

ANDMORE®

at High Point Market



FALL 2026 EXHIBITOR MANUAL



INTERNATIONAL HOME FURNISHINGS CENTER

An ANDMORE Company

209 S. Main Street • P.O. Box 828 High Point, NC 27262-0828

(336) 888-3700 • Fax (336) 882-6322

www.highpointmarketandmore.com



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SHIPPING & LOGISTICS

- ☐ Confirm shipping address and delivery schedule
- ☐ Label all freight with Company Name + Showroom Number
- ☐ Schedule inbound and outbound shipments in advance
- ☐ Plan for dock time limits and staging requirements
- ☐ Ensure all freight is ready prior to loading/unloading.

SHIPPING ADDRESS

Showroom Name, Space Number
c/o International Home Furnishings Center
239 S. Wrenn Street
High Point, NC 27260

FUTURE MARKET DATES

Year	Spring	Fall
2027	April 10-14	October 23-27
2028	April 22-26	October 21-25
2029	April 21-25	October 13-17

SAFETY & COMPLIANCE

- ☐ Do NOT block exits, hallways, or stairwells
- ☐ Maintain fire code compliance (clearance, materials, sprinklers)
- ☐ Obtain required ABC permits if serving liquor
- ☐ Follow all building and exhibition regulations

TOP 5 THINGS TO NOT MISS

- ☐ Submit After-Hours Request (if working late/weekends)
- ☐ Ensure all staff have badges before arrival
- ☐ Label all shipments correctly (Company + Showroom)
- ☐ Keep corridors and exits completely clear
- ☐ Schedule outbound shipping before Market ends

THE TIME ZONE REFERENCED IN THIS MANUAL IS EASTERN STANDARD TIME (EST)

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1. BUILDING OPERATIONS

1.1. IHFC Building Hours The Month of Market

WHEN	BUILDING	LOADING DOCK
MONDAY – FRIDAY NORMAL BUSINESS HOURS	8:00 AM – 5:00 PM	8:00 AM – 12:00 PM 2:00 PM – 4:30 PM
SATURDAY & SUNDAY NORMAL BUSINESS HOURS	CLOSED	CLOSED
SATURDAY, OCTOBER 3 RD & SUNDAY, OCTOBER 4 TH MARKET PREPARATION	8:00 AM – 5:00 PM	CLOSED
MONDAY, OCTOBER 5 TH – FRIDAY, OCTOBER 9 TH MARKET PREPARATION	8:00 AM – 11:59 PM	8:00 AM – 5:00 PM
SATURDAY, OCTOBER 10 TH – SUNDAY, OCTOBER 11 TH MARKET PREPARATION	12:00 AM – 11:59 PM	8:00 AM – 3:00 PM
MONDAY, OCTOBER 12 TH – WEDNESDAY, OCTOBER 14 TH MARKET PREPARATION	12:00 AM – 11:59 PM	8:00 AM – 5:00 PM
THURSDAY OCTOBER 15 TH FINAL DAY TO SET UP	12:00 AM – 11:59 PM	CLOSED
FRIDAY, OCTOBER 16 TH ALL SET UP SHOULD BE COMPLETE	12:00 AM – 11:59 PM	CLOSED
SATURDAY, OCTOBER 17 TH – TUESDAY, OCTOBER 20 TH FALL MARKET	8:00 AM – 7:00 PM	CLOSED
WEDNESDAY OCTOBER 21 ST LAST DAY OF MARKET	8:00 AM - 5:00 PM	CLOSED
THURSDAY, OCTOBER 22 ND – FRIDAY, OCTOBER 23 RD NORMAL BUSINESS HOURS	8:00 AM - 7:00 PM	8:00 AM – 12:00 PM 2:00 PM – 4:30 PM
SATURDAY, OCTOBER 24 TH – SUNDAY, OCTOBER 25 TH AFTER MARKET	CLOSED	CLOSED

1.2. Building Contacts

DEPARTMENT	NAME	NUMBER/EMAIL
Head of Campus Operations (Floors 7-12)	Kena Sims	336.888.3780 ksims@ANDMORE.com
Property and Tenant Relations Manager (Floors 1-6)	Dorisa Norwood	336.888.3740 dnorwood@ANDMORE.com
Security Coordinator	Samone Hooper	336.888.3719 hpsecurity@ANDMORE.com
Logistics Coordinator	Shannon Ward	336.888.3764 hpshippingeast@ANDMORE.com

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1.3. After-Hours Request

An After-Hours Request requires 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 requests, 12-hour advance notice is required. Please email your Property & Tenant Relations Manager to arrange for the added coverage.

