



# SHOWPLACE

## EXHIBITOR MANUAL

April 2026



SHOWPLACE  
211 E. Commerce Avenue  
High Point, NC 27260

(336) 888-3700

[www.highpointmarketandmore.com](http://www.highpointmarketandmore.com)

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

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## 1. 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.

Sincerely,

A handwritten signature in black ink, appearing to be 'Jon Pertchik'. The signature is fluid and cursive, with a large initial 'J' and a long, sweeping underline.

**Jon Pertchik**  
Chief Executive Officer ANDMORE

# Building Operations

## YEAR-ROUND OPERATING HOURS



Time Frame	BUILDING	LOADING DOCK
Monday – Friday (The dock is closed from 12pm-1pm for lunch)	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 4:30 p.m.
Market Preparation: Monday-Friday Starting April 2026	See page 18	See page 18
Emergency Service Contact Security at 336-888-3719	5:00 p.m. – 11:00 p.m.	N/A
Market	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 8:00 p.m.

### Tenant Request For Coverage

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

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

## Showplace Operating Calendar

January	**Closed for New Year’s Day , Closed MLK Day
February	Closed for President’s Day
March	Pre-Market March 23-24
April	Market April 25-29 <i>See Section 4 for Shipping deadline fees.</i>
May	Closed Memorial Day
June	
July	**Closed Independence Day
August	
September	Closed Labor Day Pre-Market September 14-15 <i>See Section 4 for Shipping deadline fees.</i>
October	Market October 17-21 <i>See Section 4 for Shipping deadline fees.</i>
November	**Closed Thanksgiving Day and Friday after Thanksgiving
December	**Closed Christmas Eve and Christmas Day

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

## SHOWPLACE IMPORTANT CONTACTS

CONTACTS	NAME	TELEPHONE NUMBER
Leasing Coordinator	Tanisha Ramsey	336.888.3735
Market Publications	Julie Messner	336.888-3722
Property Management	Nonnie Kreilick	336.822.0421
Reception Desk	Showplace Security	336.888.3787
Registration		<a href="mailto:registration@andmore.com">registration@andmore.com</a>
Security/ First Aid	Security Dispatch	336.888.3719
Shipping & Receiving	Mark Andrews	336.888.3710
Tenant Improvements	Sherrie Kruse	336.821.1505

## 1. General Information & Policies

### 1.1. Welcome to Market

Showplace, 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 High Point Market experience. Reading this material and following the steps provided, will ensure an efficient move-in, set-up, breakdown, and move-out for all exhibitors. Our goal is to provide outstanding customer service to you and your buyers, and we are always available to discuss your questions, comments, or concerns.

Contact Nonnie Kreilick, Manager of Property and Tenant Relations at 336.822.0421 or [nkreilick@andmore.com](mailto:nkreilick@andmore.com). We appreciate your cooperation and look forward to working together during the High Point Market.

### 1.2. 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.

Showplace, a division under ANDMORE operates for the wholesale distribution of home furnishings. The direct sale to consumers is not permitted from the showrooms nor should the showroom be promoted directly to consumers.



### 1.3. Outside Service Firms and Contractors

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

All service firms must:

- Carry insurance satisfactory to ANDMORE, including comprehensive general liability with limits of not less than \$3,000,000 and statutory worker's compensation insurance on all employees, including part time, casual, and day laborers.
- Execute lien waivers and indemnity agreements satisfactory to Showplace/ANDMORE.
- Always comply with Showplace/ANDMORE Guidelines and policies.
- ANDMORE 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. Lists are available upon request.

