

# SUITES AT MARKET SQUARE

EXHIBITOR MANUAL  
APRIL 2025

SUITES AT MARKET SQUARE  
200 WEST COMMERCE  
HIGH POINT, NC 27260

MARKET SQUARE GROUND (MSG)  
305 WEST HIGH STREET  
High Point, NC 27262-0828

ANDMORE  
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[andmorehighpointmarket.com](http://andmorehighpointmarket.com)

**ANDM( AT HIGH POINT )RE**  
MARKET



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# 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 Tradeshow Operations 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 black ink, appearing to be 'Jon Pertchik', written in a cursive style.

Jon Pertchik  
Chief Executive Officer  
ANDMORE

## 2. GENERAL INFORMATION & POLICIES

### 2.1 WELCOME TO MARKET

Suites, 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 2025 Spring High Point Market experience. Reading this material, and following the steps provided, will ensure an efficient move-in, set-up, break-down 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. Please contact Kyle Utley, Tradeshow & Event Operations Manager at [Kutley@andmore.com](mailto:Kutley@andmore.com) or 336-858-2663 or come by the Exhibitor Services located on the Top Floor of Suites at Market Square during the show. We appreciate your cooperation and look forward to working together during the High Point Market.

### 2.2 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.

Suites 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.

### 2.3 OUTSIDE SERVICE FIRMS & CONTRACTORS



Market Square, 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 Market Square must first obtain 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 Market Square, 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 Market Square.
- Comply at all times with Market Square's Guidelines and policies.
- Market Square maintains a list of service firms who have the proper insurance. Firms who do not have proper insurance will not be allowed to perform work on its property.

## 2.4 EXHIBITOR INSURANCE REQUIREMENTS

A certificate of insurance (COI) verifying that you have both the property/casualty and the comprehensive general liability coverage must be on file with Market Square AC IV, LLC in accordance with Lease Paragraph 7.1, which states:

**7.1 . Insurance.** *Tenant agrees to insure its property located in the Building against a loss or damage by fire or other casualty, under an "all risks" policy in an amount equal to the full replacement value thereof. Tenant agrees to maintain in force Commercial General liability insurance coverage on the Premises, with a minimum combined single limit of \$2,000,000.00 for death, personal injury or property damage, naming Landlord as an additional insured. This general liability coverage must be on an "occurrence" basis. All policies shall provide that unless Landlord is given thirty (30) days written notice of any cancellation or material change, the insurance shall remain in full force and effect without change. If Tenant will be serving alcoholic beverages, as a condition to the granting of this Agreement, Landlord or its authorized management agent must receive from Tenant or its caterer, evidence that insurance, satisfactory to Landlord, providing appropriate liability insurance or Dram Shop coverage indemnifying the Landlord, its authorized management agent and the owners of the Building as additional insured parties has been procured. Prior to installing its exhibits in the Premises, Tenant agrees to provide Landlord with satisfactory evidence that all required insurance is in force. Tenant may provide any insurance required under this article through its corporate or blanket policies covering multiple locations, provided that (i) such policy or a certificate of such policy must specify the amount(s) of the total insurance allocated to the Premises, which amount(s) must equal or exceed the amount(s) required by this Agreement, and shall not be reduced for claims made for other properties; and (ii) in all other respects, each such policy shall comply with the requirements of this Lease.*

## 2.5 MARKET STAFFING

Showrooms must be staffed during official hours of the Market.

Suites Official Hours:

Friday, April 25 - Tuesday, April 29, 2025 (9am to 6pm)

Wednesday, April 30, 2025 (9am to 2pm)

## 2.6 SMOKING POLICY

Market Square is a non-smoking facility. Thank you!

## 2.7 ABC PERMITS FOR SERVING ALCOHOL

If you are planning to serve liquor in your showroom during the upcoming Spring 2025 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.

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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 Kyle Utley, Manager, Tradeshow & Event Operations at [Kutley@andmore.com](mailto:Kutley@andmore.com).

### 3. YEAR ROUND OPERATING HOURS

3.1 OPERATING HOURS	BUILDING	LOADING DOCK
Monday-Friday	8:00 a.m. – 5:00 p.m.	8:00 a.m.– 4:30 p.m, closed 12 p.m.-1p.m.
Market Preparation: Saturday & Sunday weekend prior to Market	8:00 a.m. – 8:00 p.m.	8:00 a.m. – 12:00 p.m.
Emergency Service Contact Reception at 336-888-3719	5:00 p.m. – 11:00 p.m.	N/A
Monday - Thursday prior to Market	8:00 a.m. - 8:00 a.m. 24 hours per day	8:00 a.m. – 3:00 p.m.
Market - April 25-29, 2025 Wednesday, April 30, 2025	9:00 a.m. - 6:00 p.m. 9:00 a.m. - 2:00 p.m.	8:00 a.m. – 7:00 p.m. (Appointment only)
Thursday, May 1, 2025	9:00 a.m. - 5:00 p.m.	8:00 a.m. – 5:00 p.m. (Appointment only)
Friday, May 2, 2025	9:00a.m. - 5:00 p.m.	8:00 a.m.-12:00 p.m.(Appointment only)



### 4. YEAR ROUND OPERATING CALENDAR

#### 4.1 IMPORTANT DATES

January ~ Closed New Year’s Day & Martin Luther King Jr. Day
February ~ Closed President’s Day
March ~
April ~ Outbound Trucks must be logged in by 3:00 p.m. on Friday, April 18, 2025. Inbound trucks must be logged in by Tuesday, April 22, 2025. After that will incur a \$300.00 late fee per occurrence. Spring Market, April 25-30, 2025.
May - Closed Memorial Day
June
July ~ Closed Independence Day
August
September ~ Closed Labor Day
October ~ Outbound trucks must be logged in by 3:00 pm on Friday, October 17, 2025. Inbound trucks must be logged in by 3:00 pm on Tuesday, October 21, 2025. After that will incur a \$300.00 after deadline fee per occurrence. Fall Market, October 24-29, 2025.
November ~ Closed Thanksgiving Day, Thursday, November 27, 2025 and Friday, November 28, 2025
December ~ Closed Christmas Day



## 5. GENERAL SHOW INFORMATION

### 5.1 EXHIBIT DATES & HOURS

April 25-29, 2025	Friday- Tuesday	9:00 a.m. - 6:00 p.m.
April 30, 2025	Wednesday	9:00 a.m. - 2:00 p.m.

### 5.2 CONTACT INFORMATION

**ANDMORE** - Main Office: (336) 821-1500

Kyle Utley, Tradeshow & Event Operations Manager

Office: (336)-858-2663

[Kutley@andmore.com](mailto:Kutley@andmore.com)

#### **Suites at Market Square (SAMS):**

Brad Bullock – Market Logistics

Associate Office: (336) 821-1533

[bbullock@andmore.com](mailto:bbullock@andmore.com)

#### **Market Square – Ground (MS-G) and Plaza Suites:**

Felicia Cranford – Market Logistics

Coordinator Office: (336) 821-1535

[fcranford@andmore.com](mailto:fcranford@andmore.com)

[HPShippingWest@andmore.com](mailto:HPShippingWest@andmore.com)

### 5.3 RULES & REGULATIONS OF EXHIBITION

Please review the official Lease Rules and Regulations located at the back of this manual.

- Exhibitor badges are required at all times.
- All ANDMORE buildings are non-smoking properties.
- At least one representative of the exhibiting company must be in the booth during show hours.
- Public address or microphone systems may not be used in a booth smaller than 400 square feet arranged in a square. Exhibitors using TV monitors or demonstrating mechanical or electrical equipment should ensure that noise levels do not cause an annoyance to their neighbors. Show management reserves the right to determine acceptable levels of noise.
- Absolutely NO Product allowed in the aisles. Anything in the aisles will be disposed of. This is in accordance of the City Fire Code.

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- Adhere to all Fire Department exhibit construction rules. This includes, but is not limited to: refraining from hanging any items from the **wall grids or lighting tracks**.
- Adhere to all regulations set forth by this manual.
- No lit candles are permitted.
- No fabric can be hung overhead below lights and sprinklers.
- No painting of columns on Top Floor, Ground and Mezzanine. There will be a \$500 fine for painting your own space.

**5.4 REGISTRATION/EXHIBITOR BADGES**

Registration must be completed online. To pre-register, please visit:

[www.highpointmarket.org/register](http://www.highpointmarket.org/register). 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.

