

The 10th Annual Providence Fall Home Show

NOVEMBER 10-11, 2018

RHODE ISLAND CONVENTION CENTER – PROVIDENCE, RI

LOCATION: RHODE ISLAND CONVENTION CENTER, ONE SABIN ST. PROVIDENCE, RI. 02903-1814. PHONE 401-458-6000, DIRECTIONS: EXIT 22 RT 95 NORTH OR SOUTH. IF YOU HAVE ANY QUESTIONS PLEASE CALL CHARMAGNE “CHARLEE” HARRIS AT 860.918.0891 – DIRECT LINE.

DIRECTIONS TO LOAD IN DOCK: <http://www.riconvention.com/exhibitors/directions-parking>

From the North: Take Exit 21 (Atwells) from 95 South. Turn right onto Dean Street. Turn right at the light onto West Exchange Street.

From the South: Take Exit 21 (Broadway) from 95 North. Take a Left at the 2nd light (Atwells). Turn right onto Dean Street. Turn right at the light onto West Exchange Street.

MOVE IN HOURS: SET-UP: FRIDAY, NOVEMBER 9, 2018

10AM -6PM(**11am – 3pm Friday No Labor Fees**).

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

NO DRIVING ONTO SHOW FLOOR PER THE BUILDING!

SHOW HOURS: SATURDAY, NOVEMBER 10 10AM - 6PM
SUNDAY, NOVEMBER 11 10AM - 5PM

BRING DOLLIES, HAND TRUCKS OR CARTS

MOVE OUT: SUNDAY, OCTOBER 11, 5PM -9PM (No Labor Fees during this time**)

****ALL EXHIBITS MUST BE OUT OF THE CENTER BY 9PM ON SUNDAY NO EXCEPTIONS!**

(Park Level 3 Tower Northwest for Easy Access- hand carry items)

MOVE-IN: USE DOORS FOR HALLS C & D. DISPLAYS MAY BE HAND CARRIED TO YOUR BOOTH, WITHOUT UNION INTERVENTION. Exhibitors are allowed to unload a mini-van, car, station wagon or pick-up. Exhibitors may use hand-operated equipment that the Exhibitor has provided themselves such as: two wheeled hand trucks and four wheeled flat trucks. **The use of fork trucks, pallet jacks and any other mechanical equipment is not permitted by anyone other than SER exposition services.** Any crated materials must be handled by union personnel.

******Union regulations require that the official drayage contractor off-load all equipment and display material from all trucks, common carriers and van lines, includes trucks over 24 feet. The use of loading docks, fork trucks and pallet jacks are permitted only by SER exposition services personnel****.**

EXCEPTIONS are between the hours of 10am – 2pm on Friday only and Sunday from 5pm-9pm CONTACT SER BELOW

DISPLAY & DECORATING: SER EXPOSITION SERVICES, 35B NEW ST., WORCESTER, MA 01605, 508-757-3397, FAX 508-757-9136. EXHIBITOR KIT WILL BE SENT TO YOU TO ORDER DISPLAY MATERIALS. (TABLES, CHAIRS, CARPETING, ELECTRICITY, HVAC ETC.)

TABLES, CHAIRS, CARPETING & ELECTRICITY ARE NOT INCLUDED IN YOUR BOOTH COST.

YOU MAY BRING YOUR OWN TABLES AND CHAIRS.

BOOTH SET UP TOOLS: FORKLIFT SERVICE IS AVAILABLE THROUGH SER exposition services. PLEASE NOTE THERE ARE NO DOLLIES AT THE CENTER SO MAKE PLANS TO PROVIDE YOUR OWN DOLLIES AND HAND TRUCKS.

ORDERING EXHIBITOR SERVICES:

Faxed/mailed in orders are no longer accepted!

Orders must be placed online at our website <http://www.riconvention.com/exhibitors/online-exhibitor-services> or by calling the Business Center 401-458-6103.

Due to the high volume of calls no orders will be processed over the telephone, however should anyone have a question or need help with an order, please have he or she reach out at any time.

1) Visit the Rhode Island Convention Center website at: www.riconvention.com.

2) Click on the **EXHIBITORS** tab Services

To Order Online:

1) Click **ORDER ONLINE** to process the order via the internet and follow the steps to complete your order.

E-mail Your Order:

1) Print out the order form/forms needed.

2) Fill out the appropriate information.

3) **Scan/Email** your order to the *Rhode Island Convention Center* Exhibitor Service Office to businesscenter@smgricc.com. **All orders must be paid in full.**

ELECTRICITY: ALL EXHIBITOR ORDER FORMS ARE ONLINE.. **DEADLINE FOR ELECTRIC ORDERS ONLINE. ORDER ELECTRICITY ONLINE** <http://www.riconvention.com/exhibitors/online-exhibitor-services> or by calling the Business Center 401-458-6103.

EXHIBITOR PARKING: PARKING PASSES ARE AVAILABLE AT THE CONVENTION CENTER GARAGE. 3-DAY PARKING PASSES ARE **AVAILABLE** INCLUDING "IN AND OUT" ACCESS. <http://www.riconvention.com/exhibitors/online-exhibitor-services> or by calling the Business Center 401-458-6103.