### 1.4. Exhibitor Insurance Requirements

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

### 9.1 Tenant's Insurance Obligations:

(a) General Liability Coverage. Tenant agrees to carry, at its own expense, throughout the Lease Term, commercial general liability insurance (including contractual liability coverage) covering the Premises and Tenant's use of the Premises and its activities in the Building pursuant to this Lease, with a minimum coverage as set forth in the Basic Terms, for bodily injury and property damage, including loss of use. Tenant may satisfy its obligation to maintain commercial general liability insurance, as required pursuant to this Section 9, by obtaining a combination of primary liability and umbrella/excess liability policies that total a minimum of the limits set forth in the Basic Terms. Tenant's insurance policy(ies) shall be written with insurers licensed to do business in the state in which the Premises is located, in a form satisfactory to Landlord and shall carry an A.M. Best rating of at least A-. Tenant's policies shall name Landlord, Landlord's officers, directors, employees, agents and affiliates, Landlord's Property Manager and any mortgagee and master Landlord of the Premises as additional insureds and shall provide Landlord with no less than thirty (30) days prior written notice of cancellation or non-renewal. Tenant's insurance policies shall also provide that the coverage to be afforded to any and all of the additional insureds shall be primary and non-contributory with any other liability insurance available to the additional insureds.

(b) Property Coverage. Tenant shall bear the entire risk of loss for all of its property, furniture, fixtures, carpets, machinery, improvements and betterments, equipment, inventory, stock in trade and goods placed 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.

### 1.5. Market Staffing - Showroom Business Hours

All showrooms must be occupied, lit and ready for business per your lease agreement.

### 1.6. Smoking Policy

ANDMORE properties are non-smoking facilities, this includes stairwells, elevators and freight areas.

### 1.7. ABC Permits for Serving Alcohol

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

To obtain a permit to serve liquor in your showroom during Market, email the request to Nonnie Kreilick, Manager of Property and Tenant Relations at [nkreilick@andmore.com](mailto:nkreilick@andmore.com). Deadline for request is March 13, 2026.

## 2. General Show Information

### 2.1. Exhibit Dates & Hours

April 25-28 (Saturday-Tuesday)  
April 29 (Wednesday)

8:00 am - 7:00 pm  
8:00 am - 5:00 pm



### 2. Contact Information

Property and Tenant Relations Manager:  
Nonnie Kreilick  
Office: 336.822.0421  
[nkreilick@andmore.com](mailto:nkreilick@andmore.com)

### 3. 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 (in particular Sections 4.1 and 4.3)
- Article V – Landlord and Tenant Improvement Obligations (in particular Section 5.2)
- Article IX - Insurance and Indemnity (in particular Sections 9.1 and 9.4)
- Exhibitor badges are required at all times.
- All ANDMORE High Point Buildings are Non-smoking.
- At least one representative of the exhibiting company must be in the showroom during show hours.
- All product must remain within the confines of leased space. All corridors around spaces must be free of product. No hanging of product is allowed on exterior corridor walls. Entrance accents will be permitted upon approval. Security will enforce these terms. Once notified by security, if not corrected, product will be removed and stored until the end of market.
- Adhere to all Fire Department & Exhibit Construction rules.
- Adhere to all regulations set forth by this manual.

### 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](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: April 10, 2026
- Last day for international exhibitors to register and have passes mailed: March 27, 2026  
*\*No badges will be printed after mailing dates, until On-site Registration opens.*
- Onsite registration opening: April 23, 2026
- Online New Buyer registration closes: April 17, 2026, at 5pm ET
- Online Returning Buyers and Industry closes: April 22, 2026, at 5pm ET
- Bring your barcode confirmation (printed or on your smartphone) and photo ID to have your passes printed at a registration desk in your building.

## 2.5. SECURITY: Temporary Labor and Contractor Wristbands

Exhibitor day workers, contractors and guests must be signed in at the Showplace 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 operate 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.

## ADMITTANCE POLICIES – Year-Round

Only personnel authorized on your Showplace *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 names of any guests, day workers and/or vendors to be entered into the security access system, please provide dates (24-hour notice is requested). Send changes/requests to Nonnie Kreilick at [nkreilick@andmore.com](mailto:nkreilick@andmore.com). \* Year-round: All exhibitors, contractors, temporary workers and guests must present a photo ID and will be given a wristband or badge that must be worn on ANDMORE properties.

## 2.6. Phone and 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@lumosfiber.com](mailto:todd.messner@lumosfiber.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. For DSL services offered through North State please reach out to Todd Messner and all other inquiries same as above.

## 3 Showroom Services

### 3.1. 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. EACs 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 possess 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.



