

**THE 36th ANNUAL
WESTCHESTER COUNTY HOME SHOW
MARCH 18-19, 2017
WESTCHESTER COUNTY CENTER, WHITE PLAINS, NY**

LOCATION: WESTCHESTER COUNTY CENTER, BRONX RIVER PKWY. & TARRYTOWN RD., 198 CENTRAL AVENUE, WHITE PLAINS, NY 10607. PHONE # (914) 995-4050 OR FAX 914-995-4063. **THE SHOW OFFICE PHONE NUMBER WILL BE 860-918.1291 BUT WILL ONLY BE VALID BEGINNING MOVE-IN DAY.**

NO CHILDREN ARE ALLOWED DURING MOVE-IN OR MOVE-OUT (all exhibitors must check in at showdesk.)

HOURS: SET-UP: FRIDAY, MARCH 17 - 10AM - 6PM

SHOW HOURS SATURDAY, MARCH 18 - 11AM - 6PM
SUNDAY, MARCH 19 - 11AM - 5PM

MOVE-OUT: SUNDAY, MARCH 19 - 5PM - 10PM **ONLY**
(THERE WILL BE NO MOVE-OUT ON MONDAY – ABSOLUTELY NO EXCEPTIONS)

NOTICE! PER THE FIRE MARSHALL: THE SHOW CLOSSES AT 5PM 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!

LOAD-IN DOOR: ACCESSIBLE FROM COUNTY CENTER ROAD OFF OF TARRYTOWN RD. MAXIMUM LOAD IN DOOR DIMENSIONS ARE 15' HIGH BY 10' WIDE (15' X 10'). EXHIBITORS WILL BE ALLOWED TO SET UP AND TAKE DOWN DISPLAYS USING YOUR OWN PERSONNEL. BOOTHS ARE 8' DEEP & 10' WIDE. PER FIRE MARSHALL NO BOOTH CAN EXTEND BEYOND 8' INTO AISLES. * **FORK LIFT RENTAL MUST BE ARRANGED THROUGH JENKS PRODUCTIONS PLEASE CALL SHARON (860) 365-5678 EXT 313 OR TIM HARRIS @860-918-1291.**

DISPLAY, DECORATING & SHIPPING: ISAAC NATIONWIDE EXPO SERVICES INC, 214 MAC ARTHUR AVENUE, UNIT B, NEW WINDSOR, NY 12553, PHONE # 845-561-0832, FAX # 845-561-6137. CONTACT STEVE EWALD TO ORDER TABLES, CHAIRS, CARPETING, WASTE BASKETS ETC. THEY HAVE SENT YOU AN EXHIBITOR KIT WITH INSTRUCTIONS AND ORDER FORM.

VERY IMPORTANT

LICENSING: ALL HOME IMPROVEMENT CONTRACTORS AND PERSONS WHO INSTALL OR REPAIR IN WESTCHESTER COUNTY MUST BE LICENSED BY THE WESTCHESTER COUNTY DEPT. OF CONSUMER PROTECTION.. PROOF MUST BE AVAILABLE UPON REQUEST. **FINES WILL BE ASSESSED TO THOSE EXHIBITORS WITHOUT PROPER LICENSING BY WESTCHESTER COUNTY AUTHORITIES. TO OBTAIN YOUR WESTCHESTER COUNTY LICENSE VISIT WWW.WESTCHESTERGOV.COM/CONSUMER FOR COMPLETE DETAILED PROCEDURE & FORMS . FOR OTHER INFORMATION ON LICENSING, PLEASE CALL (914) 995-2211. (JENKS PRODUCTIONS, INC. HAS NO CONTROL/INFLUENCE OVER THIS).(IF THESE PROCEDURES ARE NOT FOLLOWED FINE'S AND YOUR REMOVAL FROM THE SHOW BY WESTCEHESTER COUNTY AUTHORITIES WILL OCCUR.) THIS PROCESS OF LICENSING WILL TAKE ABOUT A WEEK TO COMPLETE SO PLEASE PLAN ACCORDINGLY.**

****TABLES, CHAIRS & ELECTRICITY ARE NOT INCLUDED IN THE BOOTH COST****

VIP GUEST PASSES: EACH EXHIBITOR IS ENTITLED TO TWENTY (25) VIP GUEST PASSES PER EXHIBITOR. THESE PASSES ARE GOOD FOR ONE ENTRY ONLY, FOR CLIENTS, FAMILY & FRIENDS; THESE ARE ENCLOSED. PLEASE UTILIZE TO PROMOTE YOUR BOOTH SPACE.

EXHIBITOR BADGES: EACH EXHIBITOR IS ALLOWED SIX (6) EXHIBITOR BADGES PER EXHIBITOR FOR YOUR BOOTH PERSONNEL. BADGES WILL BE AVAILABLE AT THE SHOW OFFICE DURING SET UP HOURS.