1.4. Yearly Building Closures

MONTH	CLOSURE DAY
JANUARY	**CLOSED NEW YEAR'S DAY CLOSED MARTIN LUTHER KING JR. DAY
FEBRUARY	CLOSED PRESIDENT'S DAY
MARCH	
APRIL	
MAY	CLOSED MEMORIAL DAY
JUNE	
JULY	**CLOSED INDEPENDENCE DAY
AUGUST	
SEPTEMBER	CLOSED LABOR DAY
OCTOBER	
NOVEMBER	**CLOSED THANKSGIVING DAY CLOSED FRIDAY AFTER THANKSGIVING
DECEMBER	**CLOSED CHRISTMAS DAY

**ANDMORE offices and loading docks close at 1:00 PM on the day before the holiday.

1.5. Property and Tenant Relations Contact Information

FLOORS 1-6	FLOORS 7-12
Dorisa Norwood	Kena Sims
Property and Tenant Relations Manager	Head of Campus Operations
336.888.3780	336.888.3740
dnorwood@ANDMORE.com	ksims@ANDMORE.com

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2. GENERAL INFORMATION & POLICIES

2.1. *Welcome to the Market*

This manual serves as a reference guide for your October 2026 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.

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.

IHFC, a division under ANDMORE operates for the wholesale distribution of home furnishings. Direct sales to consumers are not allowed from the showrooms nor should the showroom be promoted directly to consumers.

2.3. *Outside Service Firms and Contractors*

IHFC, 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 IHFC must first obtain ANDMORE'S approval and may need to request a Building Authorization Permit (BAP) depending on service request.

Among other things, all service firms must:

- Carry insurance satisfactory to IHFC, including comprehensive general liability with limits of not less than \$3,000,000 and statutory workers compensation insurance on all employees, including part time, casual, and day laborers.
- Execute lien waivers and indemnity agreements satisfactory to IHFC/ANDMORE.
- Always follow IHFC/ANDMORE Guidelines and policies.

2.4. *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. Please send all updated COI's to your PTRM.

2.5. *Market Staffing*

Showrooms must be staffed throughout the duration of the Tradeshow. This includes Wednesday.

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2.6. Smoking Policy

ANDMORE properties are non-smoking facilities, this includes docks and stairwells.

2.7. ABC Permits for Serving Alcohol

If you are planning to serve liquor in your showroom during the upcoming Fall 2026 High Point Market, you are required by the State of NC to buy a "Limited Special Occasion Permit". This applies only to liquor, not beer and wine. No permit is needed for serving beer and wine. However, if you are planning to buy 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 your Property and Tenant Relations contact. Deadline for request is September 4, 2026.

3. GENERAL SHOW INFORMATION

3.1. Exhibit Dates & Hours

Saturday, October 17 th	Sunday, October 18 th	Monday, October 19 th	Tuesday, October 20 th	Wednesday, October 21 st
8:00 AM – 7:00 PM	8:00 AM – 7:00 PM	8:00 AM – 7:00 PM	8:00 AM – 7:00 PM	8:00 AM – 5:00 PM

3.2. Rules & Regulations of Exhibition

In addition to any Rules and Regulations that may be provided to you, please review the terms and conditions of your Lease. Specifically, please be aware of the requirements set forth under the following Articles of the Lease:

- Article IV- Permitted Use and Operation of Premises (Sections 4.1 and 4.3)
- Article V – Landlord and Tenant Improvement Obligations (Section 5.2)
- Article IX- Insurance and Indemnity (Sections 9.1 and 9.4)
- Exhibitor badges are always required.
- All ANDMORE High Point Buildings are non-smoking.
- All products must remain within the confines of leased space.
- All corridors around spaces must be free of product.
- No hanging of products is allowed on exterior corridor walls.
- Adhere to all Fire Department & Show Construction rules.
- Adhere to all regulations set forth by this manual.
- Storage Agreements (spaces) and Temporary Lease Agreements (spaces) should adhere to Fire Regulations.