## SPACE/DISPLAY

### 3.2. Fire Regulations

Fire doors and exit doors may not be blocked.

Fire retardant materials must be used. This includes all curtains, draping and decorative additions.

Storage in mechanical rooms and stairwells is prohibited by NC fire codes.

Open flames are prohibited by the current state of NC fire code. (Fire Prevention Code Section 502.5 Open Flame or Light Restricted). This section applies to lighted candles, sterno, liquid propane or other flames used to heat food. Fire marshals enforce this code when inspecting ANDMORE properties.

#### **FIRE EXTINGUISHERS**

- The minimum fire extinguisher size is 2A/10BC.
- Fire extinguishers must be mounted no more than 75' of travel distance apart. (An individual shall not walk more than 75' without arriving at a fire extinguisher.
- Fire extinguishers must be mounted a minimum of 5" off the floor and no higher than 4' (feet) off the floor.
- Fire extinguishers may not be blocked by furniture or accessories and must be readily accessible.
- Fire extinguisher must be inspected annually by a certified technician.
- Recommendation – contact a local fire extinguisher sales and service company for purchase, installation, and inspection.

### 3.3. SIGNAGE

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

Exterior lighted signs, including neon

Handwritten signs

### 3.4. 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.

### 3.5. Showroom Plans

All painting, flooring, wallpapering and construction requires an ANDMORE building authorization. Please submit your plans by February 13, 2026, to Sherrie Kruse, Administrative Assistant, [skruse@andmore.com](mailto:skruse@andmore.com). The authorization will be issued to the contractor or tenant based on the submitted information. All displays must meet local and state building codes and are subject to requiring building permits from the City of High Point as needed.

**Construction work of any type is strictly prohibited in all corridors, freight lobbies, mechanical rooms and any other public area. Violators are subject to an immediate fine of \$300 plus charges for any damages.**



To expedite showroom construction, follow these easy steps:

- Submit showroom plans to ANDMORE Tenant Improvements - Sherrie Kruse - at [skruse@andmore.com](mailto:skruse@andmore.com)
- Obtain ANDMORE approval
- Obtain City Permit(s), if applicable
- Obtain ANDMORE Building Authorization Pass
- All construction must be completed before Friday, March 20, 2026.

### 3.6. 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.

## LOGISTICS

### 4 Shipping and Material Handling

#### 4.1. 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](mailto:hpshippingeast@andmore.com) or at 336.888.3710 with any questions.

- Outbound Deadline Date: Friday, April 10, 2026. All outgoing shipments after this date will incur an additional \$300.00 after deadline fee.
- Inbound Deadline Date: Truck Login by 3:00pm Friday, April 17, 2026. All inbound shipments trucks must be checked in by 3 pm to receive same day service.

**4.2. Freight Receiving/Shipping**

- **YEAR ROUND: All Dock Usage (inbound/outbound ANDMORE Logistics or Tenant/ 3rd party)**  
**REQUIRES A DOCK APPOINTMENT - Appointments must be scheduled at least 24 hours in advance**
- ANDMORE Logistics receiving rates listed below include receiving services of unloading, delivery to (near) showroom and the cost of debris removal.
- \$300 Additional fees for all inbound and outbound shipments received after the posted deadline dates.
- 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 crating arrives that is too large or heavy, it may be unpacked on the dock. Additional handling charge of \$300 per occurrence may apply.
- Showplace 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 precartoned, labeled and on wheels for easy handling by Showplace dock personnel if shipped with merchandise.

**4.3.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 its 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.

**INBOUND/MOVE-IN**

**4.4 STANDARD FLAT RATES FOR MOVE-IN/MOVE-OUT**

Freight rates below are for shipments received between markets and during the year at all properties except for Suites @ Market Square/ 1st Floor of Plaza Suites.

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 (see details on page 15)
- Discounted rates begin February 26, 2026, and ends March 26, 2026.
- 10% off published rates for full and half loads only during this timeline.
- After March 26, 2026, rates will not be discounted.

#### 4.5. 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](mailto:hpshippingeast@andmore.com) with any questions or comments.

