

JENKS PRODUCTIONS INC.
SPRING HOME SHOW
MARCH 4-6, 2011
CONNECTICUT EXPO CENTER

LOCATION: CONNECTICUT EXPO CENTER, 265 REV. MOODY OVERPASS, HARTFORD, CT, 06120
860-493-1300 FAX 860-493-1304 - LOCATED OFF I-91 EXIT 33, JENNINGS RD. FROM NORTH, RIGHT
OFF EXIT, RIGHT AT STOP SIGN, EXPO CENTER AT NEXT STOP LIGHT. FROM SOUTH, LEFT OFF
EXIT, OVER HWY, RIGHT AT STOP SIGN, EXPO CENTER AT 2ND STOP LIGHT.

THE SHOW PHONE IS 860-716-2449, & WILL ONLY BE VALID DURING THE RUN OF THE SHOW.

HOURS: SET-UP: THURSDAY, MARCH. 3 – 9AM – 2PM: BOOTHS ENDING IN 00 TO 07
BOOTHS ENDING IN 23 & UP
(FRONT HALF OF BUILDING)
2PM TO 7 PM: BOOTHS ENDING IN 08 TO 22
(REAR HALF OF BUILDING)

FRIDAY, MARCH. 4– 8AM – 4PM: ALL BOOTHS UNABLE TO SET UP
THURSDAY. PLEASE CALL TIM
HARRIS TO SCHEDULE A TIME ON
FRIDAY.

JENKS PROD, INC. STRONGLY URGES ALL EXHIBITORS TO SET UP ON THURSDAY.
UNATTENDED CHILDREN OF ANY AGE ARE NOT PERMITTED DURING MOVE-IN/OUT!

SHOW HOURS: FRIDAY, MARCH 4 - 5PM - 9PM
SATURDAY, MARCH 5- 10AM - 9PM
SUNDAY, MARCH 6 - 10AM - 6PM

**SHOW IS OPEN TO PUBLIC UNTIL 6PM. WE EXPECT BOOTH TO REMAIN INTACT UNTIL
THE SHOW CLOSSES.**

MOVE OUT: SUNDAY, MARCH 6 - 6PM - 10PM

**ALL MATERIALS MUST BE OUT BY 10PM SUNDAY. ITEMS LEFT ARE AT OWNERS RISK.
SECURE YOUR DISPLAY IF YOU LEAVE ANYTHING AFTER THE SHOW CLOSSES! NEITHER
JENKS PRODUCTIONS NOR THE EXPO CENTER, ARE RESPONSIBLE FOR ITEMS LEFT
AFTER 10PM ON SUNDAY!**

MOVE IN INSTRUCTIONS: ALL EXHIBITORS AND MOVE-IN CREWS MUST CHECK IN AT THE
SHOW OFFICE AT THE FRONT ENTRANCE OF THE BUILDING. THE FOLLOWINGS GUIDELINES
APPLY FOR MOVE-IN:

1. BE SURE TO BRING DOLLIES OR HAND TRUCKS FOR MOVE-IN.
2. NO MOVE-IN OR MOVE-OUT IS ALLOWED THROUGH THE FRONT ENTRANCE GLASS DOORS.
3. DURING SHOW HOURS, THE EXHIBITOR ENTRANCE IS DOOR "C".
4. **DREYAGE AND FREIGHT CHARGES, (SHIPPING OF DISPLAY MATERIALS), ARE DETERMINED BY THE DECORATOR AND THE BUILDING ONLY. ANY ITEMS SHIPPED TO THE SHOW ARE SUBJECT TO THESE CHARGES. JP IS NOT RESPONSIBLE.**
5. **IF YOU HAVE PALLETS OR MATERIALS REQUIRING FORKLIFT USAGE, PLEASE CALL SCOTT LING AT DEMERS 860-344-9919 TO PRE-ARRANGE FOR THIS SERVICE.**
FAILURE TO DO SO MAY RESULT IN HIGHER SHOW FLOOR SERVICE CHARGES.
6. **NO MECHANICAL MATERIAL HANDLING EQUIPMENT IS ALLOWED IN THE HALL.**
7. **FORK LIFT SERVICES CAN BE RENTED FROM DEMERS EXPO SERVICES.**

DISPLAY & DECORATING: DEMERS EXPO SERVICES, 180 JOHNSON ST, MIDDLETOWN, CT 06457, 860-344-9919 FAX 860-344-9878. **DEMERS HAS SENT YOU A KIT TO ORDER DISPLAY MATERIALS AND WILL PROVIDE BOOTH SIGNS. PLEASE ORDER EARLY, AS SHOW SITE PRICES ARE HIGHER. TABLES, CHAIRS, CARPET AND ELECTRICITY ARE NOT INCLUDED IN THE BOOTH FEE!**

