

THE 16th ANNUAL EASTERN PENNSYLVANIA FALL HOME SHOW
OCTOBER 27-28, 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-DIRECT LINE

HOURS - SET-UP: FRIDAY, OCTOBER 26- 8AM - 6PM

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

SHOW HOURS SATURDAY, OCTOBER 27 – 11AM – 6PM
SUNDAY, OCTOBER 28– 11AM – 5PM

MOVE-OUT: SUNDAY, OCTOBER 28– 5PM – 9PM

ALL MATERIALS MUST BE OUT BY 9PM SUNDAY NIGHT. ITEMS LEFT AFTER SUNDAY ARE SUBJECT TO DISPOSAL AT EXHIBITORS' EXPENSE. PLEASE CALL CHARLEE AT 860.918.0891 IF YOU HAVE QUESTIONS. DISTRIBUTION OF BROCHURES OR OTHER MATERIALS IS NOT PERMITTED OUTSIDE A PAID EXHIBITOR BOOTH.

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 AND MUST BE PAID FOR IN ADVANCE.**
(FORKLIFT CHARGE - \$75 PICK CHARGE (\$150 IN AND OUT) CALL 860-918-0891 TO ORDER)

ELECTRICITY: **ELECTRICITY IS NOT INCLUDED IN THE COST OF YOUR BOOTH.** CHECK FORM INCLUDED TO PRE-ORDER YOUR ELECTRICAL NEEDS. **THE BASIC SERVICE IS 500 WATTS, ONE OUTLET - \$85.00.** ORDER NOW!!! DEADLINE FOR ORDERS IS OCTOBER 14, 2018. LATE FEES WILL APPLY.

INTERNET SERVICE: www.ptd.net

PHONE SERVICE: CALL (610) 841-4100

DISPLAY & DECORATING: THE DECORATING COMPANY IS LEHIGH VALLEY EXPO, INC. 1855 WEAVERSVILLE ROAD, SUITE 104, ALLENTOWN, PA 18109, PHONE: 610-443-1980 FAX: 610-443-1982 E-MAIL: CHRISOFLVEXPO@AOL.COM FOR INFO ON ADDITIONAL TABLES/CHAIRS OR ADVANCED SHIPPING OF LARGE DISPLAY MATERIALS, **PLEASE CALL DECORATOR DIRECTLY.** DRAYAGE 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 FOR PAYMENT OF ADDITIONAL ITEMS ORDERED.

****1 SIX FOOT DRAPED TABLE & TWO CHAIRS PER COMPANY ARE INCLUDED IN YOUR BOOTH**
*******MUST BE PRE-ORDERED*******

PLEASE INDICATE IF YOU PLAN TO USE THE 6 FT TABLE & 2 CHAIRS ON THE BOOTH PAYMENT 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. (610) 433-1980

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PARKING: PARKING IS FREE FOR EXHIBITORS AND THE PUBLIC. PARKING FOR EXHIBITORS AVAILABLE IN THE DESIGNATED EXHIBITOR LOTS ONLY. ***PARKING AROUND THE BUILDING IS FOR THE PUBLIC ONLY & OUTDOOR SHOW DISPLAYS.***

PATRONS (YOUR CUSTOMERS) HAVE PREFERENCE ON CLOSE TO ENTRANCE PARKING.

SECURITY: MANAGEMENT WILL PROVIDE SECURITY DURING THE EXPO. NO ONE HAS ACCESS TO THE SHOW AFTER HOURS. NEITHER MANAGEMENT NOR THE EXPO CENTER 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 **TWELVE (12) VIP GUEST PASSES**, TO BE USED FOR CLIENTS OR FAMILY. **EACH PASS IS GOOD FOR TWO ENTRIES.** ADDITIONAL TICKETS ARE AVAILABLE – CALL CHARLEE AT 860.918.0891

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.**

SHOW DIRECTORY ADVERTISING: ADDITIONAL EXPOSURE AVAILABLE THROUGH DIRECTORY. CONTACT CHARLEE AT 860.918.0891 OR CHARLEE@JENKSPRODUCTIONS.COM SEE ATTACHED RATE SHEET. LINKS & BANNER DETAILS ARE INCLUDED. DEADLINE OCTOBER 6, 2018.

HOTELS: THESE HOTELS OFFER THE FOLLOWING RATES:

WINGATE BY WYNDHAM ALLENTOWN - 4325 HAMILTON BLVD, ALLENTOWN, PA 18103
(610) 366-1600 **CALL FOR PRICING**

- ***HILTON GARDEN INN ALLENTOWN AIRPORT** 1787-B AIRPORT ROAD ALLENTOWN, PA 18109
(P) 610-443-1400 (F) 610-443-1419 **CALL FOR PRICING/AVAILABILITY**
VISIT: WWW.ALLENTOWNAIRPORT.HGI.COM

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, REFUELING TO BE DONE OFF SITE & ALL LIQUID PROPANE TANKS MUST BE REMOVED FROM THE EXPO CENTER IMMEDIATELY AFTER USE.

16th ANNUAL EASTERN PA FALL HOME SHOW – OCTOBER 27-28 2018 BOOTH PAYMENT FORM

BOOTH FEES: ALL FEES ARE DUE BY OCTOBER 1, 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 _____

EXHIBITOR SERVICE PRE-ORDERS- CHECK SERVICES NEEDED

- YES - 6' TABLE & (2) CHAIRS PER COMPANY
TABLE MUST BE PRE-ORDERED
- YES - ELECTRICITY BASIC SERVICE 500 WATTS - \$85.00
- YES – INTERNET SERVICE – CALL AG HALL 610-433-7541
(WWW.PTD.NET IS THE SERVICE PROVIDER)
- YES – FORKLIFT CHARGE - \$75 PICK CHARGE (\$150 IN AND OUT) CALL 860-918-0891 TO ORDER
MUST BE ARRANGED FOR & PAID IN ADVANCE
- YES RECIPROCAL HYPERLINK INFO _____
LINKS TO WWW.JENKSPRODUCTIONS.COM (JENKS LINK MUST BE ON YOUR WEBSITE)
- YES – PLEASE EMAIL .PDF COUPON FOR EMAIL BLASTS YES I WOULD LIKE SOCIAL MEDIA
LINKS/COUPONS
– EMAIL ADDRESS _____
- YES – I WOULD LIKE TO PLACE AN AD, BANNER OR LINK – SEE ATTACHED PROGRAM RATE SHEET

RETURN THIS FORM TO:
JENKS PRODUCTIONS, LLC
205 EAST HIGH STREET
EAST HAMPTON, CT 06424
860-918-0891 DIRECT LINE
CHARLEE@JENKSPRODUCTIONS.COM

FAX THIS FORM TO (860) 365-5751!
THANKS FOR YOUR PAYMENT! SEE YOU AT THE EASTERN PA FALL HOME SHOW!
VISIT US ONLINE AT WWW.JENKSPRODUCTIONS.COM
IF YOU HAVE ANY QUESTIONS – CALL CHARLEE DIRECTLY AT 860.918.0891