

# IHFC April 2026 EXHIBITOR MANUAL



## INTERNATIONAL HOME FURNISHINGS CENTER

*An ANDMORE Company*

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

# 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 the tools and information you need to make your participation in the High Point Market as easy and productive as possible. Beyond all 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 services needed.

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 it 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 need 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 'P'.

**Jon Pertchik**  
Chief Executive Officer ANDMORE

## 2. BUILDING OPERATIONS

### 2.1. IHFC Building Hours

WHEN	BUILDING	LOADING DOCK
MONDAY – FRIDAY <b>NORMAL BUSINESS HOURS</b>	8:00 AM – 5:00 PM	8:00 AM– 12:00 PM 1:00 PM – 4:30 PM
SATURDAY & SUNDAY <b>NORMAL BUSINESS HOURS</b>	CLOSED	CLOSED
SATURDAY APRIL 11 <sup>TH</sup> & SUNDAY, APRIL 12 <sup>TH</sup> <b>MARKET PREPARATION</b>	8:00 AM – 5:00 PM	CLOSED
MONDAY, APRIL 13 <sup>TH</sup> – FRIDAY, APRIL 17 <sup>TH</sup> <b>MARKET PREPARATION</b>	8:00 AM – 11:59 PM	6:30 AM - 8:00 PM
SATURDAY, APRIL 18 <sup>TH</sup> – SUNDAY, APRIL 19 <sup>TH</sup> <b>MARKET PREPARATION</b>	12:00 AM – 11:59 PM	6:30 AM - 8:00 PM
MONDAY, APRIL 20 <sup>TH</sup> – WEDNESDAY, APRIL 22 <sup>ND</sup> <b>MARKET PREPARATION</b>	12:00 AM – 11:59 PM	6:00 AM - 8:00 PM
THURSDAY, APRIL 23 <sup>RD</sup> <b>SET UP ONLY</b>	12:00 AM – 11:59 PM	6:00 AM - 8:00 PM
FRIDAY, APRIL 24 <sup>TH</sup> <b>SET UP ONLY</b> <b>IHFC IS OPEN TO PRESS AND BUYERS</b>	12:00 AM – 11:59 PM	6:00 AM - 8:00 PM
SATURDAY, APRIL 25 <sup>TH</sup> – TUESDAY, APRIL 28 <sup>TH</sup> <b>SPRING MARKET</b>	8:00 AM – 7:00 PM	6:00 AM - 8:00 PM
WEDNESDAY, APRIL 29 <sup>TH</sup> <b>EXHIBITOR BREAKDOWN, LAST DAY OF MARKET</b> <b>IHFC IS OPEN TO BUYERS</b>	8:00 AM -5:00 PM	CLOSED
THURSDAY, APRIL 30 <sup>TH</sup> – FRIDAY, MAY 1 <sup>ST</sup> <b>EXHIBITION BREADOWN</b>	8:00 AM -7:00 PM	8:00 AM – 12:00 PM 1:00 PM – 4:30 PM
SATURDAY, MAY 2 <sup>ND</sup> – SUNDAY, MAY 3 <sup>RD</sup> <b>AFTER MARKET</b>	CLOSED	CLOSED
MONDAY, MAY 4 <sup>TH</sup> <b>NORMAL BUSINESS HOURS</b>	8:00 AM – 5:00 PM	8:00 AM – 12:00 PM 1:00 PM – 4:30 PM

### 2.2. Building Contacts

Department	Name	Number/Email
Director of Property and Tenant Relations (Floors 7-12)	Kena Sims	336-888-3780 <a href="mailto:ksims@ANDMORE.com">ksims@ANDMORE.com</a>
Property and Tenant Relations Manager (Floors 1-6)-	Dorisa Norwood	336-888-3740 <a href="mailto:dnorwood@ANDMORE.com">dnorwood@ANDMORE.com</a>
Security Coordinator	Samone Hooper	336.888.3719 <a href="mailto:hpsecurity@ANDMORE.com">hpsecurity@ANDMORE.com</a>
Logistics Coordinator	Shannon Ward	336.888.3764 <a href="mailto:hpshippingeast@ANDMORE.com">hpshippingeast@ANDMORE.com</a>

2.3. *After-Hours Request*

A Tenant Request for Coverage (TRC) 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.