ELECTRICITY: AN APPLICATION FOR ELECTRICITY IS ENCLOSED. BASIC SERVICE IS \$85 FOR UP TO 2000 WATTS, ONE OUTLET. **ALL ELECTRICITY MUST BE PREORDERED AND PREPAID BEFORE THE SHOW OPENS. IF ELECTRICITY IS REQUESTED UPON MOVE-IN, BE PREPARED TO PAY AT THAT TIME. LATE FEES WILL APPLY TO ALL ELECTRICITY ORDERED AFTER FEB.22, 2011. PLEASE RETURN COMPLETED FORMS TO THE EXPO CENTER, HARTFORD, CT 06120, ATTN: JOY SHEA BY FEB.22, 2011. YOU MAY FAX IT TO HER AT 860-493-1304 OR CALL HER AT 860-493-1300, EXT. 100. PLEASE DO NOT RETURN THEM TO JENKS PRODUCTIONS, INC. OR YOUR ORDER WILL BE DELAYED!**

NOTICE! PER THE FIRE MARSHALL: THE SHOW CLOSSES AT 6PM SUNDAY. THIS MEANS NO ONE WILL BE ALLOWED TO DISMANTLE OR REMOVE ANY PORTION OF THE BOOTH UNTIL THAT TIME. AS LONG AS THERE IS PUBLIC IN THE BUILDING, IT IS YOUR OBLIGATION BY CONTRACT TO PRESENT A FULL AND COMPLETE DISPLAY UNTIL THE SHOW IS OFFICIALLY CLOSED. YOUR COOPERATION IS MUCH APPRECIATED! **ALSO, NO OPEN FLAMES IN BOOTHS, INCLUDING PROPANE, BUTANE, STERNO, CANDLES, ETC.**

PARKING: FREE DESIGNATED VENDOR PARKING IS AVAILABLE FRI-SUN AT THE MEADOWS MUSIC THEATER LOT BEHIND THE CT EXPO CENTER. EXHIBITORS MUST SHOW EXHIBITOR BADGE FOR FREE PARKING. YOU MUST PICK UP YOUR BADGES AT THE SHOW OFFICE DURING MOVE IN! TURN RIGHT AT THE LIGHT BY THE NEW COUNTRY BMW NEXT TO THE MEADOWS LOT TO ENTER THE VENDOR PARKING LOT FOR FREE PARKING, ADJACENT TO THE EXHIBITOR ENTRANCE AT LOADING DOOR "C". IF YOU ENTER BY THE FRONT ENTRANCE AND PARK AROUND THE BUILDING, YOU WILL BE REQUIRED TO PAY FOR PARKING.

SECURITY: MANAGEMENT PROVIDES SECURITY DURING SET UP AND HOME SHOW HOURS. NO ONE WILL HAVE ACCESS TO THE SHOW AFTER CLOSING & THE BUILDING IS SECURED. 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 AWAY OR REMOVED AT NIGHT.

VIP GUEST PASSES: EACH EXHIBITOR IS ALLOWED FOUR (4) VIP GUEST PASSES PER EXHIBITOR, TO BE USED FOR CLIENTS OR FAMILY. TO BE PICKED UP AT SHOW DESK, DAY OF SETUP. EACH PASS IS GOOD FOR ONE ENTRY ONLY. TO PURCHASE ADDITIONAL PASSES, CONTACT JENKS PRODUCTIONS AT (860) 563-2111.

EXHIBITOR BADGES: EACH EXHIBITOR IS ALLOWED SIX (6) BADGES PER EXHIBITOR, WHICH ARE GOOD ALL WEEKEND. THEY ARE AVAILABLE IN THE SHOW OFFICE DURING SET UP HOURS. **PLEASE COMPLETE THE ATTACHED FORM TO REGISTER BOOTH WORKERS.**

CERTIFICATE OF INSURANCE: EACH EXHIBITOR IS REQUIRED TO PROVIDE A LETTER OF ADDITIONAL INSURED BY HIS/HER INSURANCE COMPANY. CALL JENKS PRODUCTIONS INC. FOR DETAILS AT 860-563-2111; KATHY EXT 315 or TINA EXT 308.

HOTELS: THESE HOTELS OFFER RATES FOR EXHIBITORS. IDENTIFY YOURSELVES AS "JENKS PRODUCTIONS INC. SPRING HOME SHOW EXHIBITORS" TO GET THESE RATES.

