

THE 14th ANNUAL CONNECTICUT KIDS FAIR
FEBRUARY 3-4, 2018
CONNECTICUT CONVENTION CENTER

MOVE-IN INSTRUCTIONS

LOCATION: CONNECTICUT CONVENTION CENTER, 100 COLUMBUS BLVD., HARTFORD, CT, 06106-LOCATED OFF I-91 EXIT 29A (CAPITOL AREA EXIT) MERGE ONTO WHITEHEAD HWY, TAKE COLUMBUS BLVD EXIT THEN RIGHT ON COLUMBUS BLVD. CTCC PARKING GARAGE ON RIGHT (see enclosed map for details) . **Karen Kelly** IS THE CTCC CONTACT AND CAN BE REACHED AT: 860-728-2635/FAX 860-249-6161.CONTACT FOR JENKS PRODUCTIONS –**MONICA HALL** at **860-365-5678 ext 301** or **TIM HARRIS** (operations manager 860-918-1291)

SET-UP HOURS: FRIDAY February 2, 2018 10AM – 6PM

(Children under 12 are not permitted during move in/move out)

SHOW HOURS: SATURDAY, February 3, 10AM-5PM
SUNDAY, February 4, 10AM-4PM

MOVE OUT: SUNDAY, February 4, 4PM - 9PM

ALL MATERIALS MUST BE OUT BY 9PM SUNDAY. ITEMS LEFT ARE AT OWNERS RISK. SECURE YOUR DISPLAY IF YOU LEAVE ANYTHING AFTER THE SHOW CLOSES! NEITHER JENKS PRODUCTIONS NOR THE CONNECTICUT CONVENTION CENTER, ARE RESPONSIBLE FOR ITEMS LEFT AFTER 9PM ON SUNDAY!

NOTICE! PER THE FIRE MARSHALL: THE SHOW CLOSES AT 4PM 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! ALL VEHICLES MUST HAVE LESS THAN 10GALLONS OF FUEL , BATTERY DISCONNECTED & KEYS TO SHOW MANAGEMENT – SECURITY FIRE MARSHALL RULES AVAILABLE ON WWW.CTCONVENTIONS.COM

MOVE IN INSTRUCTIONS:

ALL EXHIBITORS LIMITED TO (3) MOVE-IN HELPERS - CHECK IN AT REGISTRATION TABLE BY LOAD IN DOOR.

- 1. ALL BOOTHS MUST BE PAID IN FULL BEFORE YOU ARE ALLOWED TO MOVE IN.**
2. AFTER CHECK IN AT SHOW OFFICE, GO TO THE LOADING DOOR NEAREST YOUR BOOTH.
3. BE SURE TO BRING DOLLIES OR HAND TRUCKS FOR MOVE-IN.
4. NO MECHANICAL MATERIAL HANDLING EQUIPMENT IS ALLOWED IN THE HALL.
5. NO MOVE-IN IS ALLOWED THROUGH THE MAIN ENTRANCE.
7. ANY COMMERCIAL DELIVERIES OR VEHICLES OVER 14' WILL BE SUBJECT TO MATERIAL HANDLING CHARGES .VEHICLES UNDER 14' WITH **3 OR LESS PERSONNEL MAY UNLOAD** WITH NO CHARGES.
8. DETAILED INFORMATION IS AVILABLE AT THE CT CONVENTION CENTER WEBSITE http://www.ctconventions.com/exhibitors/order_services/index.php CLICK ON EXHIBITORS
9. DIRECTIONS TO CONVENTION CENTER AND LOADING DOCK –MAP INCLUDED
IF YOU HAVE PALLETS OR MATERIALS REQUIRING FORKLIFT USAGE, PLEASE CALL CHRISTINE DEMERS EXPO SERVICES-860-882-0003 TO PRE-ARRANGE FOR THIS SERVICE.
FAILURE TO DO SO MAY RESULT IN HIGHER SHOW FLOOR SERVICE CHARGES.
NO MECHANICAL MATERIAL HANDLING EQUIPMENT PERSONALLY OWNED IS ALLOWED IN THE HALL.

DISPLAY & DECORATING: DEMERS EXPO SERVICES, **CHRISTINE**, 151 A PARK AVENUE, EAST HARTFORD, CT 06108, **860-882-0003 FAX 860-761-0070, EMAIL CHRISTINE@DEMERS-EXPO.COM**. DEMERS HAS SENT YOU A KIT TO ORDER DISPLAY MATERIALS. DEMERS WILL PRINT BOOTH SIGNS, SO PLEASE CONFIRM THE CORRECT SPELLING OF YOUR COMPANY NAME.

