

**THE 24th ANNUAL
JENKS PRODUCTIONS LLC.
SPRING HOME SHOW
APRIL 6-7-8, 2018
XL CENTER, HARTFORD, CT**

Location: XL Center phone: (860) 249-6333
1 Civic Center Plaza fax: (860) 241-4226
Hartford, CT 06103

Show Hours: Friday, April 6th– 5PM – 9PM
Saturday, April 7th– 10AM – 6PM
Sunday, April 8th– 10AM – 5PM
Show is open to public until 5pm. We expect booths to remain intact until the show closes.

Set Up Hours:

SET UP/MOVE IN		
Wednesday, April 4th	8AM – 6PM <i>Jenks Productions will call you to schedule specific time slot</i>	Booths: A – C, L1 – L4 100 – 119 200 – 221 300 – 317 401 – 413
Thursday, April 5th	8AM – 6PM <i>Jenks Productions will call you to schedule specific time slot</i>	Booths: E – I 125 – 143 228 – 243 324 – 343 424 – 443 530 – 537 629 – 653 730 – 754 EVEN 829 – 867 ODD
Friday, April 6th	8AM – 4PM <i>Jenks Productions will call you to schedule specific time slot</i>	Booths: 501 – 529 600 – 628 700 – 729 731 – 753 ODD 801 – 825 830 – 852 EVEN

***Please contact Tim Harris at Jenks Productions for your specific move in time
860-365-5678 or 860-918-1291***

**Jenks Productions, LLC. strongly urges all exhibitors to set up on scheduled day & time
Unattended children of any age are not permitted during move-in/out!**

MOVE OUT		
Sunday, April 8th	5PM – 10PM	Booths will move out in reverse order from move in

**All materials must be out by 10PM Sunday. Items left are at owners' risk.
Secure your display if you leave anything after the show closes
Jenks Productions and the XL Center are not responsible or liable for items left after 10PM on Sunday,
April 8th!**

Booth Fees:

All booths MUST be paid in full before set up on show site

**Balances paid in FULL are due by March 12th, 2018.
Payments received after that must be by cash, certified check or credit card.**

A statement is enclosed for your convenience.

Move In Instructions:

All exhibitors and move-in crews must **check in at the registration desk at the show office** in Meeting Room #1. Directions to loading dock are on attached map

Guidelines:

1. Be sure to bring your own dollies or hand trucks for move-in.
2. NO move-in or move-out is allowed through the front entrance.
3. During show hours, the exhibitor entrance is load in door off of Ann St and front doors.
4. Drayage will be charged by Demers for materials sent directly to them. **Jenks Productions is not responsible.**
5. Fork lift services can be rented from Jenks Productions, 860-365-5678.
6. Questions, please call Tim Harris, 860-918-0891.

Display & Decorating:

Demers Expo Services	phone: 860-882-0003
151A Park Ave	fax: 860-761-0070
East Hartford, CT 06108	email: Ron@demers-av.com

Demers has sent you a SEPARATE kit to order display materials and will provide booth signs.

Tables, chairs, carpet, and electricity are not included in the booth fee!

Please order early, as show site prices are higher.

Electricity:

Application for electricity is enclosed.

Basic service is \$100 for up to 2000 watts, one outlet if pre-ordered. If order \$125.00 on show floor prices are higher.

Wireless internet available for \$50, covers all show days.

Guidelines:

1. All electricity should be preordered and prepaid before the show opens.
2. If electricity is requested upon move-in, be prepared to pay show site rates (late rates) at that time.
3. **Late fees will apply to all electricity ordered after April 4, 2018.**
4. Please return completed forms to
XL Center, 1 Civic Center Plaza, Hartford, CT 06103.
Attn: Pearson Davis pearson_davis@comcastspectacor.com
Phone: 860- 241-4229 or Fax: 860-241-4226
5. DO NOT return electrical form to Jenks Productions, LLC. or your order will be delayed!

Fire Marshall Regulations:

Per the Fire Marshall, the show closes at 5pm Sunday, April 8th.

Guidelines:

1. NO ONE will be allowed to dismantle or remove any portion of the booth until 5PM, as long as there is public in the building.
2. It is your obligation by contract to present a full and complete display until the show is officially closed.
3. No open flames in booths, including propane, butane, sterno, candles, etc. **Your cooperation is appreciated!**

Parking:

Discounted vendor parking is available Thursday – Sunday

See attached map for details

RATE'S MAY BE SUBJECT TO CHANGE

Guidelines:

1. Exhibitors must show exhibitor badge for discounted parking.
2. **Badges can be picked up at the show office during move in**
3. Parking for vendors is also available for \$4/day at the Chapel Street North Lot. **Truck Height Limit 13'**
4. Saints Lot & Church Street Garage will have all day event parking for \$7/day for vendors and attendees for **SATURDAY & SUNDAY ONLY, no trucks.**
5. All day event parking will also be made available for attendees and exhibitors at the XL Center. Cost \$12/day

Lot Addresses:1st **COME FIRST SERVE 125 SPACES** (*RATE'S MAY BE SUBJECT TO CHANGE*)

Saints Lot(Metro) \$7.00
285 Church Street
Hartford, CT

Church Garage \$7.00
200 Church Street
Hartford, CT

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 Jenks Productions nor the XL Center guarantees exhibitors against loss of any kind.