- **CROWNE PLAZA** or WWW.Cphartford.com 860-549-2400 (CALL FOR PRICING) SINGLE OR DOUBLE – 50 MORGAN STREET, HARTFORD. THE HOTEL OFFERS \$8.00 PARKING ON THURSDAY . PARKING is FREE FRIDAY-SUNDAY(FREE SHUTTLE). **PLEASE USE CODE (HHF) WHEN RESERVING ROOMS.**
- **HOLIDAY INN EAST HARTFORD** 860-528-9611 \$85.00 SINGLE OR DOUBLE – 363 ROBERTS STREET, EAST HARTFORD. THE HOTEL OFFERS COMPLIMENTARY PARKING AND HOURLY SHUTTLE SERVICE TO THE EXPO CENTER.
- **RED ROOF INN** 860-724-0222 – SINGLE \$55.99, DOUBLE \$61.99 - LEFT FROM EXPO CENTER ON WESTON ST, & WALKING DISTANCE FROM CENTER.
- **SUPER 8 MOTEL** 860-246-8888 \$49.99, SINGLE - \$55.99, DOUBLE - LEFT FROM EXPO CENTER ON WESTON ST, HOTEL IS WALKING DISTANCE FROM CENTER, STATE YOU'RE AN EXHIBITOR TO GET THIS RATE.
- **QUALITY INN:** 860-646-5700 – \$48.56 SINGLE OR DOUBLE – 84 EAST TO EXIT 63, LEFT OFF OF EXIT, 1/2 MILE DOWN ON LEFT. TO RECEIVE THIS RATE, PLEASE IDENTIFY THE GROUP AS "JENKS PRODUCTIONS HOME SHOW EXHIBITOR".

SHERATON BRADLEY HOTEL: 860-386-7892 (CALL FOR PRICING) SINGLE OR DOUBLE-FREE COFFEE –DANISH, BAGEL . SHUTTLE RATES AVILABLE

BOOTH FEES: ALL FEES ARE DUE BY FEBRUARY 10TH, 2011. FEES RECEIVED AFTER THAT MUST BE BY CASH, CERTIFIED CHECK OR CREDIT CARD. A STATEMENT IS ENCLOSED FOR YOUR CONVENIENCE. SEE YOU AT THE HOME SHOW! JENKS PRODUCTIONS INC. 860-563-2111 VISIT US ONLINE AT www.jenksproductions.com

IF YOU HAVE ANY QUESTIONS, PLEASE CALL KATHY EXT. 315 or TINA EXT 308, HOME SHOW COORDINATOR, AT 860-563-2111,.

EXHIBITOR ADVERTISERS!

IF YOU ARE RUNNING ADVERTISING IN ANY PUBLICATION PRIOR TO JENKS'PRODUCTIONS SPRING HOME SHOW, PLEASE INSERT THE FOLLOWING PHRASE:

**"SEE US IN BOOTH # _____ AT JENKS' PRODUCTIONS SPRING HOME SHOW, MARCH. 4-6, 2011 CT EXPO CENTER
EXIT 33 OFF I-91", HARTFORD, CT**

2011 SPRING HOME SHOW BOOTH PAYMENT FORM

COMPANY NAME: _____ **BOOTH #** _____

_____ MY BOOTH PAYMENT IS ENCLOSED (PMT DUE PER ENCLOSED STATEMENT)

_____ PLEASE CHARGE MY BOOTH PAYMENT TO MY CREDIT CARD

CREDIT CARD # _____ **SEC CODE** _____

(LAST 3 DIGITS REVERSE OF CARD/AMEX 4 DIGITS RIGHT FRONT)

AMOUNT AUTHORIZED \$ _____ EXPIRATION DATE _____

AUTHORIZED SIGNATURE _____ ZIP CODE _____

EMAIL/WEBSITE ADDRESS _____

EXHIBITOR BADGE LIST - (6 PER EXHIBITOR)

PLEASE PROVIDE A LIST OF NAMES OF THOSE PEOPLE WHO WILL NEED AN EXHIBITOR
BADGE TO WORK YOUR BOOTH AT THE SHOW:

1. _____ 7. _____

2. _____ 8. _____

3. _____ 9. _____

4. _____ 10. _____

5. _____ 11. _____

6. _____ 12. _____

RETURN THIS FORM TO:

JENKS PRODUCTIONS, INC

100 GREAT MEADOW ROAD, SUITE 702

WETHERSFIELD, CT 06109

860-563-2111

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

THANK YOU FOR YOUR PAYMENT! SEE YOU AT THE SPRING HOME SHOW!

JENKS PRODUCTIONS, INC. 860-563-2111 OR FAX 860-563-3472

VISIT US ONLINE AT www.jenksproductions.com