SECURITY: MANAGEMENT WILL PROVIDE SECURITY DURING THE SHOW. NO ONE WILL BE ALLOWED ACCESS TO THE BUILDING AFTER CLOSING. NEITHER MANAGEMENT NOR THE COUNTY CENTER CAN GUARANTEE EXHIBITORS AGAINST LOSS OF ANY KIND. SEE YOUR INSURANCE AGENT REGARDING OFF PREMISE COVERAGE. SMALL OR VALUABLE EXHIBIT MATERIALS SHOULD BE PACKED AWAY OR COVERED AT NIGHT.

ELECTRICITY: COMPLETE THE FORM BELOW TO ORDER ELECTRICITY. ELECTRICAL SERVICE IS \$85.00. IF YOU NEED MORE VOLTAGE THAN 110, PLEASE NOTIFY SHARON AT (860)365-5678 313ASAP. **ELECTRICAL SERVICE MUST BE ORDERED PRIOR TO FEB 15th OR A \$25 LATE FEE WILL BE IMPOSED.** ELECTRICAL AUDITING WILL BE DONE, SO PLEASE PRE-ORDER WITH US.

WIRELESS INTERNET SERVICE: FREE INTERNET SEE SHOW DESK FOR LOG IN.

DIRECTIONS TO THE WESTCHESTER COUNTY CENTER:

FROM TAPPAN ZEE BRIDGE & POINTS WEST: I-87 SOUTH TO I-287 EAST, EXIT 5, RTE 119 EAST, COUNTY CENTER 1/2 MILE ON LEFT.

FROM CT/NEW ENGLAND: I-95 SOUTH, EXIT 21 TO I-287 WEST, EXIT 5, RTE 119 EAST, COUNTY CENTER 1/2 MILE ON LEFT.

FROM BURROUGHS- NORTH TO HUTCHINSON PKWY, TO I-287

FROM THE MERRITT PKY: SOUTH TO HUTCHINSON RIVER PKY, TO I-287 WEST, RTE 119 EAST, COUNTY CENTER 1/2 MILE ON LEFT.

FROM NEW JERSEY & POINTS SOUTH: NORTH ON PALISADES PKY OR GARDEN STATE PKY TO I-87 SOUTH AND CROSS THE TAPPAN ZEE BRIDGE. TO I-287 EAST, EXIT 5, RTE 119 EAST, COUNTY CENTER 1/2 MILE ON LEFT.

IMPORTANT: ALL BOOTH FEES MUST BE PAID IN FULL BY February 21, 2017. NO EXCEPTIONS! NO ONE WILL BE ALLOWED ACCESS TO THE BUILDING UNLESS YOUR SPACE IS PAID IN FULL. WE ACCEPT CREDIT CARDS, CASH OR BANK CHECK, NO PERSONAL OR COMPANY CHECKS WITHIN 2 WEEKS OF SHOW WILL BE ACCEPTED .(ONLY BANK CHECKS (CERTIFIED) OR MONEY ORDERS.

**SEE YOU AT THE WESTCHESTER COUNTY HOME SHOW! JENKS PRODUCTIONS. LLC.
860-365-5678 FAX 860-365-5751 TOLL FREE OUTSIDE CT 800-955-7469.**

CERTIFICATES OF INSURANCE ARE NOW REQUIRED BY WESTCHESTER COUNTY CENTER. PLEASE NAME BOTH THE WESTCHESTER COUNTY CENTER AND JENKS PRODUCTIONS, INC. AS ADDITIONAL INSURED FOR THIS SHOW. PLEASE INCLUDE ADDRESSES FOR BOTH. THEN FAX IT TO US AT 860-365-5751. THIS SHOULD BE A FREE SERVICE BY YOUR INSURANCE CARRIER

- ❖ **NO CHILDREN ALLOWED DURING SET-UP**
- ❖ **ANYONE WITH A FOOD OR BEVERAGE PRODUCT FOR SALE /OR SAMPLING MUST BE CLEARED THROUGH JENKS PRODUCTIONS & BUILDING CONCESSIONAIRE**

**2017 WESTCHESTER COUNTY HOME SHOW
BOOTH PAYMENT/ELECTRIC ORDER FORM**

COMPANY NAME: _____ **BOOTH #:** _____

PLEASE ORDER ELECTRICAL SERVICE FOR MY BOOTH (\$85 FEE)

MY BOOTH/ELECTRIC PMT IS ENCLOSED (PMT DUE PER STATEMENT)

PLEASE CHARGE MY BOOTH PAYMENT/ELECTRICAL SERVICE TO MY
CREDIT CARD # _____ EXP DATE _____
SECURITY CODE _____ ZIP CODE OF BILLING ADDRESS _____
AMT AUTH \$ _____ AUTH SIGNATURE _____

ELECTRICAL SERVICE IS \$85.00 For Standard 110 (DEADLINE –February 21, 2017)

WIRELESS INTERNET SERVICE – FREE; NO DEADLINE TO ORDER

PLEASE RETURN COMPLETED FORM TO:

JENKS PRODUCTIONS, LLC.
205 EAST HIGH STREET
EAST HAMPTON, CT 06424
(860) 365-5678 (800) 955-7469
SHARON , EXT. 313
OR FAX TO 860-365-5751