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3.3. Fire Regulations

- Fire Violations are charged per occurrence per space.
- Emergency Exits should be visible at a 360-degree view.
 - Emergency Exits should be cleared from any product.
 - Emergency Exits should NEVER be blocked.
- Stairwells and Hallways are considered Common Areas, and are prohibited to have any product stored, placed, displayed. We have sponsorship opportunities that can assist boost your presence at Market.
- Fire Extinguishers are to be 75 feet apart from each other.
- Every space requires at least a 36-inch clearance path to each Exit and Emergency Exit.
- Sprinkler heads are not permitted to have covers.
- Sprinkler heads should have at least an 18-inch clearance from the top of the product/item.
- Dead plants are considered fire violations.
 - All live plants should be removed at the end of the show.
- All Tarp coverings are to be fire retardant, NFPA-701 approved.
- Fire doors and exit doors may not be blocked.
- Any drapery and decorative additions, curtains, fabric, should be fire retardant.
- Open flames are prohibited by the current state of NC fire code. (Fire Prevention Code Section 502.5 Open Flame or Restricted).

3.4. Registration/Exhibitor Badges

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.

- 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 2, 2026
- Last day for international exhibitors to register and have passes mailed: September 18, 2026
 - No badges will be printed after mailing dates, until On-site Registration opens.
- Onsite registration opening: October 15, 2026, at 7 AM EST
- Online New Buyer registration closes: October 9, 2026, at 5 PM EST
- Online Returning Buyers and Industry closes: October 14, 2026, at 6 PM EST
- Bring your barcode confirmation (printed or on your smartphone) and photo ID to have your passes printed at a registration desk in your building.

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4. SECURITY

4.1. Temporary Labor and Contractor Wristbands

Exhibitor day workers, contractors and guests must be signed in at the IHFC lobby, with Photo ID, where wristbands/labels will be issued. Please note that ANDMORE Security serves as a general deterrent to theft and should not be relied upon for the protection of property. ANDMORE, including show management, its agents, and official vendors, does not accept responsibility for the loss or safety of exhibitors' property.

To report any security incidents or to request private security services, contact ANDMORE Security at 336.888.3719.

Security Breaches Often Result From:

- Failure to escort temporary workers out of the building (this is strongly encouraged.)
- Use of street labor — professional staffing services are strongly recommended.

Exhibitor Responsibilities Include:

- Submitting the names of all temporary labor or guests to their ANDMORE Property & Tenant Relations Manager for the Guest Access Portal, including:
 - Start and end dates.
 - Access level:
 - *Restricted*: Access only when the showroom is staffed
 - *Unrestricted*: Anytime access, including authorization to use lights/utilities
- Collecting wristbands and escorting workers to sign out at Security at the end of each workday

Reminder: Exhibitors are fully responsible for the conduct and negligence of any temporary labor hired to work within ANDMORE properties. It is strongly recommended that exhibitors escort all temporary workers in and out of the building.

4.2. Admittance Policies

Only personnel authorized on your IHFC *Unrestricted Authorized Access Form* may enter your showroom and be able to request lights and HVAC services. Additions or deletions must be noted in an email. Exhibitors must email the names of any guests, day workers and/or vendors to be entered into the security access system, please provide dates (24-hour notice is asked). Send changes/requests to your Property and Tenant Relations contact.

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 property.

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4.3. Phone and Internet Services

Lumos Networks/North State Communications handles all new phone installations and relocations for exhibitors. Lumos 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.