- 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 on April 11, 2025
- Last day for international exhibitors to register and have passes mailed on March 28, 2025  
\*No badges will be printed after mailing dates until on-site registration opens.
- On-site registration opening on April 24, 2025
- Online registration will remain open throughout Market week for all badge types - bring your bar-code confirmation (printed or on your smartphone) and photo ID to have your passes printed at a registration desk in your building.
- Online New Buyer registration closes: April 18 at 5pm ET
- Online Returning Buyers and Industry closes: April 23 at 5pm ET



**5.5 TEMPORARY LABOR & CONTRACTOR WRISTBANDS**

All exhibitor-appointed contractors and temporary labor must be issued temporary wristbands to wear while working in ANDMORE properties. Wristbands should be picked up at the registration desk at the main entrance upon arrival. Temporary wristbands are issued daily for use only during set-up and dismantling hours and are color coded by day.

All temporary day labor must be signed in by the tenant and the tenant is responsible for the actions of this laborer. For security reasons, hiring of street labor for work in the building is strongly discouraged. Commencing Friday, April 25, 2025, only Market Square exhibitors with a proper badge will be allowed in the buildings. Prior arrangements must be made in advance to accommodate temporary help.

**SUITES**  
AT MARKET SQUARE**5.6 SECURITY**

Security will be on duty 24 hours a day from move-in to move-out. Security cannot, and should not be counted on to provide more than a presence to inhibit theft. ANDMORE hereby gives formal notice that the show and its management, its agents and its official vendors neither offer nor accept responsibility of any kind for exhibitors' property. We advise you to always staff your booth during show hours and **never leave any valuables unattended.**

Report any incidents to ANDMORE Security immediately at 336-888-3719. For assistance, exhibitors can also hire the services of a security guard by contacting ANDMORE Security at 336-888-3719. **ANDMORE strongly encourages you to shrink wrap product left behind; ANDMORE is not responsible for product left between shows.**

**5.7 EXHIBITOR SERVICES**

We welcome our exhibitors to the Suites at Market Square's Exhibitor Services located on the Top Floor of the Suites. Packaging labels, Empty Container Labels and Bills of Lading are available for product removal at the Exhibitor Services. Exhibitor coffee and refreshments served daily starting Thursday, April 24th. The Service will remain open until 12:00 p.m. on Friday, May 2, 2025.

**5.8 WIRELESS ACCESS**

Limited free wireless Internet access is available in Suites at Market Square. This is an unsecured connection. Please stop by the Exhibitor Services on the Top Floor of the Suites at Market Square if you have questions.

If you are uploading or downloading large files, streaming audio or video, or placing orders on line, we recommend you order a secure line from Lumos Networks/North State Communications by reaching out to Todd Messner by phone at 336-821-4696, or by e-mail at [todd.messner@lumosnet.com](mailto:todd.messner@lumosnet.com).

**5.9 PHONE & INTERNET SERVICES**

Lumos Networks/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 High Point 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.

## 6. TRANSPORTATION & ACCOMMODATIONS

### 6.1 AIRPORTS

Piedmont Triad International Airport (GSO) (High Point, Greensboro and Winston-Salem)	<a href="http://www.flyfrompti.com">www.flyfrompti.com</a>
Charlotte/Douglas International Airport (CLT)	<a href="http://www.charlotteairport.com">www.charlotteairport.com</a>
Raleigh-Durham International Airport (RDU)	<a href="http://www.rdu.com">www.rdu.com</a>



### 6.2 AIRLINE INFORMATION

Book your flight early to receive maximum savings.

**United Airlines** 1-800-426-1122  
[www.united.com](http://www.united.com)

**Delta Airlines** 1-800-328-1111  
[www.delta.com](http://www.delta.com)

**American Airlines** 1-800-433-7300  
[www.aa.com](http://www.aa.com)

**Air Canada** 1-800-689-2247  
[www.aircanada.com](http://www.aircanada.com)

**For reference codes:**

[www.highpointmarket.org/plan-your-trip/airline-discounts](http://www.highpointmarket.org/plan-your-trip/airline-discounts)

### 6.3 RENTAL CAR INFORMATION

**Budget** (GSO & CLT only) 1-800-842-5628  
[www.budget.com](http://www.budget.com)

**Enterprise Rent-A-Car** 1-800-736-8222  
[www.enterprise.com](http://www.enterprise.com)

**National Car Rental** 1-877-222-9058  
[www.nationalcar.com](http://www.nationalcar.com)

**For discount codes:**

[www.highpointmarket.org/plan-your-trip](http://www.highpointmarket.org/plan-your-trip)

**Priceless Car Rental** 336-856-9504  
(No Code, local Company offering regular rates throughout the year)

### 6.4 FREE PARK & RIDE SHUTTLE SERVICE

Free parking & continuous shuttle service between the downtown transportation terminal and satellite lots P1 and P2 in High Point. For updated Shuttle Service Schedules, visit:

<http://www.highpointmarket.org/plan-your-trip/park-ride-shuttles>

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**P1-North:** Oak Hollow Mall – Located at 921 Eastchester Dr. (Hwy.68), in the Oak Hollow Mall parking lot.

Thursday, April 24 - Tuesday, April 29, 2025  
 Wednesday, April 30, 2025

6:30 a.m. – 10:00 p.m.  
 6:30 a.m. – 6:00 p.m.

**P2-South:** Market Center Drive Area – Turn west at the corner of South Main Street and Market Center Drive. The parking lot will be located at the corner of the first street on the right, Ogden Street.

Thursday, April 24 - Tuesday, April 29, 2025  
 Wednesday, April 30, 2025

6:30 a.m. – 10:00 p.m.  
 6:30 a.m. – 6:00 p.m.

**P2-South:** Lot shuttles will stop at the corner of Elm and Commerce, right in front of Suites at Market Square, before stopping at the transportation terminal.



**6.5 FREE DOWNTOWN SHOWROOM SHUTTLE SERVICE**

Friday - Tuesday 7:30 a.m. – 8:00 p.m.  
 Wednesday 7:30 a.m. – 6:00 p.m.

FREE shuttles operating in a continuous loop in the downtown showroom district take you to and from every Market building, showroom and event in climate-controlled comfort.

**6.6 FREE GO-ANYWHERE SHUTTLES**

Friday - Tuesday 7:30 a.m. – 8:30 p.m.  
 Wednesday 7:30 a.m. – 6:00 p.m.



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To reach any destination within a 3-mile radius of the High Point city limits that is not served by a scheduled shuttle, including outlying showrooms, use our FREE Go-Anywhere service. Go to the downtown Transportation Terminal or simply flag one down from any location in the Market area. You may also call 336-887-RIDE (7433) to have a shuttle dispatched to you.

For more information, please call: 336-887-7433 or [www.highpointmarket.org](http://www.highpointmarket.org).

## 6.7 ACCOMMODATIONS

Many exhibitors/sales representatives find it advantageous to rent a private home, condominium, or an apartment. For more information call:

**Holtzman Market Rentals:** 336-454-5892

**High Point Furniture Market Services:** 336-259-7944

Visit [www.highpointmarket.org](http://www.highpointmarket.org) for additional listings. Hotels may be booked by calling Market Housing (800-874-6492/336-869-1000) or visit [www.highpointmarket.org](http://www.highpointmarket.org) for all of your needs. NOTE: Accommodations should be arranged directly by exhibiting company

## 7. BOOTH DESCRIPTION & SERVICES

### 7.1 TYPICAL BOOTH INCLUDES

- 120 volt, 960-watt duplex electrical outlet
- All tracks come with (2) 14-watt LED lights
- Customers cannot provide their own lights, additional lights can be rented on pages 31 and 32
- (1) Chair (upon request)
- (1) Wastebasket
- Floor sticker with company name
- External dividing hard walls

**Tables are not included with your booth.** If you would like to rent tables, extra chairs, LED, etc., please refer to the Equipment and Services Order Form at the back of this manual.

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**7.2 CUSTOMIZING YOUR BOOTH**

Customizing your booth is the best way to attract buyers as they shop the trade show floor, and should be a common practice followed by market exhibitors. If customizing your booth requires the use of a private contractor, certain rules and regulations apply. Please see the complete list of rules regarding **Exhibitor Appointed Contractors** (Section 7.3). We encourage you to take this opportunity to create a unique and distinctive presentation.

**NOTE:** All Exhibitors in Suites at Market Square—Ground, Mezzanine: No other trades shows will be held in your show space. This advantage enables you to extensively customize your booth without having to entirely dismantle after each market, as long as you are under contract. Any exhibitor under a signed multi-market contract is allowed to store their showroom props and product to be used during the next Market at no charge stored at their responsibility.

**All booths must be returned to original condition (patched and painted white by approved contractor) within 2 weeks of termination of lease. Exhibitor is responsible for the cost, which is billed at a later date.**

**7.3 EXHIBITOR APPOINTED CONTRACTORS (EAC)**



EACs must also abide by the “Rules and Regulations of Exhibition”. See Pages 9 &10.