#### 4.6. Shipping Address

Your Company Name (Subtenant Name, if any) Your showroom #

C/O SHOWPLACE  
High Avenue Dock  
200 East High Avenue  
High Point, NC 27260

#### 4.7. 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 does not assume responsibility for delivery of packages from these services. Packages should be labeled with the company name, showroom number, and appropriate address. Users of Amazon Prime that ship packages via USPS to ANDMORE properties may have to collect their merchandise from local Post Office. ANDMORE will pick up from the post office and place at your showroom for a \$20 small package fee. Showplace/ANDMORE is not responsible for lost or damaged merchandise nor lost or misplaced UPS, FedEx, Amazon packages.

#### 4.8. International Shipping

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

- R.E. Rogers, Inc. at [www.rerogers.com](http://www.rerogers.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. We are not the importer and cannot furnish Customs with any information or paperwork pertaining to 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.

#### 4.9. Responsibility and 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 un-cartoned or improperly shrink- wrapped to 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 carrier.
- 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 assist 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.

#### 4.10. Storage of Shipping Containers, Crates and Boxes

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

Ampac Forwarding	336.889.6617
Camco	336.475.4539
City Transfer & Storage	336.889.6155
Packaging Center	336.885.2747

**4.10. TRUCK UNLOADING TERMS DEFINED**

All truck loads are based on the floor loading space of a 53-foot sized truck and include debris removal. All loose loads will be charged the equivalent of the palletized space used.



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.



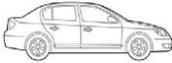
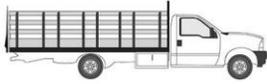
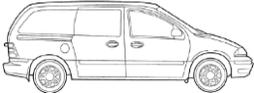
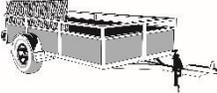
TLF-Truckload Unload  
Placement-Full (up to 24  
pallets). Includes debris  
removal.

**4.11. Tenant Self Load/Unload**

- Tenants are not required to use Market Logistics services and may use any carrier or crew of their choice. ANDMORE requires a self-unload fee of \$199.00 per truck.
- We do ask that tenants provide their own equipment; however, the tenant may borrow equipment if it is available. **The tenant will be billed for equipment if not returned after 5 hours at \$400 per flat carts 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.

### 4.12. 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 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.
- No charge for POV's that do not need equipment.

Vehicles that qualify as POV	Vehicles that DO NOT qualify as POV
 Sedan	 Stakebed
 SUV	 Bobtail
 Pickup Truck	 Rentals
 Van	 Trailer

### 4.13. Market Move-In / Move-Out

- Move out of product must be completed by April 10, 2026. All outbound shipments after this date will incur an additional \$300 after deadline fee.
- Beginning 3 weeks prior to Market, outbound shipments will be scheduled after inbound freight to ensure all inbound product has priority.
- To better serve our customers, we do not offer all-day appointments. All trucks are allowed a maximum of 2-hours for un/loading. Exceeding the 2-hour limit may incur additional fees.

### 4.14. After Market

- Please note that packing, and other move out activities may not begin until 5pm on the closing day of Market.
- Freight outbound will start 8:00am, Thursday, April 30, 2026, at all properties.

**4.15. General Labor for Inbound/Outbound**

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

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.

**5. SCHEDULING and COORDINATION**

For incoming / outbound product, tenants are to use the C3 Solutions portal scheduling application which will provide you with real-time access and details about your appointments. Here are some benefits you can look forward to:



**5.1. C3**

- C3 Solutions is a web-based platform that is enhancing our current logistics playbook for dock appointments.
- This solution will help all loading docks operate with consistency and provide best-in-class service to you, our customers.
- You will have real-time access to loading dock appointments 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](#).