Email: BusinessSalesSupport@lumosfiber.com

Phone: 336-872-8218

5. SHOWROOM SERVICES

5.1. Exhibitor Appointed Contractors (EAC)

- EACs must also abide by the “Rules and Regulations of Exhibition” Contractor Guidelines
 - The EAC shall be given the right to provide services requested of them by an exhibitor.
- Any customizations that involve altering the standard walls must be reviewed with building Management.
- EAC’s shall cooperate fully with building management.
- To secure an ANDMORE building authorization pass, call the Tenant Improvement Department at 336.821.1505.
- The EAC shall adhere to the rules and regulations in this manual.
- The EAC shall have a valid public liability and property damage insurance policy for at least \$3,000,000.00.
 - 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.
- EACs must check-in and pick up a day/work pass at the main entrance each day.
- All construction must be permitted by the City of High Point if required.

5.2. 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 your Property and Tenant Relations contact for approval 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

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5.3. Utilities During Showroom Setup

Utilities during showroom setup: HVAC is turned on 30 days before Market and turned off 14 days following Market. For other times, Exhibitors will be billed according to square footage of your space multiplied by .003.

5.4. Showroom Plans

All painting, flooring, and construction require an ANDMORE building authorization. Please submit your plans by Friday, August 7, 2026, 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 simple steps:

- Submit plans to ANDMORE Tenant Improvements, Sherrie Kruse, skruse@ANDMORE.com.
- Obtain ANDMORE approval.
- Obtain City Permit(s), if applicable.
- Obtaining ANDMORE Building Authorization Pass.
- All construction must be completed before Friday, September 11, 2026.

5.5. Tipping Policy

Tipping of building labor is not permitted. We are constantly striving to improve our services, and your employees are instructed not to accept tips.

6. SHIPPING AND MATERIAL HANDLING

6.1. Elevator Dimensions

ELEVATOR	WIDTH	LENGTH	HEIGHT	MAXIMUM CAPACITY
Commerce Freight #1	12'	8'4"	8'	8,000 lbs.
Commerce Freight #2	12'	8'7"	8'	12,000 lbs.
Design Freight	9'	12'	8'	6,000 lbs.
Green Freight	12'4"	9'	8'	6,000 lbs.
Hamilton Freight #1-#3	11'6"	7'6"	8'	5,000 lbs.
Main St./North Freight	10'8"	6'	7'	8,000 lbs.
South Main Freight	9'1"	12'6"	7'	4,000 lbs.
Truck Freight/Main St.	12'4"	38'	12'7"	35,000 lbs.
Wrenn Freight	12'4"	8'9"	8'	6,500 lbs.

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6.2. Loading Time Allowance

- We kindly ask for all outbound shipments to be fully packaged/wrapped, staged and ready for loading before carrier vehicles back into the dock.
- Box/Straight trucks, POV's, Cargo/Sprinter vans and pull behind trailers are allowed an (1) hour for loadout. Exceeding the allotted time may incur an additional fees (up to \$300).
Large loads such as 20 ft, 40 ft containers, 48 ft or 53 ft trailers are allowed two (2) hours for loadout.
- Keeping these windows ensures that we avoid long waiting times or traffic lanes blocked.

Warehouse Dock Rules: Time Limits & Guidelines

Dock Berth Time Limits



1 Hour Max: This time limit applies to POV's, Cargo Vans, pull behind trailers, Sprinter vans, Box Trucks, and straight trucks.



2 Hours Max: This time limit applies to 20' containers, 40' containers, and 48-53-ft loads.

Important Procedures & Warnings



Be Prepared to Avoid Delays
Ensure all outbound items are fully wrapped, packaged, and ready to roll onto the truck *before* the vehicle backs into the dock.



Overtime Charges May Apply
Additional charges may be applied to any vehicle that extends its dock berth time beyond the specified limit.

6.3. Market Logistics Rates and 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 hpshippingeast@andmore.com or at 336.888.3764 with any questions.

- Outbound Deadline Date: Friday, October 2, 2026
 - All outgoing shipments after this date will incur an additional \$300.00 after the deadline fee.
- Inbound Deadline Date: Truck Login by 3:00 PM, Friday, October 9, 2026
 - All inbound shipments and trucks must be checked in by 3:00 PM to receive same day service.