- The EAC shall be given the right to provide services requested of them by an exhibitor in setup and dismantling on the show floor and shall have the right to utilize qualified employees registered in advance by Show Management.
- Any customizations that involve altering the standard booth walls must be reviewed with ANDMORE Tenant Improvement Management by calling 336-821-1505. EACs shall cooperate fully with ANDMORE.
- The EAC shall adhere to the rules and regulations in this manual.
- The EAC shall possess a valid public liability and property damage insurance policy for at least \$2,000,000. The Certificate of Insurance must name ANDMORE as an additional insured.
- The EAC shall have a true and valid work order from an exhibitor in advance of the show move-in date and shall not solicit business on the show floor or during move-in or move-out dates.
- EACs must check-in and pick up a day/work pass at the main entrance each day.

## 7.4 WALLS, PANELS, & FLOORS

For a quote for additional walls, please contact Kyle Utley at

[kutley@andmore.com](mailto:kutley@andmore.com) (336) 858-2663 **\*Section 12 includes more details\***

- All painting must be performed by an ANDMORE approved painter, and requires an ANDMORE Building Authorization Pass. To secure a BAP, please contact Sherrie Kruse with Tenant Improvements at [skruse@andmore.com](mailto:skruse@andmore.com).
- Nothing may be attached to or hung from the headers or columns. No product may be in the aisle areas.
- Booth walls, columns or floors that have been soiled, marked, taped, Velcroed, stapled, painted, papered or otherwise damaged must be repaired or replaced by approved contractor.
- Repair charges will be assessed on a time/materials basis and invoiced to your company.
- Booth walls can typically hold items of a lightweight nature, such as pictures and small decorative items hung with 1 inch wood screws.
- If you intend to mount or affix materials of a load-bearing nature, please contact Kyle Utley at 336-858-2663.
- For additional walls, please reference Equipment & Services Order Form (Section 11.2)

## 7.5 ELECTRICAL SERVICES

All electrical services will be installed by Market Square, but you, the tenant, are responsible for adjusting your own lights inside display booths. All electrical modifications are subject to approval by Facilities, and the Fire Marshal. See Equipment and Services Order Form at the back of this manual.

- Electrical should be done by licensed contractor.
- All electrical equipment/fixtures must be UL listed, City of High Point approved and pass the High Point Electrical Code.
- Nothing may be attached to or hung from lighting tracks.
- No zip cords, taps or extension cords over 6 feet.
- All wiring or flexible cords shall be 3-wire, "hard usage approved", 14-gauge, grounded, unless cord is a component part of an assembly approved under the High Point Electrical Code.
- Spring clamp light fixtures are not permitted.
- Christmas tree lights are permitted, but must be unplugged nightly.
- No zip cords, extension cords, or power bars attached to the wall or grid.

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- Only Market Square fixtures are permitted on light tracks.
- The maximum wattage per 10' x 10' is 960.

**7.6 ORDERING SERVICES**

Reference the Equipment and Services Order Form located in the back of the manual for a listing of rental items available. For any questions regarding services, contact Kyle Utley at [Kutley@andmore.com](mailto:Kutley@andmore.com) or (336) 858-2663.



**7.7 TIPPING POLICY**

Tipping of building labor is **NOT** permitted. We are constantly striving to improve our services and our employees are instructed **NOT** to accept tips. Thank you for cooperation!

**8. SHIPPING & MATERIAL HANDLING**

**8.1 MARKET LOGISTICS RATES & SERVICES**

- Outbound Deadline Date from previous show is Friday, April 18, 2025. All outgoing shipments after this date will incur an additional \$300.00 after deadline fee.
- Inbound Deadline Date: Truck Login by 3:00 p.m. Tuesday, April 22, 2025. All inbound shipments received after this date will incur an additional \$300.00 after deadline fee.

**FREIGHT RECEIVING/SHIPPING**

- All dock usage (inbound/outbound) requires a confirmed schedule through [HPShippingWest@andmore.com](mailto:HPShippingWest@andmore.com) prior to arrival.
- ANDMORE Logistics receiving rates listed on the next page include receiving services of unloading, delivery to booth and debris removal for **inbound shipments before Wednesday, March 26, 2025 or outbound shipments after Friday, April 18, 2025.**
- A **\$300.00** deadline fees will apply for all inbound and outbound shipments received after the posted deadline dates.
- Updated Surcharges:
  - Unscheduled shipments will incur a fee of \$300.00 and normal market Logistic rates apply per incident. It is important to schedule your dock appointment(s) at least 24 hours, in advance, to avoid fees.

**SUITES**  
AT MARKET SQUARE

**INBOUND/MOVE-IN**

**STANDARD FLAT RATES**

Inbound Freight rates below are for shipments received between markets and during the year at all properties with the exception of Suites @ Market Square/1st Floor of Plaza Suites. Free drayage timeframe starts (with confirmed dock appointment)

- Outbound: March 26 - April 18, 2025
- Inbound: March 26 - April 22, 2025

Size of Shipment	Loose Rate	Palletized Rate
Full	\$ 750.00	\$ 675.00
Half	\$ 420.00	\$ 375.00
Quarter	\$ 220.00	\$ 195.00
Minimum	\$ 105.00	\$ 95.00
Under Minimum	\$ 45.00	\$ 38.00

**TRUCK UNLOADING TERMS DEFINED**

All truck loads are based on the floor loading space of a 53-foot sized truck and include debris removal



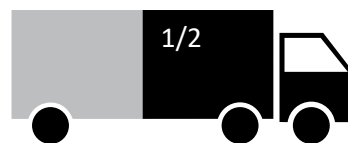
TLUM-Truckload Unload/  
Placement UNDER  
minimum (up to 2 pallets)  
  
Includes debris removal



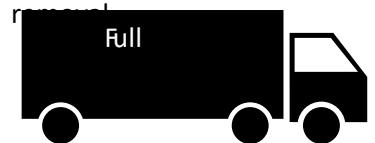
TLM-Truckload  
Unload/Placement -  
Minimum (up to 4  
pallets)  
  
Includes debris



TLQ-Truckload Unload/  
Placement-Quarter (up  
to 6 pallets). Includes  
debris removal.



TLH-Truckload  
Unload/ Placement-  
Half (up to 12 pallets).  
Includes debris  
removal.



TLF-Truckload Unload  
Placement-Full (up to  
24 pallets). Includes  
debris removal.

All loose loads will be charged the equivalent of the palletized space use.

- Loose loads do not qualify for free ANDMORE drayage at Suites at Market Square.
- To qualify for Free drayage during the stated time frame, your shipment must be crated or palletized and must have a confirmed scheduled appointment prior to arrival through [HPShippingWest@andmore.com](mailto:HPShippingWest@andmore.com).
- Poorly packaged shipments may incur additional labor charges.



**SUITES**  
AT MARKET SQUARE

**MARKET LOGISTICS RATES & SERVICES**

Our goal is to ensure your success. The information provided is designed to be helpful for your planning process. Please feel free to contact us via email at [hpshippingwest@andmore.com](mailto:hpshippingwest@andmore.com) or 336-821-1533 with any additional questions.

- A confirmed appointment through [hpshippingwest@andmore.com](mailto:hpshippingwest@andmore.com) will need to be made prior to any dock activity.

**TENANT SELF UNLOAD**

- Tenants are not required to use Market Logistics services, and may use any carrier or crew of their choice.
- We do ask that tenants provide their own equipment; however, borrowed equipment (if available) will be billed to the tenant if not returned after 5 hours at \$400.00 per flat cart and wooden trash bin, \$125.00 per four-wheel dolly.
- ANDMORE Logistics requires a debris fee of \$199.00 per truck to dispose of the Tenants packing materials of truck loads greater than a quarter load of a 53 foot truck.

**POV's**

- POVs are defined as cars, pickup trucks, vans, and other trucks primarily designed for passenger use, not cargo or freight.
- Two people must be with the vehicle, one to accompany the product to the space, and one to remove the vehicle from the area.
- Be prepared to have your own equipment, as dock equipment may not be available.

**VEHICLES THAT QUALIFY**



Pickup



Sedan



SUV



Van

**VEHICLES THAT DO NOT QUALIFY**



Trailer



Rentals



Bobtail



Stakebed

**ALL SHIPMENTS REQUIRE A CONFIRMED DOCK APPOINTMENT**

**SUITES**  
AT MARKET SQUARE

**OUTBOUND / LABOR RATES**

Monday - Friday 8:00 a.m. – 4:30 p.m.	\$27.00 per hour/per person
Before 8:00 a.m., After 5:00 p.m. & Weekends	\$40.00 per hour/per person (Pre-arranged only)

**PRE-MARKET**

- Move out product from the previous market must be completed by **Friday, April 18, 2025**. All outbound shipments after April 18, 2025, will incur an additional **\$300.00** after deadline fee.
- Beginning 3 weeks prior to Market, outbound shipments will be scheduled after inbound freight to ensure all inbound product has priority.

