

THE EASTERN PENNSYLVANIA SPRING HOME SHOW
FEBRUARY 18-20, 2011
AG HALL ALLENTOWN FAIRGROUNDS, ALLENTOWN PA
ALL EXHIBITORS MUST CHECK-IN AT SHOW OFFICE PRIOR TO SET-UP

LOCATION: AG HALL, 302 N 17TH STREET, ALLENTOWN, PA 18104., 610-433-7541, FAX 610-430-4005. FOR INFO CONCERNING THE SHOW AND DURING SET-UP HOURS, PLEASE CALL CHARMAGNE "CHARLEE" HARRIS AT (860) 918-0891-DIRECT LINE

HOURS - SET-UP: THURSDAY, FEBRUARY 17 - 8AM - 7PM
FRIDAY, FEBRUARY 18 – 8AM – 4PM (SHOW OPENS AT 5PM)

UNATTENDED CHILDREN UNDER 12 ARE NOT PERMITTED DURING MOVE-IN/OUT!

SHOW HOURS: FRIDAY, FEBRUARY 18 – 5PM – 9PM
SATURDAY, FEBRUARY 19 – 10AM – 9PM
SUNDAY, FEBRUARY 20 -10AM – 5PM

MOVE-OUT: SUNDAY, FEBRUARY 20 – 5PM – 9PM

ALL MATERIALS MUST BE OUT BY SUNDAY NIGHT. ITEMS LEFT AFTER SUNDAY ARE SUBJECT TO DISPOSAL AT EXHIBITORS' EXPENSE. DISTRIBUTION OF BROCHURES OR OTHER MATERIALS IS NOT PERMITTED OUTSIDE A PAID EXHIBITOR BOOTH.

MOVE IN INSTRUCTIONS: ALL MOVE-IN CREWS MUST CHECK IN AT THE SHOW OFFICE.

1. AFTER CHECK IN, GO TO THE LOADING DOOR NEAREST YOUR BOOTH.
2. BE SURE TO BRING DOLLIES OR HAND TRUCKS FOR MOVE-IN.
3. NO MECHANICAL MATERIAL HANDLING EQUIPMENT IS ALLOWED IN THE HALL – (CALL FOR DETAILS)
4. MOVE-IN IS ALLOWED THROUGH SEVERAL LOAD IN DOORS – *NOT FRONT ENTRANCE*..
5. FORKLIFTS CAN BE RENTED FROM THE FACILITY OR DECORATING SERVICE IN ADVANCE.

ELECTRICITY: *ELECTRICITY IS NOT INCLUDED IN THE COST OF YOUR BOOTH.* CHECK FORM INCLUDED TO PRE-ORDER YOUR ELECTRICAL NEEDS. THE BASIC SERVICE IS 500 WATTS, ONE OUTLET - \$75.00. ORDER NOW!!! DEADLINE FOR ORDERS IS FEBRUARY 10, 2011. LATE FEES WILL APPLY.

INTERNET SERVICE : CONTACT AG HALL FOR PROVIDER CONTACT INFO -610-433-7541

PHONE SERVICE: CALL (610) 841-4100

DISPLAY & DECORATING: THE DECORATING COMPANY IS LEHIGH VALLEY EXPO, INC., 862 N. FENWICK STREET, ALLENTOWN, PA 18109, (610) 433-3577 X 17, FAX-(610) 433-2577. FOR INFO ON ADDITIONAL TABLES/CHAIRS OR ADVANCED SHIPPING OF LARGE DISPLAY MATERIALS, PLEASE CALL DECORATOR DIRECTLY. DRAYAGE CHARGES FOR DISPLAY MATERIALS/FREIGHT CHARGES ARE DETERMINED BY THE DECORATOR. ANY ITEMS SHIPPED TO THE SHOW ARE SUBJECT TO CHARGES. *JP IS NOT RESPONSIBLE.*

*****1 SIX FOOT DRAPED TABLE & TWO CHAIRS PER COMPANY ARE INCLUDED IN YOUR BOOTH BY REQUEST ONLY PLEASE INDICATE IF YOU PLAN TO USE THE 6 FT TABLE & 2 CHAIRS ON THE BADGE REQUEST FORM & RETURN IT BY FAX OR SEND THE FORM TO JENKS PRODUCTIONS INC.!!!***
ADDITIONAL DECORATING ITEMS CAN BE ORDERED THROUGH THE LEHIGH VALLEY EXPO CENTER BY CALLING DECORATOR DIRECTLY.

JENKS PRODUCTIONS IS NOT RESPONSIBLE FOR PAYMENT OF ADDITIONAL ITEMS ORDERED.

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PARKING: PARKING IS FREE FOR EXHIBITORS AND THE PUBLIC. WE REQUEST THAT YOU PARK IN THE DESIGNATED EXHIBITOR LOTS. PARKING AROUND THE BUILDING SHOULD BE FOR THE PUBLIC ONLY.