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6.4. Freight Receiving/Shipping

- All Dock Usage REQUIRES A DOCK APPOINTMENT.
- Dock appointments should be scheduled 24 hours in advance to the scheduled arrival time.
- ANDMORE Logistics receiving rates listed below include receiving services of unloading and delivery to (near) showroom and the cost of debris removal.
- Pre-constructed crating dimensions should be no more than 4-ft x 8-ft x 6-ft, and a weight of no more than 750 lbs. on large, heavy plastic casters. If the crating arrives that is too large or heavy, it may be unpacked on the dock. An additional handling charge of \$300 per occurrence may apply.
- IHFC personnel will not handle construction material: e.g., lumber, paint, carpet, flooring material, etc. Construction material must be handled by the Exhibitor or their agent. Any RTA (Ready to Assemble) walls, floors and/or other display materials must be pre-cartoned, labeled and on wheels for easy handling by IHFC dock personnel if shipped with merchandise.

6.5. Updated Surcharges

- Unscheduled shipments will incur a fee of \$300 and possibly \$20 per skid, for recurring events. It is important to schedule your dock appointment(s) at least 24 hours, in advance, to avoid fees.
- Shipments that miss their arrival time by 30 minutes or more, your appointment is deemed canceled, and carriers will be asked to wait in Marshalling or reschedule for a later time. Additional Fees may apply. No Show/Cancellation fees: \$185- \$375 depending on load characteristics.
- Shipments are to follow their allotted scheduled block. Shipments that exceed their allotted time, may be charged for additional usage.

6.6. Standard Flat Rates

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

- Tenant Self Load and Unload \$199.
- Discounted rates begin August 20, 2026, and ends September 17, 2026.
- 10% off published rates for full and half loads only during this timeline.
- After September 17, 2026, rates will not be discounted.

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6.7 Outbound Shipments

The C3 portal will need 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.

- Showroom Name and Showroom Space Number.
- Requested date of pickup.
- Loose piece or pallet count.
- Completed Bill of Lading (ANDMORE Logistics load out services) to confirm dock time. Failure to do so could delay the shipment of your freight.
- Authorization from tenant to remove product.

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 hpshippingeast@ANDMORE.com with any questions or comments.

6.8 Shipping Address

Showroom Name, Space Number
c/o International Home Furnishings Center
239 S. Wrenn Street
High Point, NC 27260

6.9 UPS/FED EX/Other Package Services

Small packages will be delivered to your space by Federal Express, UPS and courier personnel. Dock Associates will sign for deliveries to give drivers access to the building but do not assume responsibility for delivery of packages from these services. Packages should be labeled with the company name, showroom number, and address. Users of Amazon Prime that ship packages via USPS to ANDMORE properties may have to collect their merchandise from the local Post Office.

6.10 International Shipping

If you need help with international freight and customs arrangements, call:

- R.E. Rogers, Inc. at www.rerogers.com
- Customs and Border Protection at 202.354.1000 or www.cbp.gov

If you are an international exhibitor with products arriving through Customs, please note that we are not responsible for any customs clearance. We are not the importer and cannot offer Customs any information or paperwork about your shipment. 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.

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6.11 Responsibility and Liability

- ANDMORE assumes NO responsibility for improperly loaded shipments (P.O.V.'s or common carriers).
- ANDMORE is not responsible for any damage to products that are un-cartons or improperly shrink-wrapped in a skid.
- ANDMORE assumes no responsibility for shipments until they are collected from the exhibitor's booth.
- ANDMORE'S responsibility ends upon delivery to contracted freight carriers. ANDMORE is not responsible for loss or theft of materials after they have been delivered to your showroom or after they have been picked up for loading out of the dock. You are required only to contact your carrier, pack your materials, and label your materials appropriately. ANDMORE Logistics will aid with taking your product to the dock.
- A Bill of Lading may be picked up at the dock office (attach a copy of Bill of Lading to your packages) to ensure an accurate and complete pick-up.