**AFTER MARKET**

- Please note that packing may not begin until 2:00 p.m. on Wednesday, April 30, 2025.
- Tenant may stay and pack Thursday and Friday, May 1-2, 2025, following the show.
- Freight outbound for Exhibitors only will start 8:00 a.m., Thursday, May 1, 2025.
- Buyers can begin to pick up starting Thursday, May 8, 2025.
- Reference Section 3.1 for building operating hours.

It is the responsibility of the owner of the product to ensure it is packed in a manner that will keep it safe while being loaded, transported, unloaded, reloaded and transported again. All items must be palletized with shrink wrap. ANDMORE assumes no responsibility for damages. We will handle all product with care.

**PRODUCT STORAGE**

- **STORAGE:** No storage is available on-site for excess product or props. You may arrange storage of your excess items at your expense:

Ampac Forwarding	336-889-6617
Packaging Center	336-885-2747
City Transfer and Storage	336-889-6155
Camco	336-475-4355

## SCHEDULING & COORDINATION

- Tenants are responsible for all dock scheduling including those made by their carrier. Please send requests to [hpshippingwest@andmore.com](mailto:hpshippingwest@andmore.com).
- All ANDMORE services of receiving, loading out, and labor are required to schedule a dock notification. Please schedule your delivery at <https://c3reservations.com/andmore/app>.

## INBOUND SHIPMENTS

Please provide the following information to effectively schedule your shipment. Please be aware the consignee should never be listed as your building or ANDMORE for deliveries to your showroom.

- Tenant or ANDMORE Logistics receiving
- Requested date of delivery
- Loose piece or pallet Count (loose loads do not qualify for free ANDMORE drayage)
- Freight Carrier
- Pro/Container Number if applicable

## OUTBOUND SHIPMENTS

Please provide the following information to effectively schedule your shipment. Please be aware the shipper should never be listed as your building or ANDMORE for shipments leaving your showroom.

- Tenant or ANDMORE Logistics loading out
- Requested date of pickup
- Loose piece or pallet count
- A Bill of Lading may be picked up at the Exhibitor Services (attach a copy of Bill of Lading to your packages and return copy of the bill of lading to the exhibitors service desk as well) to ensure and complete pick-up.

We appreciate your business, and we are committed to creating updates to improve our service for you. We welcome your input as we strive to enhance your Market experience. Please email us at [hpshippingwest@andmore.com](mailto:hpshippingwest@andmore.com) with any questions or comments.

## SCHEDULING AND COORDINATION

We are introducing our new dock scheduling application which will provide you with the real-time access details about your appointments. Here are some benefits you can look forward to:

- C3 Solutions is a web-based platform that is enhancing our current logistics playbook for dock appointments.
- This solution will help all loading docks operation with consistency and provide best-in-service to you, our customers.
- You will have real-time access to loading dock appointment with the ability to schedule electronically.
- ANDMORE will be able to better manage the full lifecycle of the appointment and provide tenants with automated updates.

For further details on our new system, check out our customer user guide. Please click on this link <https://www.c3reservations.com/andmore/app/>.

## 8.2 GENERAL GUIDELINES

Shipping and Materials Handling involves receiving freight during move-in, delivering freight to your booth, removing/storing empty containers, returning empty containers after the show, loading materials for outbound shipping, and delivering freight to the loading dock. You may ship your materials to or from the show via any carrier. To ensure a timely and cost-efficient move-in/move-out:

- A confirmed appointment through [HPShippingWest@andmore.com](mailto:HPShippingWest@andmore.com) will need to be made prior to any dock activity.
- Consolidate all items for the show/booth into one shipment.
- Clearly label all packages with show name, company name, building and booth number and remove all old labels. See Sec. 8.3 for shipping address
- Create a detailed inventory sheet of every item you are shipping or bringing to the show. Be able to provide the number of units, item descriptions (i.e. cartons, cases, crates and/or individual items) for all shipments being delivered to the show.
- All shipments should include a packing slip to ensure proper tracking, manifesting and delivery of freight.
- Insure merchandise against theft, damage and loss from the time it leaves your facility until it returns.
- ANDMORE free drayage is for all shipments that are crated or palletized and has a confirmed dock appointment through [HPShippingWest@andmore.com](mailto:HPShippingWest@andmore.com).
- Collect shipments or uncartoned shipments cannot be accepted.

Any unit larger than 5'8" wide x 7' high or 7' long will incur additional charges, or any units weighing over 2,000 pounds will be assessed \$300.00 special handling fee, per unit and will delay your booth set-up. Anything Larger than 7' high or 6' wide will not make it down the hallways to your booth.

**8.3 LABELING YOUR SHIPMENT** - Shipments to your booth/showroom should be labeled according to which building you are exhibiting in. Refer to page 9 for building contact information.

### **Suites at Market Square Dock**

DBA/Sign Name  
Floor Number/Booth Number  
124 South Elm Street  
High Point, NC 27260

### **Plaza Suites Dock**

DBA/Sign Name  
Floor Number/Booth  
Number 233 Elm Street  
High Point, NC 27260

### **The Loft/Lindsay St. Dock DBA/**

Sign Name  
Floor Number/Booth Number  
305 West High Avenue  
High Point, NC 27260

**SUITES**  
AT MARKET SQUARE

**8.4 UPS/Amazon/FED EX/OTHER PACKAGE SERVICES**

Federal Express, UPS, Amazon and courier personnel will deliver small packages to your space. ANDMORE does not assume responsibility for delivery of packages from these services. Each package should be insured and have its own individual tracking number. Packages should be labeled according to the guidelines; **Labeling Your Shipment**. The Logistics staff will sign to allow delivery drivers access to the building but does not assume responsibility for delivery of packages from these services.

During show days small courier shipments through FedEx Ground or UPS can be dropped off at the dock either before the start of the show or after close of show each day. If you are going to do so, please send your request and information to [HPShippingWest@andmore.com](mailto:HPShippingWest@andmore.com). ANDMORE is not responsible for any packages left at the dock.



**8.5 INTERNATIONAL SHIPPING**

If you need assistance with international freight and customs arrangements, contact Phoenix International - Sherri Pelc at 702-575-4617 or [spelc@phoenixlogistics.com](mailto:spelc@phoenixlogistics.com).

**Customs and Border Protection at 202-354-1000 or [www.cbp.gov](http://www.cbp.gov):** If you are an international exhibitor with product arriving through Customs, please note that we are not responsible for any customs clearance. ANDMORE is not responsible for duties charged. As the product arrives, your paperwork should reflect that you, the shipper, are also the importer and consignee responsible for all duties and clearance.

**8.6 RESPONSIBILITY & LIABILITY**

- ANDMORE assumes **NO** responsibility for improperly loaded shipments (P.O.V.'s or common carriers).
- ANDMORE is not responsible for any damages to product that is uncartoned or improperly shrink-wrapped to a skid.
- ANDMORE assumes no responsibility for shipments until they are collected from the exhibitor's booth.
- ANDMORE responsibility ends upon delivery to contracted freight carrier.
- ANDMORE is not responsible for loss or theft of materials after they have been delivered to your booth or after they have been picked up for loading out of the dock.
- You are required to contact your carrier, pack, and label your materials appropriately.
- A Bill of Lading may be picked up at the Exhibitor Services (attach a copy of Bill of Lading to your packages and return copy of the bill of lading to the exhibitors service desk as well) to ensure an accurate and complete pick-up.
- Tenants are responsible for all dock appointments including those made by their carriers. All shipment requests must be confirmed through [hpshippingwest@andmore.com](mailto:hpshippingwest@andmore.com) or C3 prior to arrival.



## 8.7 ADVANCE SHIPMENT: DIRECT-TO-DOCK

**March 26 - April 20, 2025**

**8:00 am – 3:00 pm**

To avoid waiting in the Pre-Show Shipment Staging Lot, we strongly recommend Advance Shipment directly to our dock. Appointments for direct delivery must be scheduled through [hpshippingwest@andmore.com](mailto:hpshippingwest@andmore.com) prior to arrival. **The docks are closed Saturdays and Sundays** (except the weekend immediately prior to Market opening, Saturday and Sunday). **Advance shipment Direct-to-Dock deliveries will not be accepted after at 3:00 p.m. There are no exceptions.**

## 8.8 PRE-SHOW SHIPMENT: STAGING LOT TO DOCK

**April 21 - April 22, 2025**

**8:00 a.m. – 3:00 p.m.**

- All deliveries must have a confirmed appointment through [hpshippingwest@andmore.com](mailto:hpshippingwest@andmore.com) prior to arrival to the staging lot.
- All vehicles including POV's must report directly to the staging lot for check-in.
- **Please see page 28 for directions.** This is the only way to gain access to the docks at this time.
- **Any delivery arriving to the staging lot after 3:00 p.m. on April 22, 2025 is considered late.** A **\$300.00** after deadline fee will be assessed for late product deliveries plus standard flat rates.

