

THE 17th ANNUAL EASTERN PENNSYLVANIA FALL HOME SHOW
OCTOBER 26-27, 2019
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 25- 8AM - 6PM

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

SHOW HOURS SATURDAY, OCTOBER 26 – 11AM – 6PM
SUNDAY, OCTOBER 27– 11AM – 5PM

MOVE-OUT: SUNDAY, OCTOBER 27– 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 15, 2019. LATE FEES WILL APPLY.**

INTERNET SERVICE – NEW OPTIONS – STRICK DEADLINES APPLY

Internet connections to your booth are available directly from Service Electric Cable TV & Communications. Call (610) 625-9239 to order your 100 Mbps Internet connection with modem rental and unlimited bandwidth for only \$50.00 for the entire show period. Prepayment required (credit cards accepted). Orders must be place no later than 7 days prior to the show, deadlines will be adhered to.

PHONE SERVICE: CALL (610) 841-4100

HEALTH PERMITS: **Bureau of Health / Environmental Health Services.** 435 Hamilton St., 410 City Hall Allentown, PA 18101. Office: (610) 437-7759 FAX: (610) 439-5946 (Form Enclosed and on www.jenksproductions.com)

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

CROSS PROMOTIONAL TICKET DISTRIBUTION PROGRAM:

YES – PLEASE EMAIL .PDF COUPON FOR EMAIL BLASTS

YES I WOULD LIKE SOCIAL MEDIA LINKS/COUPONS

EMAIL ADDRESS _____

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.**

NEW OFFICIAL SHOW PROGRAM ADVERTISING: DEADLINE OCTOBER 3, 2019

ADDITIONAL EXPOSURE AVAILABLE THROUGH **YOUR HOME REMODEL MAGAZINE. TINA PERROTTA, PUBLISHER. 215-297-5013 direct 215-534-4421 mobile Tina@YHRMAG.com & Jackie@YHRMAG.com YourHomeRemodelMagazine.com** SEE ATTACHED RATE SHEET.

HOTELS: THESE HOTELS OFFER THE FOLLOWING RATES:

*****OFFICIAL HOST HOTEL***:**

FOUR POINTS by SHERATON IN ALLENTOWN LEHIGH VALLEY

3712 HAMILTON BLVD. ~ ALLENTOWN PA 18103 (T) 610-437-9100 (F) 610-437-0221

RATES: \$129 NON-SMOKING DOUBLES OR KINGS. RMS AVAILABLE STARTING 10/24/19 DEPARTURE 10/27/19

INDIVIDUALS WILL CALL THE HOTEL DIRECT OR TOLL FREE RESERVATIONS NUMBER. PLEASE USE THE GROUP CODE **JENKS PRODUCTIONS, LLC.** WHEN MAKING ALL RESERVATIONS. A CREDIT CARD OR ADVANCE DEPOSIT IS REQUIRED TO GUARANTEE RESERVATIONS. INDIVIDUALS WILL CALL THE HOTEL DIRECT OR TOLL FREE RESERVATIONS NUMBER.

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ADDITIONAL AREA HOTELS:

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.

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BOOTH PAYMENT FORM

BOOTH FEES: ALL FEES ARE DUE BY OCTOBER 1, 2019. 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 – CHECK THIS OFF FOR JENKS' RECORDS.**

CALL SERVICE ELECTRIC CABLE & TV COMMUNICATIONS DIRECTLY AT (610) 625-9239 FOR 100 MBPS CONNECTION WITH MODEM RENTAL / UNLIMITED BANDWIDTH FOR ONLY \$50.00 FOR ENTIRE SHOW. PREPAYMENT IS REQUIRED (CREDIT CARDS ACCEPTED).

DEADLINE – ORDERS MUST BE PLACED WITH SERVICE ELECTRIC NO LATER THAN 7 DAYS PRIOR TO THE SHOW.

____ 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 – I WOULD LIKE TO PLACE AN AD,- 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