6.12 Tenant Self Load / Unload

- Tenants will be billed for equipment borrowed not returned after 5 hours at \$400 per flat cart and wooden trash bins and \$125 per four-wheel dolly.
- ANDMORE does require a debris fee of \$199.00 per truck to dispose of the Tenants packing materials.



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



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



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.

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6.13 POV's – Private Owned Vehicles

- POVs are defined 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 go with 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.

Personal Operating Vehicles That Qualify



Personal Operating Vehicles That DO NOT Qualify



6.14 After Market Outbound

- The market closes on Wednesday, October 21, 2026, at 5 PM.
- Thursday, October 22, 2026, is the first day of breaking down and dock usage.
- Freight outbound will start at 8:00am, Thursday, October 22, 2026, at all properties.

6.15 General Labor

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 products with care.

Monday-Friday 8:00 AM – 5:00 PM	\$27.00 Per Hour/Person
Before 8 AM, After 5PM Weekends	\$40.00 Per Hour/Person (Prearranged ONLY)

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7 SCHEDULING AND COORDINATION

7.1 Dock Appointments

C3 Solutions is a web-based platform that is enhancing our current coordination playbook for dock appointments. You will have real-time access to loading dock appointments with the ability to schedule electronically.

Here is the link <https://www.c3reservations.com/andmore/app/>

7.2 Inbound Shipments

The C3 portal will need the following information to effectively schedule your shipment. Please be aware the consignee or shipper should never be listed as your building or ANDMORE for deliveries to your showroom.

- Showroom Name and Showroom Space Number
- Requested date of delivery
- Loose piece or pallet Count
- Freight Carrier
- Pro/Container Number if applicable

7.3 Buyer Pick Up

Showrooms that have been bought must schedule a move-out time in the week following the market. IHFC will not be responsible for product or moving this product to the IHFC Docks. This move out may be scheduled the following Tuesday after close of Market. For showroom access, please send buyer information and access date to your Property and Relations contact.

- No sample/product removal before Thursday, October 22, 2026.
- Exhibitors are responsible for scheduling pickups and attaching a BOL to outgoing freight.
- Market samples may be removed after Market closes, given all accounts with IHFC are satisfactory.

8 SAMPLE SALES

Individual samples sold may not be removed from IHFC during the show. Hand carried, individual samples sold may be removed from the building Wednesday, the last day of Market. Samples need to be removed from the rear of the building at the door marked by Security. All hand carried items must have a paid bill of sale to show Security. IHFC will not be responsible for any samples left for pick-up. For showroom access, please send buyer information and access date to your Property and Relations contact.

ANDMORE®

at High Point Market

9 MARKETING/PROMOTION

9.1 Marketing Assistance

Per your lease, ANDMORE 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.

9.2 Market Publications

- Previews- Furniture and Accessory editions mailed 45 days before the 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 by every registered buyer as they enter the market and are used throughout the year, this publication has become the established guide to Market. It holds 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 Julie Messner for more details: jmessner@ANDMORE.com or 336.888.3722.
- Web Site: www.andmorehighpointmarket.com

9.3 Buyer Registration Software

Eventkrowd: 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.

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

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

10 NOTES:

[illegible]

TEMPORARY SHOWROOM LIGHTING

PERMITTED IN INTERNATIONAL WHOLESALE TRADE SHOWS—NORTH CAROLINA

Following this limited exemption using NC General Statute 87-43.1 (12) and all local requirements.

NCGS 87-43.1(12)

12) To any person when that person is temporarily attaching listed single 3-prong (NEMA 5-15R or 5-20R) receptacles or power taps to existing temporary luminaires or lighting fixtures and plugging those luminaires or fixtures into existing permanent receptacles, only when all of the following apply:

1. The work is performed solely for a permitted International wholesale trade show in an exhibition hall, mercantile, or assembly occupancy space in this State.
2. A valid electrical permit is obtained from the local authority having jurisdiction prior to the work.
3. The work is inspected and approved by the local electrical inspector before the international wholesale trade show opens.