INTERNET ACCESS - AVAILABLE THROUGH RI CONVENTION CENTER. AN APPLICATION WILL COME FROM SPECIAL EVENTS RENTAL 508-757-3397. ONLINE ORDERING <http://www.riconvention.com/exhibitors/online-exhibitor-services> or by calling the Business Center 401-458-6103.

OFFICIAL SHOW PROGRAM: SEE ATTACHED RATE SHEET FOR ADDITIONAL ADVERTISING OPPORTUNITIES & BE INCLUDED IN THE OFFICIAL SHOW PROGRAM PROVIDED BY JENKS PRODUCTIONS HANDED OUT AT ENTRANCE. **DEADLINE – October 28, 2018. PLEASE CONTACT CHARMAGNE HARRIS 860.918.0891 OR CHARLEE@JENKSPRODUCTIONS.COM (RATE/SPEC SHEET INCLUDED)**

SECURITY: MANAGEMENT WILL PROVIDE NECESSARY GUARDS DURING THE EXPO. NO ONE WILL BE ALLOWED IN THE SHOW AFTER CLOSING HOURS. NEITHER MANAGEMENT NOR THE CENTER CAN GUARANTEE EXHIBITORS AGAINST LOSS OF ANY KIND. SEE YOUR INSURANCE AGENT FOR OFF PREMISE INSURANCE. SMALL OR VALUABLE EXHIBIT ITEMS SHOULD BE PACKED AWAY OR COVERED AT NIGHT.

VIP GUEST PASSES: EACH EXHIBITOR IS ALLOWED TWELVE (12) VIP GUEST PASSES PER EXHIBITOR, WHICH ARE ENCLOSED. THESE ARE TO BE USED FOR CLIENTS OR FAMILY. EACH PASS IS GOOD FOR TWO ENTRIES. FOR ADDITIONAL PASSES PLEASE CALL 860.918.0891

TICKET DISTRIBUTION: CALL CHARLEE (860-918-0891) TO ORDER SHOW TICKETS TO SEND TO YOUR CUSTOMER/CLIENT DATA BASE NO CHARGE TO YOU –.PDF COUPONS/FOR YOUR EMAIL BLAST & SOCIAL MEDIA LINKS/COUPONS WILL BE EMAILED TO YOU PRIOR TO THE SHOW!

EXHIBITOR BADGES: EACH EXHIBITOR IS ALLOWED SIX (6) BADGES PER EXHIBITOR, AND ARE GOOD FOR THE RUN OF THE EXPO. THEY ARE TO BE USED BY BOOTH PERSONNEL ONLY. THEY WILL BE AVAILABLE IN THE SHOW OFFICE.

FOOD & BEVERAGE SAMPLES: RICC CONCESSIONS NO LONGER ALLOWS ANY VENDOR FOOD/BEVERAGES TO BE SOLD UNLESS FULLY PACKAGED; NOT BE CONSUMED ONSITE.

NOTICE! PER THE FIRE MARSHALL: THE SHOW CLOSSES AT 5PM 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!

VEHICLES: ALL VEHICLES DISPLAYED ON SHOW FLOOR ARE SUBJECT TO INSPECTION BY THE FIRE MARSHALL. KEYS MUST BE LEFT WITH SECURITY OR SHOW MANAGEMENT. BATTERIES DISCONNECTED AND TAPED. **FUEL TANK LEVEL - CALL SER FOR DETAILS - 508-757-3397**

SALES TAX COMPLIANCE: ALL RETAIL SALES AT SHOW ARE SUBJECT TO RI STATE 7% SALES TAX. DIRECT SALE VENDORS MUST APPLY FOR A TEMPORARY TAX PERMIT: YOU CAN REGISTER EITHER BY MAIL OR IN PERSON AT THE DIVISION OF TAXATION, ONE CAPITOL HILL, PROVIDENCE, RI 02908 BY FILING AN BUSINESS APPLICATION AND REGISTRATION FORM ALONG WITH THE \$10 FEE. A \$10 RENEWABLE FEE IS REQUIRED EACH YEAR. **RI DIVISION OF TAXATION - 401-574-8829**

AREA HOTELS – CALL FOR PRICING & ROOM AVAILABILITY

- **OMNI HOTEL** CENTRAL RESERVATIONS CENTER at **(800) 525-9300**
ONE WEST EXCHANGE STREET, PROVIDENCE, RI.
HOTEL IS CONNECTED TO THE RHODE ISLAND CONVENTION CENTER
WWW.OMNIHOTELS.COM

- **COURTYARD PROVIDENCE DOWNTOWN** – CALL FOR RATES AND AVAILABILITY
32 EXCHANGE TERRACE
PROVIDENCE, RI 02903
WWW.MARRIOTT.COM
(401) 272-1191

HILTON PROVIDENCE - CALL FOR RATES AND AVAILABILITY
21 ATWELLS AVE
PROVIDENCE, RI 02903
WWW.HILTON.COM
(401) 919-5012

- **MOTEL 6** - WARWICK - 401-467-9800 – CALL FOR RATES AND AVAILABILITY, I-95 SOUTH, EXIT 15.