## 8.9 AFTER DEADLINE SHIPMENTS

**April 23 - April 24, 2025**

**8:00 a.m. – 3:00 p.m.**

Large trailers transported by a truck are considered dock trucks and will be charged as such with a \$300.00 late fee plus a standard flat rate, please see page 18 of the exhibitor manual for rates. Standard POVs without a trailer will incur a \$50.00 late fee and flat rate fee.

- Updated Surcharges
  - Scheduled shipments will still incur late charges if received after the deadline.
  - Unscheduled shipments will incur late charges plus normal rates.
  - Reference Section 8.1 for more details.

## 8.10 SET-UP PROCEDURES

**Exhibitor set-up ends Thursday, April 24, 2025 at 6:00 p.m.** Exhibitors are allowed to set-up their own displays. The use of power tools is strictly limited to assembly of the exhibitor’s product. All electrical work must be performed by ANDMORE.

**IMPORTANT NOTICE for Suites At Market Square Exhibitors:** The removal of any product from the Suites at Market Square between the deadline of April 18 - April 24, 2025, will result in a \$300.00 after deadline removal charge plus standard flat rates.

## 8.11 STORAGE OF SHIPPING CONTAINERS, CRATES, BOXES

- No storage facilities are available on-site for **excess product or props**, ship only product you plan to use in your booth. You may arrange storage of your excess product at your expense:
 

o City Transfer & Storage	336-334-2648
o The Packaging Center	336-885-2747
o AMPAC	336-431-4355
o Camco	336-475-4539
- Packing materials may not remain on the show floor while the show is open.
- Flammable containers must be removed from the hall.
- “EMPTY” labeled containers, boxes, crates etc. will be picked-up, stored and returned to you at the end of the show.
- Obtain “EMPTY” labels from Exhibitor Services located on the Top Floor of Suites at Market Square.
- Use empty labels to mark crates, boxes and containers with your company name and booth number.
- Once your shipping containers are empty, place completed “Empty” labels on your containers and place in aisle to be picked-up, stored and returned to you at the end of the show.
- Do not place the “EMPTY” sticker on the boxes, crates, etc., until you are ready for empties to be picked up and stored.
- Do not store anything in these empty containers. Empty containers will not be available and are in the care and custody of the Show or any vendor until after the show is over.
- “EMPTY” labels are for empty containers only! No product or props. Any excess product or props that will not fit in your booth must be sent to City Transfer and Storage or The Packaging Center where it will be stored during Market and returned to you after the show at your expense.
- Those who violate and store product in empty storage are subject to additional fees. Standard rate\$160.00 per pallet.

## 8.12 SAMPLE SALES

It is imperative we continue to provide a professional selling environment for exhibitors and buyers through the completion of our dates.

- Between the hours of 9:00 a.m. and 2:00 p.m. **Wednesday, April 30, 2025**, hand carried samples **ONLY** (those not requiring the use of carts, dollies or flat trucks) will be allowed out of the building through the High St. dock located at the rear of the Top floor of Suites at Market Square. All items must have a sales receipt/merchandise release form completed by the exhibitor. (More information to follow as we get closer to market.)
- **No materials may exit through the main doors of the Suites at Market Square (corner of Elm and Commerce Streets). The High Point Police Department strictly prohibits stopping and loading of vehicles on Elm Street. This is an emergency vehicle route.**
- Please make certain you provide a sales receipt to Buyers indicating all samples sold.
- Any buyer who is picking up product beginning **Thursday, May 8, 2025 at 8:00 a.m.** will need a Bill of Lading completed by the Exhibitor so your product can be released to the Buyer.
- Please make certain you advise all of your clients regarding these rules and regulations when they purchase product from you to minimize disruption to them and your fellow exhibitors.

## 8.13 MOVE-OUT PROCEDURES/Buyer Pick Up

ANDMORE does not assume responsibility for improperly loaded shipments (POV's or Common Carriers).

- **No exhibitor move out on Wednesday, April 30, 2025.**
- **Exhibitor Move Out Only**  
Thursday, May 1, 2025, 8:00 a.m. – 5:00 p.m. and Friday, May 2, 2025, 8:00 a.m. – 12:00 p.m., **not open on weekend after market.**
- **Move out for all common carriers and non-exhibitor freight haulers** begin on Monday, May 5, 2025, at 8:00 a.m. All shipments must be boxed, crated, or palletized.
- Buyers can begin picking up starting Thursday, May 8, 2025. All buyers must have a Bill of Lading and confirmed schedule through [hpshippingwest@andmore.com](mailto:hpshippingwest@andmore.com) prior to arrival on Thursday, May 8, 2025.
- Bills of Lading can be filled out at the Exhibitor Services to release items to Buyers.
- Suites at Market Square, Top Floor, Mezzanine and Ground Floor exhibitor's product must be packed, labeled and ready for move-out with a completed Bill of Lading for shipment **no later than Friday, May 16, 2025 at 12:00 p.m.** Any product removal after Friday, May 16, 2025, will incur **standard logistics rates.** Non-compliance may also mean freight could be re-routed at the exhibitor's expense via ANDMORE appointed freight carrier.

## 8.14 RETURN OF EMPTIES

**NOTE:** All packing must be done inside your booth. The aisles must remain open for the movement of freight. Top Floor empties will start at 2:00 p.m. on Wednesday, April 30, 2025. There is no way to determine when the lower floors will be serviced ahead of time. **Tenants can stay in their booth and wait to receive empties all night starting at the close of market.**

\* It is advised that you do not plan an early flight if you have to stay and pack your booth.

\* Tenants cannot disturb the workers or they will be escorted from the property by security and will not be allowed back into the building until the next morning.

## 8.15 BREAK DOWN/MOVE OUT:

EXHIBITOR MOVE-OUT ONLY (NO 3RD PARTY)

- No common carriers, or buyers allowed on these dates:
  - Thursday, May 1, 2025 8am-5pm
  - Friday, May 2, 2025 8am-12pm
- Send request to [hpshippingWest@andmore.com](mailto:hpshippingWest@andmore.com) no later than Tuesday, April 29, 2025, if you plan on moving your items out on Thursday, May 1 or Friday, May 2, 2025.
- There are 35 open appointments each day, so please register early.
- All unpaid balances due must be settled at the Exhibitors Services Desk located on the Top Floor before dock access is allowed.
- Once your account is settled then a reply email will be sent back with move-out instructions for the day you requested containing a link to a website to register once you are "READY". **Thursday, May 1 and Friday, May 2, 2025.**
- The day you arrive please find a place to park your vehicle within walking distance from the building.
- Enter through the front entrance and show security your "Exhibitor" badge as the building is open to exhibitors only. **BUYERS CAN PICK UP STARTING THURSDAY, May 8, 2025.**
- Breakdown your booth and pack up the items you plan to extract from your space. **Do not use any ANDMORE equipment during this time.** All packing must be done inside your booth. The aisles must remain open for the movement of freight.
- Once you are done packing your booth then you are ready to fill out the form accessing the link sent from [hpshippingwest@andmore.com](mailto:hpshippingwest@andmore.com) after you registered, *if you did not get a reply, please follow up as you may have an outstanding balance that needs settled prior.*
- After you have submitted your "READY" form please wait in your booth until show management arrives to assist.
- Once complete with loading your items you will then be issued a "Window" placard. You will not be allowed into a loading area for pick-up without the "Window" placard.

### Suites at Market Square Exhibitors:

Any product removal after May 16, 2025, will incur standard logistics rates. Please see page 18.