2.4. *Calendar Building Operations*

MONTH	CLOSURE DAY
JANUARY	**CLOSED NEW YEAR'S DAY CLOSED MARTIN LUTHER KING JR. DAY
FEBRUARY	CLOSED PRESIDENT'S DAY
MARCH*	PRE-MARKET: MONDAY, MARCH 23, 2026 - TUESDAY, MARCH 24, 2026
APRIL*	MARKET: SATURDAY, APRIL 25, 2026- WEDNESDAY, APRIL 29, 2026 *SEE SECTION 7 FOR SHIPPING DEADLINES AND FEES
MAY	CLOSED MEMORIAL DAY
JUNE	
JULY	**CLOSED INDEPENDENCE DAY
AUGUST*	
SEPTEMBER*	CLOSED LABOR DAY PRE-MARKET: MONDAY, SEPTEMBER 14, 2026, AND TUESDAY, SEPTEMBER 15, 2026
OCTOBER*	MARKET: SATURDAY, OCTOBER 17, 2026 –WEDNESDAY, OCTOBER 21, 2026
NOVEMBER	**CLOSED THANKSGIVING DAY CLOSED FRIDAY AFTER THANKSGIVING
DECEMBER	**CLOSED CHRISTMAS DAY

- \*See Section 7 for Shipping Deadlines and Fees
- \*\*ANDMORE offices and loading docks close at 1:00 PM the day before the holiday.

2.5 *Property and Tenant Relations Contact Information*

Floors 1-6	Floors 7-12
Dorisa Norwood	Kena Sims
Property and Tenant Relations Manager	Director of Property and Tenant Relations
336.888.3780	336.888.3740
dnorwood@ANDMORE.com	ksims@ANDMORE.com

3. GENERAL INFORMATION & POLICIES

### *3.1. Welcome to the Market*

IHFC, a division of ANDMORE, extends our sincere appreciation to you for showing with us during the High Point Furniture Market. This manual serves as a reference guide for your April 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.

Contact Property and Relations contact, Kena Sims (Floors 7-12), Director of Property and Tenant Relations at [ksims@ANDMORE.com](mailto:ksims@ANDMORE.com), or Dorisa Norwood (Floors 1-6), Manager of Property and Tenant Relations at [dnorwood@ANDMORE.com](mailto:dnorwood@ANDMORE.com).

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

### *3.2. 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.

### *3.3. 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.
- ANDMORE maintains a list of service firms who have proper insurance. Firms who do not have proper insurance will not be allowed to perform work on its property. Lists are available upon request.

### *3.4. 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 by Lease Paragraph 9.1 (a) and 9.1 (b) which states:

(9.1) Tenant's Insurance Obligations:

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. Tenants may satisfy their obligation to keep commercial general liability insurance, as required pursuant to Section 9, by obtaining a combination of primary liability and umbrella/excess liability policies that total a minimum of the limits set forth in Basic Terms. Tenant's insurance policy(ices) 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. Tenants' insurance policies shall also provide that the coverage to be afforded to all the additional insureds shall be primary and non-contributory with any other liability insurance available to the additional insureds.

Property Coverage. Tenant shall bear the entire risk of loss for all 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.

### *3.5. Market Staffing*

Showrooms must be staffed during official hours of the Market.

### *3.6. Smoking Policy*

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

### *3.7. ABC Permits for Serving Alcohol*

If you are planning to serve liquor in your showroom during the upcoming April 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 Relations contact, Kena Sims (Floors 7-12), Director of Property and Tenant Relations at [ksims@ANDMORE.com](mailto:ksims@ANDMORE.com), or Dorisa Norwood (Floors 1-6), Manager of Property and Tenant Relations at [dnorwood@ANDMORE.com](mailto:dnorwood@ANDMORE.com). Deadline for request is Friday, March 13, 2026.

## 4. GENERAL SHOW INFORMATION

### 4.1. Spring Market Dates & Hours

Saturday, April 25 <sup>th</sup>	Sunday, April 26 <sup>th</sup>	Monday, April 27 <sup>th</sup>	Tuesday, April 28 <sup>th</sup>	Wednesday, April 29 <sup>th</sup>
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

### 4.2. 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.
- At least one representative of the exhibiting company must be in the showroom during show hours.
- 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.
- Entrance accents will be allowed upon approval. Security will enforce these terms. Once notified by security, if not corrected, product will be removed and stored until the end of the market.
- 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.

### 4.3. 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 of 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).

#### 4.4. 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.

## 5. SECURITY

### 5.1. 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.

### 5.2. 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 Relations contact, Kena Sims (Floors 7-12), Director of Property and Tenant Relations at [ksims@ANDMORE.com](mailto:ksims@ANDMORE.com), or Dorisa Norwood (Floors 1-6), Manager of Property and Tenant Relations at [dnorwood@ANDMORE.com](mailto:dnorwood@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 property.

### 5.3. 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@lumofiber.com](mailto:todd.messner@lumofiber.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 the High Point Market, as well as services that can be used in a full-time ability all year long. For DSL services offered through the North State please reach out to Todd Messner and all other inquiries, the same as above.