To go directly to the application, click this link <https://www.c3reservations.com/andmore/app/>

**5.2. 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

## 5.3. MOVE IN AND SETUP FOR SPRING MARKET 2026

Saturday	April 11	Dock Closed Building Hours: 8:00am - 5:00pm
Sunday	April 12	Dock Closed Building Hours: 8:00am - 5:00pm
Monday-Thursday	April 13-16	Dock Hours: 8:00am - 5:00pm Building Hours: 8:00am - 12:00am
Friday *Standard deliveries by 3pm. All deliveries following will incur a \$300 after deadline fee.	April 17	Dock Hours: 8:00am - 5:00pm Building Hours: 8:00am -12:00am
Saturday	April 18	Dock Hours: 8:00am - 3:00pm Building Hours: 8:00am - 12:00am
Sunday	April 19	Dock Hours: 8:00am-3:00pm Building Hours: 8:00am -12:00am
Monday-Wednesday	April 20-22	Dock Hours: 8:00am-5:00pm Building Hours: Open 24 hours
SET UP ONLY Thursday	April 23	Dock Closed Building Hours: Open 24 hours
SET UP ONLY Friday	April 24	Dock Closed (Open to Buyers & Press) Soft Opening Building Hours: Open 24 hours

All freight deliveries and pickups require a 24-hour confirmed dock appointment. See page 17, Scheduling and Coordination, for details.

## 5.4. MARKET DATES & HOURS

Saturday-Tuesday	April 25-28	Market Building Hours: 7am - 7pm Housekeeping: 24 hours Security: 24 hours
Wednesday	April 29	Building Open: 8:00am - 5:00pm (Open to Buyers) 3:00pm - 5:00pm (Exhibitor Breakdown)

## 5.5. MOVE OUT

Day	Date	Building Hours	Dock Hours
Thursday	April 30	7:00am - 7:00pm	8:00am - 4:30pm
Friday	May 1	7:00am - 7:00pm	8:00am - 4:30pm
Saturday	May 2	Closed	Closed
Sunday	May 3	Closed	Closed
Monday-Friday	May 4-8	8:00am - 5:00pm	8:00am - 4:30pm

### 5.6. MOVE OUT Procedures / Buyer Pick Up

Showrooms that have been purchased must schedule a move out time in the week following market. Showplace will not be responsible for product or moving this product to the Showplace Dock. This move out may be scheduled the following Tuesday after close of Market. For showroom access, please send buyer information and access date to Nonnie Kreilick at [nkreilick@andmore.com](mailto:nkreilick@andmore.com).

**\*Year round: Tenants must schedule appointments via the C3 portal prior to buyer/carrier arrival.**

- Absolutely no move-out before 7:00am Thursday, April 30, 2026.
- Exhibitors are responsible for scheduling a pickup via the C3 portal and correctly completing and attaching a Bill of Lading to outgoing freight. An example is located on the dock for your assistance.
- Post Market samples may be removed after Market closes, given all accounts with Showplace are satisfactory.

## 6. SAMPLE SALES

### SAMPLE SALES / Buyer Pick Up

Individual samples sold may not be removed from Showplace during or after Market hours Saturday -Tuesday. Hand carried, individual sold samples 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. Showplace will not be responsible for any samples left for pick-up. For showroom access, please send buyer information and access date to Nonnie Kreilick at [nkreilick@andmore.com](mailto:nkreilick@andmore.com).

**\*Year round: Tenants must schedule appointments via the C3 portal prior to buyer/carrier arrival.**

## 7 FUTURE MARKET DATES

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

## 8 MARKETING/PROMOTION

### 8.1 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.

### 2. 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 Julie Messner for more details: [jmessner@andmore.com](mailto:jmessner@andmore.com) or 336.888.3722.
- Web Site: [www.andmorehighpointmarket.com](http://www.andmorehighpointmarket.com)
  - ANDMORE's web site provides information where buyers & exhibitors can:
    - Access comprehensive market planning information, events, seminars and suppliers.
    - Access a product locator that identifies product by major category.
    - Access information concerning our market publications, the Previews and Resource Guide.

### 3. High Point Market Authority Buyer Registration Software

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. Each scan automatically records complete buyer profiles and contact details, building your valuable lead database in real-time. We'll also share with you the High Point Market buyer list both before and after Market – a robust opportunity to build your leads list quickly.  
<https://exhibitor.highpointmarket.org/lead-management>

To Order:

Please contact eventkrowd at 1.888.581.3340 or [leads@eventkrowd.com](mailto:leads@eventkrowd.com).