**SUITES**  
AT MARKET SQUARE

**8.16 BREAK DOWN/MOVE OUT: BUYERS, FREIGHT HAULERS, COMMON CARRIERS, AND HAND CARRY**

- All floors have two weeks to move out. Please notify your common carriers, and freight haulers that freight will not be shipped out before 8:00 a.m. on Monday, May 5, 2025 and no later than Friday, May 16, 2025 at 4:00 p.m.
- Buyers can begin picking up Thursday, May 8, 2025, with a confirmed schedule through [hpshippingwest@andmore.com](mailto:hpshippingwest@andmore.com).
- All outbound shipments must have a completed Bill of Lading and a confirmed appointment through [hpshippingwest@andmore.com](mailto:hpshippingwest@andmore.com).
- **You must settle all unpaid balances due for the show at the Exhibitor Services located on the Top Floor before shipping labels and Bill of Lading will be issued. You are on dock hold until all balances are paid in full. Please contact Sheila Hirsch 702-599-3318.**
- Once your account is settled, visit the Exhibitor Services to receive shipping labels and Bills of Lading.
- The Exhibitor Services will be open May 1, 2025, from 8:00 a.m. to 5:00 p.m. and Friday, May 2, 2025, from 8:00 a.m. to 12:00 p.m. to allow the dock to close on time. The building opens at 7:00a.m.
- All outbound shipments must have completed Bills of Lading. They should include correct count of pieces, destinations and all necessary billing information. Please complete them in your booth.
- Please be completely packed before turning in the Bills of Lading at the Exhibitor Services. Leave your packed and labeled materials in your booth for pick-up.
- Do not leave Bills of Lading in your booth. Completed Bills of Lading must be returned to the Exhibitor Services for execution for each destination.

**8.17 DIRECTIONS & MAP TO STAGING LOT AT 801 MILLIS STREET**

**From Main Street (Hwy 311)**

**heading South:**

Turn right on Green Drive.  
Go approximately ½ mile, turn right at Taylor Ave. and follow the signs to the staging area.

**From Main Street (Hwy 311)**

**heading North:**

Turn left on Green Drive.  
Go approximately ½ mile, turn right at Taylor Ave. and follow the signs to the staging area.



## 9. FUTURE MARKET DATES

Year	Spring	Fall
2025	April 25-30	October 24-29
2026	April 24-29	October 16-21
2027	April 9-14	October 22-27

## 10. MARKETING/PROMOTION

### 10.1 MARKETING ASSISTANCE

Per your lease, ANDMORE, Market Square, offers a total marketing plan for exhibitors. It is a comprehensive promotional program reaching all buyers before, during, and after market, and is key to driving traffic to your booth.

### 10.2 MARKET PUBLICATIONS

- **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 premarket planning guide for buyers.
- **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.
- **Pocket Directory** - Pocket-size directory listing all market exhibitors, important phone listings, and market events. Handy format! (Limited advertising space - contact the Publication Sales team for details.)
- Please contact Karen Wood for more details: [kwood@andmore.com](mailto:kwood@andmore.com) or 336-821-1504.
- **Website:** [www.andmorehighpointmarket.com](http://www.andmorehighpointmarket.com)

Market Square’s website provides information where buyers & exhibitors can:

- o Link to Registration;
- o Hyper-link to Market Square’s 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

## 10.3 HIGH POINT MARKET AUTHORITY BUYER REGISTRATION SOFTWARE

Spring 2025 exhibitors interested in lead retrieval, please follow the link below to share your contact information and The High Point Market Authority will be in touch once orders open for Spring Market.

<https://exhibitor.highpointmarket.org/leadmanagement>

Questions regarding lead retrieval? Contact: [leads@eventkrowd.com](mailto:leads@eventkrowd.com) or call 1.888.581.3340.

## 11. FORMS

Please complete the following forms, if required, and e-mail a scanned copy to:  
[Kutley@andmore.com](mailto:Kutley@andmore.com)

11.1 EQUIPMENT AND SERVICES ORDER FORM (EARLY BIRD DISCOUNT) - Page 31

11.2 EQUIPMENT AND SERVICES ORDER FORM (PAST DEADLINE) - Page 32

11.3 EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM - Page 33



EQUIPMENT AND SERVICES ORDER FORM  
Suites at Market Square  
High Point Market April 25-30, 2025

**DEADLINE: March 28, 2025**

Refer to Section 7.1 of the Exhibitor Manual for equipment and services included in your booth package. If you need additional equipment or services, complete and return this form to the address below.

RENTAL EQUIPMENT	RATE	QUANTITY	TOTAL
TABLE 2'x4' laminate top	\$40.00		
CHAIR (1 included)	\$25.00		
WASTEBASKET (1 included)	\$15.00		
WALL PANELS	\$50.00		
POWER ADAPTERS	\$20.00		

NOTE: Each space receives one chair and one wastebasket

(A) TOTAL EQUIPMENT	\$	
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LIGHTING (2 lights per track are included)	RATE	QUANTITY	TOTAL
14 Watt LED Flood/Spot	\$30.00		

(B) TOTAL LIGHTING	\$	
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(A & B) TOTAL	\$	
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**SUITE INFORMATION**

Booth #: \_\_\_\_\_ Email: \_\_\_\_\_

Company \_\_\_\_\_ Telephone #: \_\_\_\_\_

Ordered by \_\_\_\_\_ Fax #: \_\_\_\_\_

**RETURN TO:**

Suites at Market Square

Attn: Kyle Utley

305 West High Avenue

High Point, NC 27260

Phone: 336-858-2663

Email: [Kutley@andmore.com](mailto:Kutley@andmore.com)

EQUIPMENT AND SERVICES ORDER FORM  
Suites at Market Square  
High Point Market April 25-30, 2025

**ORDER RECEIVED POST DEADLINE: March 28, 2025**

Refer to Section 7.1 of the Exhibitor Manual for equipment and services included in your booth package. If you need additional equipment or services, complete and return this form to the address below.

RENTAL EQUIPMENT	RATE	QUANTITY	TOTAL
TABLE 2'x4' laminate top	\$50.00		
CHAIR (1 included)	\$35.00		
WASTEBASKET (1 included)	\$20.00		
WALL PANELS	\$65.00		
POWER ADAPTERS	\$25.00		

NOTE: Each space receives one chair and one wastebasket

(A) TOTAL EQUIPMENT	\$	
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LIGHTING (2 lights per track are included)	RATE	QUANTITY	TOTAL
14 Watt LED Flood/Spot	\$35.00		

(B) TOTAL LIGHTING	\$	
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(A & B) TOTAL	\$	
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**SUITE INFORMATION**

Booth #: \_\_\_\_\_ Email: \_\_\_\_\_

Company \_\_\_\_\_ Telephone #: \_\_\_\_\_

Ordered by \_\_\_\_\_ Fax #: \_\_\_\_\_

**RETURN TO:**

Suites at Market Square  
Attn: Kyle Utley  
305 West High Avenue  
High Point, NC 27260  
Phone: 336-858-2663  
Email: [Kutley@andmore.com](mailto:Kutley@andmore.com)



EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM  
High Point Market April 25-30, 2025

**DEADLINE: March 26, 2025**

**TO THE EXHIBITOR:** Forward this form to the contractor after completing the top portion.

If you use the services of an independent set-up contractor or display house, ANDMORE **must be notified in advance** by completing and submitting this form by the deadline date.

Exhibitor Responsible at Show Site:

\_\_\_\_\_

Home Office Phone Number:

\_\_\_\_\_

Any customizations that

involve altering the standard booth walls must be reviewed by Show Management.

Please review ANDMORE showroom modification guidelines that are sent with the important dates and deadlines.

**TO THE CONTRACTOR:** Return this form with required Certificate of Insurance **March 26, 2025.**

Provide below the names of full-time employees who will be working in the booth listed above, and the dates for which work is contracted. Services provided must not conflict with existing labor regulations or contracts, and the independent contractor shall adhere to the regulations established by Show Management regarding entrance.

This form, accompanied by a Certificate of Insurance showing possession of a public liability and property damage insurance policy of not less than \$3,000,000 and Workmen's Compensation Insurance to cover employees, must be submitted by the contractor and approved by Show Management or access will be denied. By submitting this form, the independent contractor named below hereby agrees to conform to guidelines contained in the Exhibitor kit. If your client has not supplied to you a copy of the Exhibitor Guidelines, you may request a copy from Show Management.

Name of Contractor: \_\_\_\_\_ Dates for Contracted Work \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Authorizes Personnel

Name of Authorized Personnel

\_\_\_\_\_

\_\_\_\_\_

Name of Authorized Personnel

Name of Authorized Personnel

**RETURN TO:**

Suites at Market Square Attn: Kyle Utley  
305 West High Avenue High Point, NC 27260 Phone: 336-858-2663  
Email: [Kutley@andmore.com](mailto:Kutley@andmore.com)

## 12. WALLS, PANELS & FLOORS

ANDMORE has started the replacement of the existing temporary showroom walls as required by the Authorities having Jurisdiction from the City of High Point. This requirement involved extensive research, development and manufacturing of new walls that now meet specific code related standards. As an Exhibitor you will appreciate the new look, feel and the strength of the new walls as we continue to replace the existing walls. To protect this investment, ANDMORE has formulated new requirements for the walls used in the Suites at Market Square. Contact ANDMORE's Facilities and Maintenance at (336) 888-3745 for additional information on the care of the walls or any modifications not covered herein.

