

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

EXHIBITOR MANUAL

October 2025



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

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HAMILTON IMPORTANT CONTACTS

CONTACTS	NAME	TELEPHONE NUMBER
Leasing Coordinator Market	Tanisha Ramsey	336.888.3735
Publications	Rhonda Jackson	336.821.1509
Property Management	Nonnie Kreilick	336.822.0421
Reception Desk	Showplace Security	336.888.3787
Registration		registration@andmore.com
Security/ First Aid	Security Dispatch	336.888.3719
Shipping & Receiving	Mark Andrews	336.888.3710
Tenant Improvements	Sherrie Kruse	336.821.1505

YEAR-ROUND OPERATING HOURS

Time Frame	BUILDING
Monday - Friday	8:00 a.m. – 5:00 p.m.
Market Preparation: Monday-Friday Starting October 2025	7:00 a.m. – 6:00 p.m.
Emergency Service Contact Security at 336-888-3719	5:00 p.m. – 11:00 p.m.
Market	7:00 a.m. – 7:00 p.m.

Tenant Request For Coverage

After Hours Request - Beginning January 1, 2025, all requests require 48 hours' notice. Rates are \$30.00 per hour with a minimum of 4 hours, please note, no dock access is available during after hour coverage. Any requests with less than 48 hours' notice will be charged \$40 an hour.

If you need to cancel request, a 12-hour advance notice is required. Please email your PTRM.

Hamilton Operating Calendar

January	** Closed for New Year's Day , Closed MLK Day
February	Closed for President's Day
March	Pre-Market March 24-25
April	Market April 26-30 ** See Section 11.2 for Shipping deadline fees.
May	Closed Memorial Day
June	
July	** Closed Independence Day
August	
September	Closed Labor Day Pre-Market September 15-16 ** See Section 11.2 for Shipping deadline fees.
October	Market October 25-29 ** See Section 11.2 for Shipping deadline fees.
November	** Closed Thanksgiving Day and Friday after Thanksgiving
December	** Closed Christmas Eve and Christmas Day

**** Indicates ANDMORE offices and loading docks close at 1 p.m. on the day before the holiday.**

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 <https://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 Property and Tenant Relations Manager 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.

A handwritten signature in grey ink, appearing to read 'Jon Pertchik', written in a cursive, flowing style.

Jon Pertchik
Chief Executive
Officer ANDMORE

1. GENERAL INFORMATION & POLICIES

1. ANDMORE Welcome

Hamilton Properties, a division of ANDMORE, extends our sincere appreciation to you for exhibiting with us during the High Point Furniture Market. This manual serves as a reference guide for your October 2025 High Point Market experience. Reading this material and following the steps provided will ensure an efficient move-in, set-up, breakdown, and move-out for all exhibitors. Our goal is to provide outstanding customer service to you and your buyers, and we are always available to discuss your questions, comments, or concerns. Contact Nonnie Kreilick the Manager of Property and Tenant Relations at 336-822-0421 or nkreilick@andmore.com.

We appreciate your cooperation and look forward to working together during the High Point Market.

2. 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.

3. 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 Market Vendors List. Call 336-822-0421 or email nkreilick@andmore.com.

4. 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 on 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 24, 2025. 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.

5. MARKET STAFFING

Showrooms must be staffed during official hours of the Market.

6. SMOKING

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

7. 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. Deadline for request is September 12, 2025.

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 so that one can be assigned to you.

EXHIBITOR PASSES

All passes must be requested in advance. For registration assistance please email 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: October 10

Last day for International exhibitors to register and have passes mailed: September 26

No passes will be printed after mailing deadline dates until on-site Registration opens.

On-site registration opening: October 23

Online New Registration closes: October 17 at 5pm ET

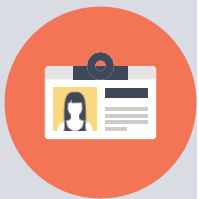
Online Returning Buyers and Industry closes: October 22 at 5pm ET

Bring your barcode confirmation (printed or on your smartphone) and photo ID to have your passes printed at a registration desk in your building.

9. ADMITTANCE POLICIES – YEAR-ROUND

Only personnel authorized on your Hamilton *Unrestricted Authorized Access Form* may enter your showroom. Additions or deletions must be noted in an email. Exhibitors must email names of any guests, day workers, and/or vendors to be entered into the security access portal prior to requesting access, please provide access dates (24-hour notice is requested). Send changes to Nonnie Kreilick at 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.



2. 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. We will make every effort to assist you.

1. 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.

2. DAMAGES

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

3. DURING MOVE-IN & SET UP

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

4. EXHIBITOR MARKETING MATERIALS

Any marketing material must be kept within the 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.

5. 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 request services in your showroom and require additional housekeeping. For after hour cleaning, please email nkreilick@andmore.com to allow the janitorial contractor access to your showroom.

6. 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 October 17th will incur a \$300.00 after deadline fee.

7. 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 takes place at the rear of the building or at the marked Unloading area on Hamilton Street.