QUICK REFERENCE

ALLOWED vs NOT ALLOWED

ALLOWED (Within Exception)	NOT ALLOWED (Requires Licensed Contractor)
Plug listed temporary light into existing permanent receptacles.	Add, move, or extend circuit or receptacle.
Attach listed single 3-prong plug to temporary luminaire.	Add or move switches or lighting circuit.
Use the NEMA 5-15R or 5-20R temporary connection.	Run wires in or through walls, ceilings, or other building components.
Temporary cord and plug lighting only.	Hard-wire lights into junction box, circuit, or panel.
Temporary installations for permitted trade show.	Connect with other than approved method by electrical inspector.
Allowed only with permit and inspection regardless of cost.	Hanging fixtures or cords from sprinkler piping or electrical conduits.

INSPECTION CHECKLIST

1) Commercial Over-the-Counter Electrical Permit has been issued by the City of High Point — Inspections Services Department — Use Wiring Method Guidance.	6) All temporary fixtures are installed to the structure and not sprinkler piping, electrical conduits, mechanical duct or supports, or in a hazardous manner.
2) All temporary fixtures listed and labeled with third-party approval.	7) Installation matches the permitted scope of work.
3) All cords installed meet NEMA 5-15R or 5-20R specifications.	8) Request an electrical inspection. (Multiple inspections can be requested as needed)
4) All connections have been made properly using approved WAGO connectors and properly secured in housing.	9) Obtain a final approval and certificate of compliance before the shows opening date.
5) All cords are properly supported to the structure and not sprinkler piping, electrical conduits or in a hazardous manner.	WHEN IN DOUBT - CALL THE INSPECTIONS DEPARTMENT

HOW TO APPLY FOR A PERMIT

www.BuildHighPoint.com

Create an account, apply for Commercial OTC Electrical Permit, and upload any documents.

CITY OF
high point.

QUESTIONS?

Inspections Services Department
(336) 883-3151

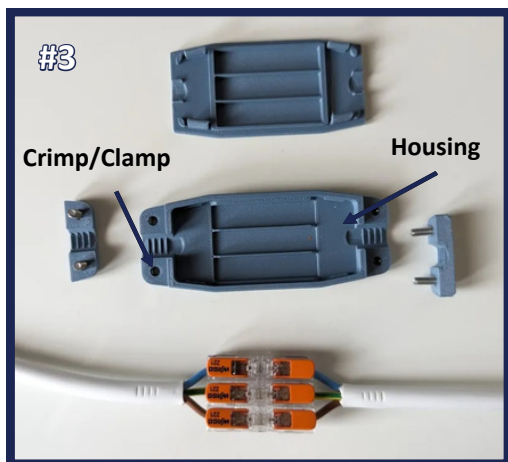
TEMPORARY SHOWROOM LIGHTING - WIRING METHOD



#1—Light Fixture—with manufactured wiring from the luminary (light bulb / LED) through the fixture to the mounting.



#2—Factory wiring will connect ground wire to fixture and fixture wire, with no additional splices or extensions directly into the next step with ground.



#3—Fixture wiring and ground connect directly into WAGO connector inside of a housing package/box with crimp/clamps on the wiring housing. This prevents the splice connector from undue strain. The housing does not have to be mounted but needs to be supported to a structure or the fixture (in the box next to mount or on support system.)

WAGO—221 Splice Connector



#5—Cord plugs directly into the outlet that is wired to the premise wiring. The use of additional drop cords, surge protectors, splitters, etc. are not allowed to be used due to overloading of a circuit, wiring, or equipment.



#4—Appliance connector at least 14AWG with ground connects directly into WAGO connector inside of housing package/box with crimp/clamp on the wiring housing. This prevents the splice connector from undue strain. The housing does not have to be mounted but needs to be supported to a structure or the fixture (in the box next to mount or on support system.) Maximum length of appliance connector is 12 feet. Must be supported in accordance with NEC to structure. Support by adjoining light fixtures, sprinkler piping, gas piping, electrical conduits, etc., will not be acceptable.