- No wallpaper to be applied directly to the wall panels. If Tenant wishes to have a papered look inside the booth then the following shall be followed:
  - Each panel is to have two  $\frac{3}{4}$ " hat channels vertically installed with machine screws @ 2' o.c.
  - $\frac{1}{4}$ " Masonite (or similar) material attached to hat channels (4' x 8' sheets are available)
  - Wall paper applied to Masonite (or similar) material
- Booth walls, columns or floors that have been soiled, marked, taped, Velcroed, stapled, painted, papered or otherwise damaged must be repaired by the Exhibitor
- Booth walls can typically hold items of a lightweight nature such as pictures and small decorative items hung with machine screws. Nailing of walls is no longer permitted due to the nature of the face material of the walls. Machine or Wood screws are recommended for use in hanging items from the face of the wall. No screw longer than 1" is permitted. Use only Phillips or Robertson (square head) style screws and drill pilot holes when possible to achieve a tighter joint.
- Booth walls that are drilled or have screws applied must be repaired at end of Market. Exhibitors or Contractors making repairs to booth walls shall use a latex caulk to fill holes of  $\frac{1}{2}$ " diameter or less. Holes or damage to booth walls greater than  $\frac{1}{2}$ " must use a non-shrink joint compound as approved by ANDMORE.
- No adhesives of any type shall be applied to wall panels
- Removable adhesive tape such as Hillman Group  $\frac{1}{2}$ " x 42" double faced tape is acceptable
- Crown Molding: crown moldings shall be attached in the following manner
  - Install 1" vertical wood strip with wood/machine screws as backer to molding at a location below metal header full width of panel, or Nail crown molding to wood strip
- Base Molding: base molding shall be screwed into wall panels with approved screw types
- Surface mounted light fixtures:
  - Tenant is responsible for any additional lights they wish to install on the outside face of their booths and must be installed directly to wall panel in the following manner
  - Tenant shall use "Project Source 3 – light White Gimbal Linear Track Lighting Kit" model #EC1576WH which can be purchased locally
  - Tenant shall use 14 gauge white 3 wire electrical wire with yellow 120v 3 wire male plug
  - Rental of electrical adapters for existing tracks to tie into existing electrical service are available from ANDMORE Maintenance

**STANDARD TERMS AND CONDITIONS**

**1. SPACE DESCRIPTION.** Tenant acknowledges receipt of a drawing or floor plan showing the exact location of the Premises in the Building. Landlord reserves the right to alter or correct the current square footage and configuration of the Premises and the floor on which the Premises is located at any time prior to the Market. By entering and occupying the Premises, Tenant shall be deemed to have accepted the Premises "As-Is", in its then current condition and, Tenant hereby releases Landlord for any liability or loss caused by any latent or patent defect therein. Tenant's rights under the Agreement include the right of access to the Premises through the common areas of the Building. This Agreement shall be subject and subordinate at all times to (a) any underlying master lease, and all modifications, amendments or renewals currently in place or subsequently executed, and (b) any mortgage or deed of trust affecting the Building. Landlord has the right to limit the suites assigned to Tenant and cannot guarantee suite assignment. There are no rights to sight lines or locations. All or any part of the Premises is subject to reassignment by Landlord for the purpose of consolidation of display space, expansion of the exhibit area, or for any reason, prior to commencement of the Lease term. Tenant acknowledges that the Premises and its overall configuration (as well as that of other premises in the Building) may change from time to time prior to Market. Any such reconfiguration may require the Premises to be reassigned or rearranged by Landlord. Landlord may also assign new premises or reassign the Premises as Landlord deems necessary by virtue of the availability of special services. If Tenant is assigned to premises on the basis of special services but does not require or need such special services, Tenant may be reassigned to different premises at the discretion of Landlord.

**2. BUILDING HOURS AND DATES.** Tenant's right to occupy the Premises begins on the Beginning Date for each Market Period, and ends on the Ending Date for each Market Period, set forth on the first page of this Agreement. Landlord reserves the right, in sole discretion, to change the Market dates. Landlord further reserves the right at any time to cancel the Market and in such event Tenant's sole remedy, if the Market is not rescheduled, shall be a refund of any rent or fees paid to Landlord for a Market suite. The dates and hours for installing, showing and dismantling exhibits shall be those specified in the General Information package forwarded to Tenant with this Agreement. The Premises must be open and staffed for business during exhibit hours and no dismantling or packing may be started before the official close of Market as stated in the General Information package. Tenant agrees to remove its property promptly after the close of Market. Any personal property which remains in the Premises after the last Ending Date shall be conclusively deemed to have been abandoned by its owner unless Tenant removes such property within 10 days after written notice from Landlord to remove it, and Landlord may dispose of any property not removed within such period by sale or in any other manner, in its absolute discretion. Tenant releases Landlord and its agents from liability for, and agrees to indemnify, defend and save harmless Landlord and its agents against, any claim, liability, loss or damage arising out of or connected with the sale or other disposal of such property. Tenant agrees to cooperate with any security programs adopted for the Building or the Market, including, without limitation, procedures and limitations established for the movement of personal property and persons into and out of the Building and the floor on which the Premises is located.

**3. PAYMENT TERMS.** Market Rent shall be paid as set forth on the first page of the Lease Agreement. If payment is not made by Tenant as required herein, Landlord may, at its option, terminate the Lease without notice, or consider Tenant last in priority when assigning available premises or, if premises have already been assigned to Tenant, reassign Tenant to different premises. Tenant agrees to pay when due all advertising and sample movement charges and all other amounts due Landlord. Tenant shall not be entitled to a refund of any part of any rent or fees should Tenant, for any reason, be unable to exhibit at the Market. If Tenant or an employee or representative of Tenant is a current or former tenant of a property managed by Landlord or its authorized agent, as a precondition to participation in the Market all accounts must be current and Tenant or such employee or representative must be in good standing in such property. Applications from outside the United States, no matter where the originate, will not be accepted unless accompanied by payment in U.S. dollars and paid by certified check, cashier's check, money order, Landlord approved credit card, or wire transfer on a U.S. bank. Payments by wire transfer must include an additional amount of \$25.00 (subject to change for increases in charges for international wires) to cover bank charges. If Landlord receives two (2) or more checks from Tenant which are returned by Tenant's bank for insufficient funds, Landlord may require that all checks thereafter be bank certified or cashier's checks. All bank service charges resulting from any returned checks shall be paid for by Tenant.

**4. ASSIGNMENT AND USE BY OTHERS.** Tenant agrees not to assign this Agreement or permit any other person to use any part of the Premises.

**5. USE AND OCCUPANCY.**

**5.1. Use.** Tenant shall use the Premises for the display, exhibition and sale of home furnishings, furniture, accessories, carpeting and wall coverings and for no other purpose.

**5.2. Operation During Market.** Tenant shall open the Premises, exhibit its products and staff Premises with employees for the entire period of the Market.

**5.3. Restriction on Other Exhibitions.** Tenant agrees (insofar as and to the extent Tenant may lawfully do so) that during the Market, Tenant will not, within a five (5) miles radius of the Building (i) operate any other showroom under the same trade name or names under which Tenant does business from the Premises, or (ii) exhibit the same merchandise which Tenant displays in Premises in any other location

**5.4. Property of Others.** Tenant will not place or permit to be placed in the Premises property of any other person or entity, unless it has first secured the written consent of Landlord

**5.5. Market Dates; Admission.** Landlord shall have the sole right to prescribe the qualifications, conditions and times of admission to the Building, and may restrict admission to accredited buyers and condition admission upon the presentation of credentials prescribed or provided by Landlord. Without limiting the generality of the foregoing, Tenant agrees not to admit any buyers to the Premises during the seven-day period prior to the Market.

**5.6. Compliance.** Tenant agrees not to use or occupy the Premises, or permit it to be used or occupied, in any manner which violates applicable laws or regulations affecting the Premises or the Building established by any governmental or public authority having jurisdiction to promulgate such laws or regulations, or by any insurance carrier insuring the Premises, property located therein, or the Building.

**5.7. Inspection by Landlord.** Landlord and its representatives shall be entitled to enter the Premises at any reasonable time for the purpose of inspecting the Premises or performing any work required or permitted to be performed by Landlord under this Agreement. Landlord agrees that to the extent practical, it will not unreasonably interfere with the operation of Tenant's business in the exercise of its rights under this Agreement

**5.8. Tenant Conduct.** Tenant will cause its agents and employees to conduct themselves in a professional manner at all times. Without limiting the generality of the foregoing, Tenant will not allow in the Premises or the Building: (a) displays that are undignified or noisy, including sound devices, flashing lights, megaphones, loud speakers, and show tactics; (b) scantily clad models or demonstrators; (c) raffles, prize drawings or promotional contests that require any degree of physical skill by the contestant; (d) unauthorized photography; (e) selling or giving away of samples for removal during show; and (f) displays or display activities conducted beyond the physical bounds of the Premises. In addition to the foregoing, Tenant acknowledges and agrees that tipping is not permitted in the Premises, the Building or within any of the Market complexes.

