and construction requires an ANDMORE Building Authorization Pass (BAP). Please submit your plans by **February 2, 2024** to Sherrie Kruse, Administrative Assistant, [skruse@andmore.com](mailto:skruse@andmore.com). The authorization will be issued to the contractor or tenant based on the submitted information. All displays must meet local and state building codes and are subject to requiring building permits from the City of High Point as needed.

To expedite showroom construction, follow these easy steps:

- Submit showroom plans to ANDMORE Tenant Improvements - Sherrie Kruse - at [skruse@andmore.com](mailto:skruse@andmore.com)
- Obtain ANDMORE approval
- Obtain City Permit(s), if applicable
- Obtain ANDMORE Building Authorization Pass

All construction must be completed before **Friday, March 8, 2024**.

## 11. SPACE/DISPLAY

### 11.1 Fire Doors/Materials

- Fire doors and exit doors may not be blocked.
- Fire retardant materials must be used. This includes all curtains, draping and decorative additions. The Fire Marshal will check each space in question.
- Open flame is prohibited by the current state of NC fire code. (Fire Prevention Code Section 502.5 Open Flame or Light Restricted). This section applies to lighted candles, sterno, liquid propane or other flames used to heat food. Fire marshals enforce this code when inspecting Hamilton properties.

### 11.2 SIGNAGE

Please note that all signage placed on the exterior of your showroom or on the glass must be approved by our Operations Department. Submit front elevations plans with signage specifications to Nonnie Kreilick at [nkreilick@andmore.com](mailto:nkreilick@andmore.com) for review prior to installation. Exhibitors are responsible for installation and repairs to exterior signage.

The following signs are strictly prohibited:

- Exterior lighted signs, including neon
- Hand written signs

### 11.3 TEMPORARY LABOR

- Exhibitors who require assistance packing or unpacking must hire through a temporary labor agency:
  - Graham Personnel Services - 336-897-2118
  - The Bradley Group/High Point - 336-688-2673
  - Workforce Unlimited - 336-882-0084
- Do not hire anyone already working or anyone off the street.
- Day workers must wear wristbands.

## 12. ELECTRICAL REGULATIONS

- High wattage lighting brought to the Market by the exhibitor may not exceed 100 watts per fixture and must be approved by Hamilton operations personnel. This lighting may or may not be installed depending on the total wattage available for the space. Construction lighting will not be allowed. Excessive wattage use or repeated power failures will result in additional charges.
- Lamp displays are restricted to 40-watt bulbs.
- Under no circumstances shall anyone other than the ANDMORE Maintenance Team make any electrical connections. All material and equipment furnished by ANDMORE for this service order shall remain the property of ANDMORE and shall be removed only by ANDMORE personnel at the close of the Market.
- Any additional electrical service or fixtures must be done by ANDMORE approved contractor and must be approved in writing by ANDMORE prior to installation.
- Painting over electrical outlets is strictly forbidden, contractors will be billed at cost.
- All equipment, regardless of source of power, **must comply** with all Federal, State and Local Safety Codes.



## 13. SHIPPING, HANDLING, & RECEIVING

### 13.1 DOCK CONTACT INFORMATION

Hamilton Receiving  
[hpshippingeast@andmore.com](mailto:hpshippingeast@andmore.com)

336-888-3710

### 13.2 SHIPPING AND SAMPLE MOVEMENT

- All freight must be received by **3:00pm Friday, April 5, 2024**. This includes shipments by common carrier, company truck, personal deliveries, etc. **Any samples/deliveries received after 3:00pm Friday, April 5, 2024 will incur a \$300 after deadline charge.**
- Thursday and Friday before the Market will be for final preparation only. Emergency shipments may be accepted with prior Hamilton approval.

• **VEHICLES:** No vehicles are permitted in the courtyard. Loading/Unloading is to take place in the rear of the building or at the marked Unloading area on Hamilton Street.