See your insurance agent for off premises insurance.

Small or valuable materials should be packed away or removed at night.

VIP Guest Passes:

To be distributed by exhibiting company to clients or family

Guidelines:

1. Each exhibiting company is allowed four (4) VIP guest passes
2. Passes can be picked up at show office on the day of set up
3. Each pass is good for one entry only
4. To purchase additional passes, contact Jenks Productions at (860) 365-5678.

Exhibitor badges:

To be worn by booth staff at all times

Guidelines:

1. Each exhibiting company is allowed six (6) badges
2. Badges are valid during all move in/move out and show hours.
3. Badges are available in the show office during set up hours.

Certificate of Insurance:

ALL exhibiting companies are required to provide a letter of additional insured by his/her insurance company.
Call Jenks Productions, Inc. for details at 860-365-5678, ext 315 for Kathy Barnas , Show Coordinator.

Exhibitors Advertising in Show Program: [Program Rate Sheet located on website](#)

Please contact Wesley Jenks @ 860-365-5678 or wes@jenksproductions.com

“DEADLINE: Wednesday, March 28, 2018”
April 6-7-8,2018 at the XL Center, Hartford, CT”

Area Hotels:

Please call hotels directly for pricing

Hilton Hartford

860-728-5151

315 Trumbull Street

Hartford, CT 06103

Connected to the XL Center

Directions:

Route 84- Eastbound-Take exit 49 (Ann & High Street), go straight to the third light, make a right the hotel is on the right. Go past the hotel to the first light turn right onto Church Street, go 1/2 block to parking garage and turn right; Hilton parking is located immediately on the right side.

Route 84-Westbound -Take exit 50 (Main Street), go straight to the 3rd light, make left on to Trumbull. Hotel will be on right side, one block down. Go past the hotel to the first light turn right onto Church Street, go 1/2 block to parking garage and turn right; Hilton parking is located immediately on the right side.

I-91 North/South- Take exit 32b (Trumbull Street) - Continue straight through the light at the end of the exit. Go straight up the hill and the hotel will be on the right. Go past the hotel to the first light turn right onto Church Street, go 1/2 block to parking garage, make right, park on the right side.

Sheraton Hartford Hotel
860-528-9703
100 East River Drive
East Hartford, CT 06108

Directions:

From East – I-84 West to I-91 North. Follow to Exit 40, towards the Airport Departures Level. The hotel is located just beyond Terminal A inside the airport.

From North – I-91 South to Exit 40. Follow Route 20 to the Airport Departures Level. The hotel is located just beyond Terminal A inside the airport.

From West - I-84 East to I-91 North. Follow to Exit 40, towards the airport. The hotel is located on the Departures Level just beyond Terminal A inside the airport.

From South - I-91 North to Exit 40. Follow Route 20 to the Airport Departures Level. The hotel is located just beyond Terminal A inside the airport.

Holiday Inn Express

860-525-1000

185 Brainard Road

Hartford, CT 06114

Directions:

I-84 West to Rte. 5/15 and I-91 South, take exit 87 for Brainard Road, take a right at the traffic light, hotel is on the right.

I-84 East, take exit for I-91 South, take exit 27, take a left at the light, take right at the next light, hotel is on the right.

I-91 North, take exit 27, turn right at the light, hotel is on the right.

I-91 South, take exit 27, turn left at the light, turn right at the next light, hotel is on the right

2018 SPRING HOME SHOW BOOTH PAYMENT FORM

Company Name: _____ **Booth #:** _____

_____ My booth payment is enclosed (payment due according to enclosed statement)

_____ Please charge my booth payment to my credit card

Credit card #: _____ **Security Code:** _____
(last 3 digits reverse of card/Amex 4 digits right front)

Amount: \$ _____ **Expiration Date:** _____ **Billing Zip Code:** _____

Authorized Signature: _____

Email: _____

Return this form to:

Jenks Productions, LLC
205 East High Street, Suite 1
East Hampton, CT 06424
860-365-5678
Toll Free 800-955-7469
OR
Fax this form to us at 860-365-5751

Thank you for your payment!
See you at the Spring Home Show!
www.jenksproductions.com