**6. RULES AND REGULATIONS.** Tenant agrees to abide by all rules, regulations, guidelines and policies set forth in the General Information package, which is made a part of this Agreement.

**7. INSURANCE; INDEMNITY**

7.1 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.

**SUITES**  
AT MARKET SQUARE

(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.

**7.2. Waiver of Subrogation.** Notwithstanding anything to the contrary elsewhere in this Agreement, to the extent that any business interruption or loss damage to property occurring in the Premises or in the Building, or in any manner growing out of or connected with Tenant's occupation of the Premises or the condition thereof (whether or not caused by the negligence of Landlord or Tenant or their respective agents, employees, contractors, tenants, licensees, or assigns) is covered or required to be covered by insurance (regardless of whether the insurance is payable to or protects Landlord or Tenant, or both) neither Landlord nor Tenant, nor their respective officers, directors, employees, agents, invitees, assignees, or tenants, shall be liable to the other for such business interruption or loss or damage to property, it being understood and agreed that each party will look to its insurer for reimbursement. This release shall be effective only so long as the applicable insurance policies contain a clause to the effect that it shall not affect the right of the insured to recover under the policies. Such clauses shall be obtained by the parties wherever possible. Nothing in this section may be construed to impose any other or greater liability upon either Landlord or Tenant than would have existed in its absence.

**7.3. Assumption of Risks, Release and Indemnity.** Tenant (a) assumes all risks with respect to, (b) releases Landlord and its agents from liability for, and (c) agrees (except to the extent Landlord is effectively protected by insurance) to protect, indemnify and save harmless Landlord and its agents from, and to defend Landlord (through counsel acceptable to Landlord) against any claim, liability, loss, or damage arising out of or connected with the following, however caused and wherever originating and regardless of whether the cause or means of repairing the same is accessible to or under the control of Tenant: (a) damage to property of Tenant, its agents or employees occurring in or about the Building; (b) damage to property of anyone occurring in or about the Premises; (c) any injury to or interruption of business or loss of profits attributable to or connected with any damage to property referred to under subparagraph (a) and (b), above; (d) death or personal injury occurring in or about the Premises (unless resulting from the negligence of Landlord or its agents); or, (e) any other risks with respect to which Tenant is required to insure by the terms of this Agreement (whether or not such insurance is actually in force). In addition to and without limiting the generality of the foregoing, Tenant's assumption of risk, release, and indemnity obligations as set forth above shall apply to any claim, liability, loss or damage arising out of or in connection with (a) Tenant's occupancy of or conduct of business in the Premises; (b) the condition of the Premises; (c) any default of Tenant under this Agreement; and (d) mechanic's or materialmen's liens asserted by persons claiming to have dealt with Tenant.

**8. SECURITY.** Landlord will provide uniformed guard service during the hours the Building is closed. Tenant is solely responsible for its own display and product and should insure its Premises against loss or damage from any cause whatsoever. All property of Tenant shall remain in its control, custody, and care in transit to, from or within the confines of the Premises. If Landlord's employees are required to remove or handle Tenant's property, a charge for such handling at customary rates on a time and material basis will be payable by Tenant.

**9. DAMAGE OR DESTRUCTION.** If the Premises or the area of the Building in which it is located is damaged by fire or other casualty to such extent that Tenant cannot effectively exhibit its merchandise, this Agreement will terminate as of the date of the damage or destruction, and Landlord will refund a pro rate part of the Market Rent for the portion of the Exhibition Dates following such termination. Tenant agrees that Landlord or its authorized management agent, shall not be liable to Tenant, or any of Tenant's employees, agents, representatives, customers or invitees or anyone claiming through, by or under Tenant, for any damages, including but not limited to all fees paid by Tenant, injuries, losses, expenses, claims or causes of action, because of any interruption, diminution, delay or discontinuance at any time in the furnishing of any services or operating, maintaining, repairing or supervising the Building when such interruption, diminution, delay or discontinuance is occasioned, in whole or in part, by repairs, renewals, fire, emergencies, improvements or additions, by any strike, lockout or other labor disputes, war, acts of God, by inability to secure gas, electricity, water or other fuel at the Building, by any accident or casualty whatsoever, by government action or order, by act or default of Tenant or other parties, labor or material shortages, transportation delays, or by any other cause beyond Landlord's or its authorized management agent's reasonable control; nor shall any such interruption, diminution, delay or discontinuance be deemed an eviction or disturbance of Tenant's use or possession of the suites or any part thereof; nor shall any such interruption, diminution, delay or discontinuance relieve Tenant from full performance of Tenant's obligations under this Lease.



**SUITES**  
AT MARKET SQUARE

**10. LANDLORD'S REMEDIES.** If Tenant fails to perform any obligation of Tenant under this Agreement, or to pay when due any other amounts owed to Landlord without prejudice to any other remedy available to Landlord, Landlord may terminate Tenant's right to occupy the Premises, remove Tenant's property from the Premises, and place it in storage. Tenant hereby grants unto Landlord a security interest in all of Tenant's property so removed, to secure all amounts due under this Agreement, together with the cost of removal and storage, and any other amounts owed to Landlord. If Tenant fails to pay all such amounts due after invoice (directed to Tenant at the address shown on the first page of this Agreement) from Landlord, Landlord at any time hereafter may exercise, with respect to such property, in addition to its other remedies, the rights of a secured party under Chapter 25 of the North Carolina General Statutes. In addition to all other amounts due in the event of a default under this Agreement, Tenant agrees to pay Landlord reasonable attorney fees and costs of litigation. Landlord shall be entitled to close any market suite or exhibit at any time for failure by Tenant or any of its officers, agents, employees, or other representatives to perform, meet or observe any term or condition set forth herein, and such Tenant shall not be entitled to a refund of any part of any rent or fee. Landlord's remedies are cumulative and not exclusive of other remedies to which Landlord may be legally entitled.

**11. NO WAIVER.** No modification, waiver or amendment to this Agreement shall be binding unless such modification, waiver or amendment is in writing and signed by both parties. Submission of this instrument for examination shall not bind Landlord or its authorized management agent in any manner, and subject to all other rules and regulations, no obligation of Landlord shall arise unless and until Tenant has an assigned space in the Market. The failure of Landlord or its authorized management agent at any time or times to require performance of any provision in this Agreement shall in no manner be deemed a waiver of its right to require such performance and shall in no manner affect its right at a later time to enforce the same provision.

**12. AUTHORITY.** The individual executing this Agreement on behalf of Tenant represents and warrants authority to do so. Signatures of Tenant on copies of the Agreement transmitted by electronic or telephonic means shall be deemed originals for all purposes hereunder and shall have the same legal effect as an originally drawn signature and binding upon Tenant

**13. TRADE NAME.** Tenant hereby grants to Landlord an irrevocable, non-exclusive license to use Tenant's Trade Name, together with a description of the nature of Tenant's business, in any television, radio, print, electronic or other media advertising or marketing programs of Landlord, and Tenant shall cooperate with Landlord in carrying out such advertising and marketing.

**14. OFAC REPRESENTATION.** Tenant represents and warrants that it is not listed, nor is it owned or controlled by, or acting for or on behalf of any person or entity, on the list of Specially Designated Nationals and Blocked Persons maintained by the Office of Foreign Assets Control of the United States Department of the Treasury, or any other list of persons or entities with whom Landlord is restricted from doing business with ("OFAC List"). Notwithstanding anything to the contrary herein contained, Tenant shall not permit the Premises or any portion thereof to be used, occupied or operated by or for the benefit of any person or entity that is on the OFAC List. Tenant shall provide documentary and other evidence of Tenant's identity and ownership as may be reasonably requested by Landlord at any time to enable Landlord to verify Tenant's identity or to comply with any legal requirement.

**15. MISCELLANEOUS.** This Agreement (a) shall be governed, construed, and enforced under the laws of North Carolina and the parties submit to the jurisdiction of the courts of North Carolina and stipulate that Guilford County, North Carolina, is proper venue for the purpose of all controversies which may arise under this Agreement; (b) contains the entire understanding of the parties and there are no conditions precedent to its effectiveness or collateral understandings with respect to its subject matter; (c) shall not be construed strictly against either party, but fairly in accordance with their intent as expressed herein; and (d) binds the parties, their respective heirs, personal representatives, successor and assigns.