SECURITY: MANAGEMENT WILL PROVIDE SECURITY DURING THE EXPO. NO ONE HAS ACCESS TO THE SHOW AFTER HOURS. NEITHER MANAGEMENT NOR THE EXPO CENTER GUARANTEES EXHIBITORS AGAINST LOSS OF ANY KIND. SEE YOUR INSURANCE AGENT FOR OFF PREMISE INSURANCE. SMALL OR VALUABLE MATERIALS SHOULD BE PACKED OR COVERED AT NIGHT.

VIP GUEST PASSES: EACH EXHIBITOR IS ALLOWED SIX (10) VIP GUEST PASSES, TO BE USED FOR CLIENTS OR FAMILY. EACH PASS IS GOOD FOR ONE ENTRY ONLY.

EXHIBITOR BADGES: EACH EXHIBITOR IS ALLOWED SIX (6) BADGES PER EXHIBITOR WHICH ARE GOOD ALL WEEKEND, AND ARE TO BE USED FOR BOOTH STAFF, **NOT FAMILY AND FRIENDS!** PLEASE COMPLETE THE ATTACHED FORM LISTING THOSE WHO WILL NEED BADGES. **BADGES WILL BE AVAILABLE AT THE SHOW OFFICE DURING EXHIBITOR MOVE-IN.**

HOTELS: THESE HOTELS OFFER THE FOLLOWING RATES:

- *Hilton Garden Inn Allentown Airport 1787-B Airport Road Allentown, Pa 18109
(p) 610-443-1400 (f) 610-443-1419
www.allentownairport.stayHGI.com - Look for Advanced Purchase Rate (up to 15% off*

NOTE FROM FIRE MARSHALL: OPEN FLAMES OF ANY KIND ARE NOT ALLOWED, INCLUDING INCENSE, CANDLES, STERNO OR ANY ITEM THAT PRODUCES A FLAME OR HEAT. NO ENCLOSED TENTS OR ROOFED STRUCTURES PER FIRE MARSHALL.

EXHIBIT VEHICLE REGULATIONS: EVERY VEHICLE PARKED INSIDE AG HALL MUST HAVE LESS THAN ¼ TANK OF GAS OR 5 GALLONS, ONE BATTERY CABLE DISCONNECTED AND TAPED, THE GAS TANK SEALED WITH TAPE OR LOCKED, KEY MUST REMAIN ON THE PROPERTY, REFUELING TO BE DONE OFF SITE & ALL LIQUID PROPANE TANKS MUST BE REMOVED FROM THE EXPO CENTER IMMEDIATELY AFTER USE.

IF YOU HAVE ANY QUESTIONS AT ALL PLEASE DO NOT HESITATE TO CALL CHARLEE AT 860.918.0891 DIRECTLY.

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**THE ANNUAL EASTERN PA SPRING HOME SHOW – FEBRUARY 18-20, 2011
BOOTH PAYMENT FORM**

BOOTH FEES: ALL FEES ARE DUE BY JANUARY 30, 2011. PAYMENTS MADE AFTER THAT DATE MUST BE BY CASH, CERTIFIED CHECK OR CREDIT CARD. A STATEMENT IS ENCLOSED. USE THIS FORM TO PAY BY CREDIT CARD.

COMPANY NAME: _____

____ ENCLOSED IS MY CHECK FOR BOOTH PAYMENT

____ PLEASE CHARGE MY CREDIT CARD # _____

AMOUNT AUTHORIZED \$ _____ EXPIRATION DATE: _____

SECURITY CODE _____ (Last 3 Digits on reverse side of card except AMEX – 4 digits front right center)

BILLING ZIP CODE _____ AUTHORIZED SIGNATURE _____

EXHIBITOR SERVICE PRE-ORDERS

____ **YES - 6' TABLE & (2) CHAIRS PER COMPANY**

(CHECK IF NEEDED) TABLE MUST BE PRE-ORDERED

____ **YES - ELECTRICITY BASIC SERVICE 500 WATTS - \$75.00**

(CHECK IF NEEDED)

____ **YES – INTERNET SERVICE – CALL AG HALL 610-433-7541**

____ **YES – SHOW PROGRAM AD – RATE SHEET ATTACHED**

____ **YES RECIPROCAL HYPERLINK INFO**

Links to www.jenksproductions.com (JENKS LINK MUST BE ON YOUR WEBSITE)

EXHIBITOR BADGE LIST - (6 PER EXHIBITOR) AVAILABLE AT SHOW REGISTRATION DESK
PLEASE PROVIDE A LIST OF NAMES OF THOSE PEOPLE WHO WILL NEED AN EXHIBITOR
BADGE TO WORK YOUR BOOTH AT THE SHOW:

1. _____ 6. _____

2. _____ 7. _____

3. _____ 8. _____

RETURN THIS FORM TO:

JENKS PRODUCTIONS, INC

100 Great Meadow Road Suite 702.

WETHERSFIELD, CT 06109

800-955-7469 X305 (outside CT) 860-563-2111 X305

860-918-0891 Direct Line

CHARLEE@JENKSPRODUCTIONS.COM

charlee@showevent.com

FAX THIS FORM TO US AT 860-563-3472!

THANKS FOR YOUR PAYMENT! SEE YOU AT THE EASTERN PA FALL HOME SHOW!

VISIT US ONLINE AT www.jenksproductions.com