

**The 8th Annual
PLYMOUTH HOME SHOW
APRIL 7-8, 2018**

LOCATION: PLYMOUTH SPORTS COMPLEX– 8 NATALIE WAY, PLYMOUTH MA 02360 MIKE PIEROWL (508) 830-1411. DURING MOVE-IN & SHOW CONTACT CHARMAGNE “CHARLEE” HARRIS AT (860) 918-0891– CELL FOR ALL QUESTIONS OR CONCERNS.
PRIOR TO MOVE IN CONTACT CHARMAGNE HARRIS AT (860) 918.0891

HOURS: **SET-UP:** FRIDAY, APRIL 6 – 8AM – 6PM

SHOW HOURS: SATURDAY, APRIL 7 – 10AM – 6PM
SUNDAY , APRIL 8 – 10AM – 5PM

MOVE OUT: SUNDAY, APRIL 8 – 5PM – 9PM

ALL DISPLAYS MUST BE REMOVED FROM SOUTH SHORE EXPO CENTER BY 9PM SUNDAY. NO EXCEPTIONS! PLEASE REMEMBER, DISTRIBUTION OF BROCHURES OR ANY OTHER MATERIALS IS NOT PERMITTED OUTSIDE EXHIBITOR BOOTH AREA.

DISPLAY & DECORATING: SPECIAL EVENT RENTALS, 35B HIGH ST., WORCESTER, MA 01605, 508-757-3397, FAX 508-757-9136. THEY WILL SEND YOU A KIT TO ORDER DISPLAY MATERIALS. CONTACT THEM WITH ANY DECORATING QUESTIONS. **TABLES & CHAIRS ARE NOT INCLUDED MUST BE ORDERED FROM SPECIAL EVENTS RENTALS**

YOU MAY BRING YOUR OWN TABLES & CHAIRS IF YOU PREFER.

INCLUDED IN BOOTH COST: CURTAINS, COMPANY I.D. SIGN,

ELECTRICITY IS NOT INCLUDED – \$85.00 EXTRA – MUST BE PRE-ORDERED FROM JENKS PRODUCTIONS. Deadline – March 23, 2018 Contact Charmagne Harris 860-365-5678 or 860-918-0891
WIFI IS FREE ONSITE

FOOD SAMPLING –HEALTH FORM MUST BE APPLIED FOR - \$25.00 PER DAY OR \$50.00 WEEKEND PAID DIRECTLY TO TOWN OF PLYMOUTH –CALL #508-747-1620 x3 x1 FORM ONLINE at publichealth@townhall.plymouth.ma.us PLEASE ADDRESS ON A TIMELY BASIS-LIMITED HOURS

BOOTH SET UP INSTRUCTIONS:

PLEASE BE SURE YOU HAVE YOUR OWN DOLLY OR HAND TRUCK WITH YOU,
CHILDREN 12 AND UNDER NOT ALLOWED ON THE SHOW FLOOR UNLESS ACCOMPANIED BY AN ADULT AT ALL TIMES.

SECURITY: PLYMOUTH SPORTS COMPLEX WILL PROVIDE NECESSARY SECURITY DURING THE HOURS OF THE EXPO. NEITHER MANAGEMENT NOR THE CENTER ARE RESPONSIBLE FOR LOSSES OF ANY KIND. SEE YOUR INSURANCE AGENT FOR OFF PREMISE INSURANCE. SMALL OR VALUABLE EXHIBIT MATERIALS SHOULD NOT BE LEFT IN YOUR BOOTH UNATTENDED.

INSURANCE CERTIFICATES NAMING JENKS PRODUCTIONS & THE PLYMOUTH SPORTS COMPLEX AS ADDITIONAL INSURED **ARE REQUIRED.** CONTACT YOUR INSURANCE AGENT – THERE SHOULD BE NO EXTRA FEES INCURRED FOR THIS CERTIFICATE.

FIRE REGULATIONS: PER THE FIRE CHIEF'S OFFICE, ALL FABRICS MUST BE FLAME RETARDANT, PREFERABLY COTTON. NO OPEN FLAMES ALLOWED INCLUDING HEATING DEVICES, CANDLES, STERNO ETC.

ALL EXHIBITS MUST REMAIN UNTIL THE SCHEDULED MOVE OUT TIME OF 5:00PM.

VEHICLE DISPLAYS: ALL VEHICLES MUST HAVE TEMPORARY FIRE PERMIT -\$50.00/WEEKEND.
Call 508-830-4213-TOWN OF PLYMOUTH 508-747-1620

VIP GUEST PASSES: EACH EXHIBITOR IS ALLOWED TWENTY FIVE (25) VIP GUEST PASSES, WHICH MAY BE PICKED UP AT THE SHOW. THESE ARE TO BE USED AT YOUR DISCRETION FOR CLIENTS OR FAMILY, NOT FOR BOOTH PERSONNEL EACH PASS IS GOOD FOR ONE ENTRY ONLY. FOR ADDITIONAL PASSES, CONTACT JENKS PRODUCTIONS AT (860) 365-5678

EXHIBITOR BADGES: EACH EXHIBITOR IS ALLOWED SIX (6) BADGES PER EXHIBITOR, WHICH ARE GOOD FOR THE DURATION OF THE EXPO. THEY WILL BE AVAILABLE TO YOU IN THE SHOW OFFICE DURING SET UP HOURS.

SHOW PROGRAM: OFFICIAL SHOW GUIDE-**DEADLINE MARCH 28, 2018**
SHOW PROGRAM RATE SHEET ATTACHED
CAMERA READY ARTWORK ONLY.
CONTACT- CHARMAGNE HARRIS @ 860-918-0891 FOR DETAILS

HOTELS:
PILGRIM SANDS HOTEL ,PLYMOUTH -

OUR OFFICIAL OVER NIGHT HEADQUARTERS IS.
(508) 747-0900.(Mary Golden-front desk manager)

CALL FOR RATES. CODE IS JENKS PRODUCTIONS HOME SHOW.

www.pilgrimsandshotel.com
mary@pilgrimsandshotel.com

PLYMOUTH HOME SHOW 2018

COMPANY NAME: _____ BOOTH #: _____

IMPORTANT: ALL PAYMENTS ARE DUE BY MARCH 15, 2018. AFTER THAT, ALL PMTS MUST BE BY CERTIFIED CHECK, MONEY ORDER OR CASH. NO EXCEPTIONS! FOR YOUR CONVENIENCE, A STATEMENT OF YOUR ACCOUNT IS ENCLOSED.

____ ENCLOSED IS MY CHECK FOR BOOTH SPACE AT THE PLYMOUTH HOME SHOW

____ PLEASE CHARGE MY CREDIT CARD # _____

AMOUNT AUTHORIZED \$ _____ EXPIRATION DATE _____

SECURITY CODE (REQUIRED) _____ BILLING ZIP _____

AUTH SIGNATURE _____

____ YES, I WILL NEED ELECTRICITY - \$75.00 standard

____ YES, I WILL BE SERVING FOOD/BEVERAGE SAMPLES

***** VENDORS MASS TAX ID NUMBER REQUIRED*****

____ YES, PROGRAM SEE ATTACHED PAGE

RETURN TO: JENKS PRODUCTIONS, LLC., 205 East High Street – Suite 1., EAST HAMPTON, CT 06424.
CHARMAGNE "CHARLEE" HARRIS 860-918-0891. FAX 860-365-5751 . EMAIL HER AT
charlee@jenksproductions.com or charlee@showevent.com