- SHIP TO: Your Company Name (Subtenant Name, If Any)  
 Your Space #  
 C/O HAMILTON  
 216 Steele Street High  
 Point, NC 27260

- All freight, customs charges and duties must be prepaid. Hamilton will not accept collect shipments.
- Fed Ex/UPS/Courier Deliveries: Small packages consigned to Hamilton tenants from small package carriers such as FedEx, UPS or DHL are to be delivered directly to the showroom number/name listed on the label by the carrier. Carrier is not to leave packages at the 216 Steele Street office door. **The use of a lockbox is highly encouraged.**

o ANDMORE / Hamilton Properties is **not** responsible for lost or damaged merchandise. Please contact your carrier for confirmed delivery information.

Users of Amazon Prime that ship packages via USPS to ANDMORE properties may have to

- Collect their merchandise from the local Post office.
- **USPS Mail:** ANDMORE is not responsible for lost or missing mail. We encourage you to have mail sent to a PO Box or your home office.

### 13.3 INTERNATIONAL SHIPMENTS TO HAMILTON PROPERTIES

- All shipments of imported merchandise require Ultimate consignee ID numbers to be cleared by U.S. Customs & Border Protection. Hamilton is not the Ultimate Consignee and we do not provide tax ID numbers for the purpose of receiving imported showroom samples.
- The exhibitor, as the Ultimate Consignee, must provide his own ID number. If you do not have a U.S. tax ID number, contact Customs & Border Protection for a CBP-issued Ultimate Consignee ID number. Telephone: 202-354-1000. Visit their website at: [www.cpb.gov](http://www.cpb.gov).

### 13.4 MOVE OUT

- Absolutely no move-out before 7:00am Thursday, April 18, 2024.
- Exhibitors are responsible for correctly completing and attaching a Bill of Lading to outgoing freight.

## 14 SECURITY GUIDELINES

- Hamilton will have perimeter security guard service beginning Monday, March 18, 2024 through the end of Market. Exhibitor is solely responsible for the security of its Exhibit and merchandise and is required under the Hamilton Lease to insure its Exhibition Space against loss or damage from any cause whatsoever.
- All property of Exhibitor shall remain in its control, custody, and care in transit to, from or within the confines of the Exhibition Space.
- Exhibitors are required to protect Exhibit Space against loss or damage, some general suggestions and guidelines follow:
  - Attach a rider to your insurance policy to cover your exhibit for shipping, set-up, market and dismantling.
  - Ship through a reputable carrier making sure to furnish them with an accurate and complete Bill of Lading.
  - ANDMORE does not accept responsibility for merchandise shipped out via multiple carriers. If you are shipping via multiple carriers, please provide a list to Hamilton Manager of Property and Tenant Relations Nonnie Kreilick at [nkreilick@andmore.com](mailto:nkreilick@andmore.com).
- Be sure all cartons or crates are securely taped or banded. DO NOT label with content.
- Do not leave Exhibit unattended during set-up, market and dismantling period.
- Small electronic items (i.e. phones, iPod's, etc.) should be locked up or removed from the space each evening.
- Do not include merchandise, tools or other misc. items in containers to be stored with empties.
- Inventory all valuable items in your Exhibit by recording serial numbers and descriptions.



## 15 PHOTOGRAPHY

### 15.1 PRE-MARKET

Photography is not permitted after 3:00pm on Thursday before Market opening to allow for final housekeeping and Market preparation.

### 15.2 MARKET

In-space photography may be scheduled after 7:00pm E-mail. Nonnie Kreilick, Manager of Property and Tenant Relations, prior to 3:00pm ([nkreilick@andmore.com](mailto:nkreilick@andmore.com)) to authorize photographer admittance. While it is the desire of Hamilton management to be as flexible as possible, our first priority is building safety and maintenance. Therefore, it is possible that photography may not be permitted on any given night.



**15.3 Studio Photography**

In case of emergency during market, samples may be removed to a photography studio after 7:00pm. They must be returned to the showroom before 7:00am the next day. E-mail Nonnie Kreilick, Manager of Property and Tenant Relations ([nkreilick@andmore.com](mailto:nkreilick@andmore.com)) to make arrangements.

Note: Photography samples may be released if all bills due ANDMORE / Hamilton have been paid.