BOOTH PAYMENTS: ALL BOOTH FEES ARE DUE OCTOBER 25, 2018. PAYMENTS RECEIVED AFTER THAT MUST BE IN THE FORM OF CASH, CERTIFIED CHECK OR MAJOR CREDIT CARD. A STATEMENT IS ENCLOSED FOR YOUR CONVENIENCE.

ALL BOOTHS MUST BE PAID IN FULL/BEFORE YOU ARE ALLOWED TO SETUP.

REMINDER

NO DRIVING IS PERMITTED ON SHOW FLOOR PER THE BUILDING!

BRING YOUR OWN HAND DOLLIES, HAND TRUCKS, OR HAND CARTS!

(HAND CARRY – PARK ON LEVEL 3 TOWER NORTHWEST FOR CONVENIENT ACCESS TO LOAD IN DOCK)

MATERIAL HANDLING –

UNION REGULATIONS REQUIRE THAT THE OFFICIAL DRAYAGE CONTRACTOR OFF-LOAD ALL EQUIPMENT AND DISPLAY MATERIAL FROM ALL TRUCKS, COMMON CARRIERS AND VAN LINES (24 FEET +),

THE USE OF LOADING DOCKS, FORK TRUCKS AND PALLET JACKS ARE PERMITTED ONLY BY SER EXPOSITION SERVICES PERSONNEL.

EXHIBITORS ARE ALLOWED TO UNLOAD A MINI-VAN, CAR, STATION WAGON OR PICK-UP. BRING YOUR OWN DOLLIES - EXHIBITORS MAY USE HAND-OPERATED EQUIPMENT THAT THE EXHIBITOR HAS PROVIDED THEMSELVES SUCH AS: TWO WHEELED HAND TRUCKS AND FOUR WHEELED FLAT TRUCKS. **THE USE OF FORK TRUCKS, PALLET JACKS AND ANY OTHER MECHANICAL EQUIPMENT IS NOT PERMITTED BY ANYONE OTHER THAN SER EXPOSITION SERVICES ANY CRATED MATERIALS MUST BE HANDLED BY UNION PERSONNEL.**

JENKS PRODUCTIONS HAS ARRANGED TO PAY FOR LABOR TO UNLOAD RENTED TRUCKS ON FRIDAY FROM 11AM – 3PM AND LOAD SUNDAY FROM 5PM - 9PM. BRING YOUR OWN DOLLIES & HAND TRUCKS, AS THE CENTER DOES NOT PROVIDE THEM.

PLEASE SCHEDULE YOUR SETUP DURING POSTED TIMES (11AM – 3PM FRIDAY NOVEMBER 9) IF YOU NEED UNION LABOR ASSISTANCE WITH NO FEES. OUTSIDE THOSE TIMES YOU WILL INCUR LABOR CHARGES.

*MOVE-IN FRIDAY, **NOVEMBER 9, 2018** - 10AM-6PM(11am – 3pm no labor fees during this time)*

SHOW HOURS – SAT 10AM-6PM / SUN 10AM-5PM

*MOVE-OUT SUNDAY, **NOVEMBER 11, 2018** 5PM-9PM (NO LABOR FEES DURING THIS TIME)*

PARKING

FORM ONLINE: [HTTP://WWW.RICONVENTION.COM/EXHIBITORS/ONLINE-EXHIBITOR-SERVICES](http://www.riconvention.com/exhibitors/online-exhibitor-services)

BUISNESS OFFICE

99 WEST EXCHANGE STREET

PROVIDENCE, RI 02903

PHONE #401-458-6103 FAX #401-458-6335

[HTTP://WWW.RICONVENTION.COM/EXHIBITORS/ONLINE-EXHIBITOR-SERVICES](http://www.riconvention.com/exhibitors/online-exhibitor-services)

COMPANY NAME: _____ BOOTH #: _____

YES I WOULD LIKE ADDITIONAL VIP PASSES-QUANTITY _____ PDF COUPON _____
RECIPRICAL WEB LINK: _____

CREDIT CARD # _____ EXP DATE _____

*NAME ON CARD _____

SECURITY CODE _____ (LAST (3) DIGITS ON REVERSE OF CARDS/AMEX (4) DIGITS FROM RIGHT OF CARD

AMT AUTH \$ _____ AUTH SIGNATURE _____

BILLING ZIP CODE _____

YOUR RI TAX ID# _____ (REQUIRED)

PLEASE RETURN COMPLETED FORM TO:

JENKS PRODUCTIONS, LLC.

205 East High Street

East Hampton, CT 06424

(860) 918-0891 DIRECT

Charmagne "Charlee" Harris

CHARLEE@Jenksproductions.com

**YOU MAY FAX THIS TO US AT
(860) 365-5751
THANK YOU FOR YOUR ORDER
SEE YOU AT THE SHOW!
VISIT US ONLINE AT
www.jenksproductions.com**