

THE 16th ANNUAL EASTERN PENNSYLVANIA SPRING HOME SHOW
MARCH 2-3-4, 2018
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-CELL

HOURS - SET-UP: THURSDAY, MARCH 1 - 8AM - 6PM
FRIDAY, MARCH 2 – 8AM – 4PM (SHOW OPENS AT 5PM)

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

SHOW HOURS: FRIDAY, MARCH 2 – 5PM – 9PM
SATURDAY, MARCH 3– 10AM – 6PM
SUNDAY, MARCH 4-10AM – 5PM

MOVE-OUT: SUNDAY, MARCH 4– 5PM – 9PM

ALL MATERIALS MUST BE OUT BY 9PM SUNDAY NIGHT. ITEMS LEFT AFTER SUNDAY ARE SUBJECT TO DISPOSAL AT EXHIBITORS' EXPENSE.

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.
(FEES ARE \$75.00 IN AND \$75.00 OUT – SUBJECT TO ONSITE QUOTE)

ELECTRICITY: *ELECTRICITY IS NOT INCLUDED IN THE COST OF YOUR BOOTH.*** USE FORM INCLUDED TO PRE-ORDER YOUR ELECTRICAL NEEDS. THE BASIC SERVICE IS 500 WATTS, ONE OUTLET - \$85.00. ORDER NOW!!! DEADLINE FOR ORDERS IS FEBRUARY 28, 2018. LATE FEES WILL APPLY.**

INTERNET SERVICE : www.ptd.net

PHONE SERVICE: CALL (610) 433-7541

DISPLAY & DECORATING: THE DECORATING COMPANY IS LEHIGH VALLEY EXPO, INC., 1855 WEAVERSVILLE ROAD, ALLENTOWN, PA 18109, (610) 443-1980 , FAX-(610) 443-1982. FOR INFO ON ADDITIONAL TABLES/CHAIRS OR ADVANCED SHIPPING OF LARGE DISPLAY MATERIALS, PLEASE CALL DECORATOR DIRECTLY. DREYAGE CHARGES FOR DISPLAY MATERIALS/FREIGHT CHARGES ARE DETERMINED BY THE DECORATOR. ANY ITEMS SHIPPED TO THE SHOW ARE SUBJECT TO CHARGES. **JENKS PRODUCTIONS IS NOT RESPONSIBLE.**

*****1 SIX FOOT DRAPED TABLE & TWO CHAIRS PER COMPANY WILL BE 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 IS 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 ALLENTOWN FAIRGROUNDS 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 FOUR (4) 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!** BADGES WILL BE AVAILABLE AT THE SHOW OFFICE DURING EXHIBITOR MOVE-IN.

HOTELS: (RECOMMENDED):

CALL FOR PRICING & AVAILABILITY

Wingate By Wyndham Allentown
4325 Hamilton Blvd, Allentown, PA 18103
(610) 366-1600

Hilton Garden Inn Allentown Airport / Staybridge Suites
1787-B Airport Road Allentown, Pa 18109
(p) 610-443-1400 (f) 610-443-1419

TownePlace Suites Bethlehem/Easton
380 Easton/Nazareth Highway, Easton PA 18045.
(610) 829-2000

Quality Inn & Suites – Allentown, PA
1715 Plaza Lane, Allentown PA 18104
(610) 435-7880

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-BRING TO SHOW OFFICE**, REFUELING TO BE DONE OFF SITE & ALL LIQUID PROPANE TANKS MUST BE REMOVED FROM THE ALLENTOWN FAIRGROUND AG HALL IMMEDIATELY AFTER USE.

SHOW PROGRAM: RATE SHEET INCLUDED –DEADLINE FEBRUARY 21, 2018 **IF YOU HAVE ANY QUESTIONS AT ALL PLEASE DO NOT HESITATE TO CALL CHARLEE AT 860.918.0891 DIRECTLY.**

**THE EASTERN PA SPRING HOME SHOW –
MARCH 2-3-4, 2018
BOOTH PAYMENT FORM**

BOOTH FEES: ALL FEES ARE DUE BY FEBRUARY 23, 2018. 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 _____ name on card

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 - \$85.00

(CHECK IF NEEDED)

YES – INTERNET SERVICE – www.ptd.net

(www.ptd.net is the service provider)

YES – Forklift Charge - \$75 pick charge (\$150 in and out) call 860-918-0891 to order

(CHECK IF NEEDED) PRICING SUBJECT TO CHANGE ONSITE

YES RECIPROCAL HYPERLINK INFO

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

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

**RETURN THIS FORM TO:
JENKS PRODUCTIONS, LLC.**

205 East High Street Suite 1.

East Hampton, CT 06424

800-955-7469 X305 (outside CT) 860-365-5678 X305

860-918-0891 Direct Line

CHARLEE@JENKSPRODUCTIONS.COM

FAX THIS FORM TO US AT 860-365-5751!

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

VISIT US ONLINE AT www.jenksproductions.com