## 6. SHOWROOM SERVICES

### 6.1. 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 own 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.

### 6.2. 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 Relations contact, Kena Sims (Floors 7-12), Director of Property and Tenant Relations at [ksims@ANDMORE.com](mailto:ksims@ANDMORE.com), or Dorisa Norwood (Floors 1-6), Manager of Property and Tenant Relations at [dnorwood@ANDMORE.com](mailto:dnorwood@ANDMORE.com) to 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

### 6.3. 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.

#### *6.4. Showroom Plans*

All painting, flooring, and construction require an ANDMORE building authorization. Please submit your plans by Friday, 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.

To expedite showroom construction, follow these simple steps:

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

#### *6.5. 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.

## 7. SHIPPING AND MATERIAL HANDLING

7.1. 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.

7.2. 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 the deadline fee.
- Inbound Deadline Date: Truck Login by 3:00pm Friday, April 17, 2026.
  - All inbound shipments and trucks must be checked in by 3 pm to receive same day service.

7.3. Freight Receiving/Shipping

- All Dock Usage, Inbound or outbound ANDMORE Logistics or Tenant 3<sup>rd</sup> Party, REQUIRES A DOCK APPOINTMENT- Appointments must be scheduled at least 24 hours in advance.
- 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.
- \$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 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.

7.4. 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.

*7.5. Standard Flat Rates for Move-In/Move-Out*

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 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.

*7.6. 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.

*7.7. Shipping Address*

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

### 7.8. *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. ANDMORE will pick up from the United States Postal Service and place it outside of the showroom for a \$20 small package fee. IHFC/ANDMORE is not responsible for lost or damaged merchandise nor lost or misplaced UPS, FedEx, Amazon packages, etc.

### 7.9. *International Shipping*

If you need help 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 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.

### 7.10. *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.

### 7.11. *Storage of Shipping Containers, Crates and Boxes*

No storage facilities are available on-site for excess products, ship only products 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

7.12. Tenant Self Load / Unload

- Tenants do not have to use Market Logistics services and may use any carrier or crew of their choice. ANDMORE needs 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 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.

7.13. *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



7.14. *Market Move-In/Move-Out*

- Move out of product must be completed by April. All outbound shipments after April 10, 2026, will incur an added \$300 after deadline fee.
- Beginning 3 weeks prior to Market, outbound shipments will be scheduled after inbound freight to ensure all inbound products have 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 more fees.

7.15. *After Market*

- The market closes on Wednesday, April 29, 2026, at 5 PM.
- Thursday, April 30, 2026, is the first day of breaking down and dock usage. Breaking down should not occur prior to this date.
- Freight outbound will start at 8:00am, Thursday, April 30, 2026, at all properties.

7.16. *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)

**8. SCHEDULING AND COORDINATION**

### 8.1. C3

We are introducing our new dock scheduling application which will provide you with real-time access and details about your appointments. C3 Solutions is a web-based platform that is enhancing our current coordination playbook for dock appointments. This solution will help all loading docks run with consistency and provide the best-in-class service for 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/>

We are excited to provide you with this new application and look forward to providing best in class service to you, our tenant.

### 8.2. 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

### 8.3. MOVE OUT Procedures / 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, Kena Sims (Floors 7-12), Director of Property and Tenant Relations at [ksims@ANDMORE.com](mailto:ksims@ANDMORE.com), or Dorisa Norwood (Floors 1-6), Manager of Property and Tenant Relations at [dnorwood@ANDMORE.com](mailto:dnorwood@ANDMORE.com)

- Year-round Tenants must schedule an appointment via the C3 portal prior to buyer/carrier arrival.
- Absolutely no sample/product removal before 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 found on the dock for your aid. Post Market samples may be removed after Market closes, given all accounts with IHFC are satisfactory.

## 9. SAMPLE SALES

Individual samples sold may not be removed from IHFC during or after Market hours Saturday-Tuesday. 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, Kena Sims (Floors 7-12), Director of Property and Tenant Relations at [ksims@ANDMORE.com](mailto:ksims@ANDMORE.com), or Dorisa Norwood (Floors 1-6), Manager of Property and Tenant Relations at [dnorwood@ANDMORE.com](mailto:dnorwood@ANDMORE.com).

**10. FUTURE MARKET DATES**

Year	Spring	Fall
2026	April 25-29	October 17-21
2027	April 10-14	October 23-27
2028	April 22-26	October 21-25

**11. MARKETING/PROMOTION**

*11.1. 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.

*11.2. 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](mailto:jmessner@ANDMORE.com) or 336.888.3722.
- Web Site: [www.andmorehighpointmarket.com](http://www.andmorehighpointmarket.com)

*11.3. High Point Market Authority Buyer Registration Software*