**16. HAMILTON IMPORTANT CONTACTS**

<b>Contacts</b>	<b>Name</b>	<b>Telephone Number</b>
Main Information	Hamilton	336-886-4700
Hamilton Dock	Shipping/Receiving	336-888-3710
Manager of Property and Tenant Relations	Nonnie Kreilick	336-822-0421
First Aid	Security	336-888-3719
Accounting	Angie Parsons	336-888-3736

**17. FUTURE MARKET DATES**

<b>Year</b>	<b>Spring</b>	<b>Fall</b>
2024	April 13-17	October 26-30
2025	April 26-30	October 25-29



## 18. HELPFUL MARKET CONTACTS

Temporary Labor - for your setup or showroom requirements. Exhibitors are cautioned against hiring temporary labor off the street and are encouraged to use the following agencies for additional help.

Graham Personnel Services - 336-897-2118

The Bradley Group High Point - 336-688-2673 / 336-870-5721

Workforce Unlimited 336-882-0084

### Caterer

Aramark 404-695-5415 / 404-220-2265 / [dsullivan@andmore.com](mailto:dsullivan@andmore.com)

### Flowers Or Greenery

Nelson's Greenhouse 336-454-4427

Randy McManus Designs 336-691-0051

The Plant Shop 336-884-4100

Please email Nonnie Kreilick [nkreilick@andmore.com](mailto:nkreilick@andmore.com) for a complete copy of our Preferred Vendor List.

## 19. MARKETING/PROMOTION

### 19.1 MARKETING ASSISTANCE

ANDMORE is the only organization offering a total marketing plan for exhibitors. It is a comprehensive promotional program reaching all buyers before, during and after market. Please contact Renee Loper-Boyd for more information 336-888-3765, [rloper-boyd@andmore.com](mailto:rloper-boyd@andmore.com).

### 19.2 MARKET PUBLICATIONS (REQUIRED)

- **Previews** - Furniture and Accessory editions mailed 45 days before market to every buying organization attending the High Point Market. Information and photographs on new products, market information, articles about retailing, merchandising and advertising. The total pre-market planning guide for buyers. Contact Rhonda Jackson, [rjackson@andmore.com](mailto:rjackson@andmore.com), 336-821-1509.

- **Resource Guide** - The only complete Guide to the High Point Market. Picked up by every registered buyer as they enter the market and used throughout the year, this publication has become the established guide to Market. It contains the only comprehensive exhibitor, product and showroom directories available for the High Point Market. Contact Rhonda Jackson at [rjackson@andmore.com](mailto:rjackson@andmore.com) or 336-821-1509 for details.
- **Pocket Directory** - Pocket-size directory listing all market exhibitors, important phone listings, and market events. Handy format! (Limited advertising space... contact Rhonda Jackson at [rjackson@andmore.com](mailto:rjackson@andmore.com) or 336-821-1509 for more details.)
- **Web Site** - [www.highpointmarketandmore.com](http://www.highpointmarketandmore.com)  
IMC's web site provides information where buyers & exhibitors can:
  - o Link to Registration
  - o Hyper-link to Hamilton exhibitor's web sites and e-mail addresses
  - o Access comprehensive market planning information – events, seminars and suppliers
  - o Access a product locator that identifies product by major category
  - o Access information concerning our market publications, the Previews and Resource Guide

### 19.3 HIGH POINT MARKET AUTHORITY BUYER REGISTRATION SOFTWARE

HPMA maintains the only buyer database for the High Point Market. This software contains the entire registration database - 50,000 names and 21,000 organizations. All names and organizations are verified and updated twice a year. All organizations are bar-coded for quick market registration. Direct mail capabilities - create mail labels easily addressed to the key merchant at each organization. Can be used during Market for on-site registration. Available in a list download. For more details, call ShowCare: 866-267-2107, a subsidiary of High Point Market Authority.

## 20. PHONE AND INTERNET SERVICES

Lumos / North State Communications handles all new phone installations and relocations for exhibitors. Todd Messner can be reached by phone 336-821-4696 or email [todd.messner@lumosnet.com](mailto:todd.messner@lumosnet.com). All other inquiries, repair needs, etc. should be handled by calling 336-886-3600. Todd will be offering both services that are in place just for Furniture Market, as well as services that can be used in a full time capacity all year long. DSL services offered through Lumos / North State please reach out to Todd Messner and all other inquiries same as above.