8. PHOTOGRAPHY

Photography must take place within your space and must be scheduled after market hours (7pm). A security escort is required and must be arranged prior to the photography date. The 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 for all photography requirements at least 48 hours in advance.

9. 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.

10. 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 the desired pick-up. The driver may not supply the paperwork upon arrival. Any product removal prior to Market must be completed before Friday, October 10, 2025.

11. STORAGE AND WASTE REMOVAL

All debris is to be taken to the curb and must be completed by 10:00pm on Wednesday, October 22nd.

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.)

12. 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.



3. MOVE IN AND SETUP FOR MARKET

SET UP ONLY Thursday	October 23	Building Hours: 7:00am -10:00pm
SET UP ONLY Friday	October 24	Building Hours: 7:00am -7:00pm

4. MARKET DATES & HOURS

Saturday-Tuesday	October 25-28	Building Hours: 8:00am - 7:00pm
Wednesday	October 29	Building Open: 8:00am - 5:00pm (Open to Buyers) 3:00pm - 5:00pm (Exhibitor Breakdown)

5. MOVE OUT

Day	Date	Building Hours
Thursday	October 30	8:00am - 7:00pm
Friday	October 31	8:00am - 5:00pm
Saturday	November 1	Closed
Sunday	November 2	Closed
Monday-Friday	November 3-7	8:00am - 5:00pm

6. 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, October 30, 2025, 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, November 4, 2025. Please note that Hamilton will not be responsible for any samples left for pick up.



7. 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 the 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.

SHOWROOM PLANS

All painting, flooring and construction requires an ANDMORE Building Authorization Pass (BAP). Please submit your plans by August 15, 2025 to Sherrie Kruse, Administrative Assistant, 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
- Obtain ANDMORE approval Obtain City Permit(s), if applicable
- Obtain ANDMORE Building Authorization Pass
- All construction must be completed before Friday, September 12, 2025.

8. SPACE/DISPLAY

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 flames are 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.

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 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
- Handwritten signs

9. SECURITY GUIDELINES

- Hamilton will have perimeter security guard service beginning Monday, October 13, 2025 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.

1. TEMPORARY LABOR

Exhibitors who require assistance packing or unpacking must hire through a temporary labor agency:

Graham Personnel Services - 336-897-2118

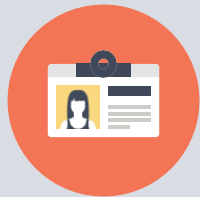
The Bradley Group/High Point - 336-688-2673

Workforce Unlimited - 336-882-0084

Do not hire anyone already working or anyone off the street.

Note: The exhibitors are responsible for the actions, and negligence, of the temporary workers when hired to work within ANDMORE properties.

Report any incidents to ANDMORE Security immediately at 336-888-3719. Exhibitors can also hire the services of a security guard. Contact: ANDMORE Security at 336-888-3719 for assistance.



10. 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.



11. SHIPPING, HANDLING, & RECEIVING

1. DOCK CONTACT INFORMATION

Hamilton Receiving
hpshippingeast@andmore.com
 336-888-3710

2. SHIPPING AND SAMPLE MOVEMENT

- All freight must be received by 3:00pm Friday, October 17, 2025. This includes shipments by common carrier, company truck, personal deliveries, etc. Any samples/deliveries received after 3:00pm Friday, October 17, 2025, 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 any building entrance.

The use of a lockbox is highly encouraged.

- 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.

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.

4. MOVE OUT

Absolutely no move-out before 7:00am Thursday, October 23, 2025.

Exhibitors are responsible for correctly completing and attaching a Bill of Lading to outgoing freight.



12. FUTURE MARKET DATES

Year	Spring	Fall
2025	April 26-30	October 25-29
2026	April 25-29	October 17-21
2027	April 10-14	October 23-27

13. 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

Flowers Or Greenery

Just Priceless 336-883-6249

Please email Nonnie Kreilick nkreilick@andmore.com for a complete copy of our Market Vendor List.

14. MARKETING/PROMOTION

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.

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, 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 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 or 336-821-1509 for more details.)
- Web Site - www.highpointmarketandmore.com
IMC's web site provides information where buyers & exhibitors can:
 - Link to Registration
 - Hyper-link to Hamilton exhibitor's web sites and e-mail addresses
 - Access comprehensive market planning information – events, seminars and suppliers
 - Access a product locator that identifies product by major category
 - Access information concerning our market publications, the Previews and Resource Guide

3 HIGH POINT MARKET AUTHORITY BUYER REGISTRATION SOFTWARE

Elevate Your Showroom Experience with Digital Lead Scanning. Gone are the days of manually collecting business cards. With eventkrowd at High Point Market, advanced scanning technology lets you instantly capture comprehensive visitor data with a simple badge scan. Each scan automatically records complete buyer profiles and contact details, building your valuable lead database in real-time. We'll also share with you the High Point Market buyer list both before and after Market – a robust opportunity to build your leads list quickly.

For more information: <https://exhibitor.highpointmarket.org/lead-management>

To Order: Please contact eventkrowd at 1.888.581.3340 or leads@eventkrowd.com.

15. 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. 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.

