

Earth Week Displays

FACT SHEET

- MALL HOURS:** Mall Hours are Monday-Saturday 10:00am - 9:00pm, Sundays 12noon – 6:00pm
- SET-UP:** Set-up can begin at 7:00am when mall entrances open. We ask that booths be set up before 10:00am and remain up until 9:00 pm.
- DISPLAYS:** All booths must be skirted (by you). Table skirts to the floor are preferred and can be purchased at Paper Warehouse or Gomph Displays. Tables are 8’ long x 30” wide. **For security purposes, no boxes or display storage containers may be left under the table.** Fabric-covered backdrops are provided by West Acres, and both push pins and hard loop Velcro work well and must be furnished by you. Please refrain from using any cleaning sprays or other slippery substances that would accumulate on our floors.
- BOOTH LOCATION:** West Acres reserves the right to remove or relocate booths with no prior notice.
- SECURITY:** West Acres has 24-hour security, however, we cannot offer insurance protection. Each group is responsible for their own display. West Acres is not responsible for display items at any time.
- TEARDOWN:** Removal of booths is limited to the following times, as to not disrupt shoppers: 7:00am – 10:00am, or 9:00pm – 10:00pm. Please take all boxes and empty containers with you.
- PARKING REGULATIONS:** During Shopping Center hours, the parking regulations set down by our Merchants Association require all show participants to park in the employee sections, located at the outer perimeters of the parking lot (marked with yellow lines). **THIS COURTESY ENABLES OUR CUSTOMERS ACCESSIBLE PARKING.** Please abide by this regulation. During loading and unloading, you may park in the lot by the entrance your booth is located closest to, but not in the Fire Lanes.
- FIRE REGULATIONS:** The Fire Marshall insists that our walkways remain clear throughout the entire mall. Each booth has been set up between these walkways; therefore, no display should extend beyond 16 feet in width. Please do not move your display. Contact West

Acres staff regarding your location.

Guidelines for Waste Transformation Art Exhibit at West Acres

- ART EXHIBIT IS NOT MANNED AT ANY TIME. West Acres has 24-hour security, but is not responsible for any items displayed in the mall.
- If you do not want people to touch your art, please provide a “Do Not Touch” sign, or even better, frame your art or place it within a clear container. West Acres is not responsible for damage inflicted to any art display.
- No controversial exhibits will be allowed. Exhibits that reflect drugs, liquor, violence, gang symbols, hatred, discrimination, sex or nudes are not allowed.
- No weapons of any type, real or created, that may pose a public safety risk will be allowed (example: carved wooden knives, bullets).
- No commercial products are allowed. Art exhibit intent is to show artist’s creativity and hard work, not to sell product or create awareness for a business entity. No price tags or business cards may be placed on the items displayed.
- Medical waste must be non-toxic and not pose a public safety risk of any kind (example: dirty needles). If West Acres is unable to determine if there is a public safety issue, the display will be removed immediately.
- No fluids, cleaning agents or slippery substances allowed.
- West Acres reserves the right to move or remove any display with no prior notice.