****TABLES, CHAIRS AND ELECTRICITY ARE NOT INCLUDED WITH THE BOOTH! ****

IF YOU SHIP MATERIALS IN ADVANCE OF THE SHOW DIRECTLY TO THE CT CONVENTION CENTER YOU WILL BE CHARGED SHIPPING AND HANDLING FEES. PLEASE CALL JENKS PRODUCTIONS FOR INSTRUCTIONS PRIOR TO SHIPPING SHOW MATERIALS
INTERNET ACCESS: FORMS ARE ATTACHED –ORDER FROM THE CT CONVENTION CENTER DIRECTLY.

ALL EXHIBITOR SERVICES

INCLUDING: ELECTIC, TELECOMMUNICATIONS, INTERNET, WATER, COMPRESSED AIR, BOOTH CLEANING, ETC ARE AVAILABLE AT http://www.ctconventions.com/exhibitors/order_services/index.php CLICK EXHIBITOR TAB, ORDER SERVICES AND APPROPRIATE SERVICE NEEDED.

PLEASE RETURN COMPLETED FORMS TO: THE CT CONVENTION CENTER, 100 COLUMBUS BLVD., HARTFORD, CT 06106.-OR FAX TO 860-249-6161.

****CONTACT-MARY WICHOWSKI EXHIBITOR SERVICES MANAGER; PHONE: 860-728-2605****

PRE-ORDER DEADLINE FEBRUARY 1, 2018

NO SMOKING OR EATING IN YOUR BOOTHS!

ONSITE CONCESSIONS AVAILABLE

NO OUTSIDE FOOD DELIVERIES ALLOWED

NO FOOD OR BEVERAGE SAMPLING

PARKING: [SEE ATTACHED SHEET](#)

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 CONVENTION 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 VENDOR, TO BE USED FOR CLIENTS OR FAMILY. EACH PASS IS GOOD FOR ONE ENTRY ONLY. TO PURCHASE ADDITIONAL PASSES, CONTACT JENKS PRODUCTIONS INC. AT (860) 365-5678.

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.

CERTIFICATE OF INSURANCE: EACH EXHIBITOR IS REQUIRED TO PROVIDE A LETTER OF ADDITIONAL INSURED BY HIS/HER INSURANCE COMPANY. CALL JENKS PRODUCTIONS FOR DETAILS AT 860-365-5678; MONICA EXT 301.

HOTELS: THESE HOTELS OFFER RATES FOR EXHIBITORS. IDENTIFY YOURSELVES AS EXHIBITORS OF JENKS' HOME SHOW TO GET THESE RATES.

- **CROWN PLAZA HARTFORD DOWNTOWN** - 860-549-2400 (CALL FOR RATES) SINGLE/DBL – 50 MORGAN STREET, HARTFORD
- **SUPER 8 MOTEL** - 860-246-8888 (CALL FOR RATES) SINGLE, DBL - 57 WEST SERVICE RD. HARTFORD, CT USE CODE:
- **MARRIOTT**- 860-249-8000 located closest to The CT Convention Center (call for rate's)
- **AMERICA'S BEST VALUE INN**- 860-724-0222 (CALL FOR RATES)
- **BEST WESTERN** – 860-525-1000 (\$129.99)Std DBL; Queen Room
- 185 BRAINARD ROAD, HARTFORD, CT 06114. RATES INCLUDE DELUXE FULL BUFFET BREAKFAST + FREE PARKING
- **HARTFORD PLAZA HOTEL**- 860-528-9703 (CALL FOR RATES)SINGLE/DBL
- **DELMAR WEST HARTFORD** – 860-937-2445(Call for Rate's) Gabby Carver

THE CT KIDS FAIR 2018

BOOTH PAYMENT (DUE JANUARY 25, 2018)

COMPANY NAME: _____

_____ I ENCLOSE MY CHECK FOR BOOTH PAYMENT

_____ PLEASE CHARGE MY CREDIT CARD # _____

AMOUNT AUTHORIZED \$ _____ EXPIRATION DATE: _____ SECURITY CODE _____
(Last 3 digits on back of card, last 4 on right front of AMEX)

BILLING ZIP CODE _____ AUTHORIZED SIGNATURE _____

("All payments are for consideration for booth space. Your signature authorizes Jenks Productions to charge your card for the amount shown")

PLEASE RETURN THIS FORM TO:

JENKS PRODUCTIONS INC., 205 EAST HIGH ST, SUITE 1. EAST HAMPTON, CT 06424 860-365-5678 OR TOLL FREE 800-955-7469. FAX THIS FORM TO US AT 860-365-5751