

THE 20th ANNUAL EASTERN PENNSYLVANIA SPRING HOME SHOW
MARCH 4-6, 2022 @ 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-CELL

HOURS - SET-UP: THURSDAY, MARCH 3 - 8AM - 6PM
FRIDAY, MARCH 4 – 8AM – 4PM (SHOW OPENS AT 5PM)

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

SHOW HOURS: FRIDAY, MARCH 4 ,5PM – 9PM
SATURDAY, MARCH 5, , 10AM – 6PM
SUNDAY, MARCH 6 -10AM – 5PM

MOVE-OUT: SUNDAY, MARCH 6- 5PM – 9PM

ALL MATERIALS MUST BE OUT BY 9PM SUNDAY NIGHT. ITEMS LEFT AFTER SUNDAY ARE SUBJECT TO DISPOSAL AT EXHIBITORS' EXPENSE.

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 FROM THE FACILITY OR DECORATING SERVICE **IN ADVANCE.**
(FEES ARE \$75.00 IN AND \$75.00 OUT – SUBJECT TO ONSITE QUOTE)

ELECTRICITY: ELECTRICITY IS NOT INCLUDED IN THE COST OF YOUR BOOTH. USE FORM INCLUDED TO PRE-ORDER YOUR ELECTRICAL NEEDS. THE BASIC SERVICE IS 500 WATTS, ONE OUTLET - \$85.00. ORDER NOW!!! DEADLINE FOR ORDERS IS MARCH 1, 2022. LATE FEES WILL APPLY.

INTERNET SERVICE : 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 5 DAYS PRIOR TO THE SHOW.

PHONE SERVICE: CALL (610) 433-7541

DISPLAY & DECORATING: THE DECORATING COMPANY IS **ACTION PARTY RENTALS.,** 620 UNION BLVD., ALLENTOWN, PA 18109 (610) 435-8900 SAMANTHA HILDEBEITEL Samantha@actionpartyrentals.com www.actionpartyrentals.com
FOR INFO ON ADDITIONAL TABLES/CHAIRS OR ADVANCED SHIPPING OF LARGE DISPLAY MATERIALS, **PLEASE CALL DECORATOR DIRECTLY. DREYAGE 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.**

****1 SIX FOOT DRAPED TABLE & TWO CHAIRS PER COMPANY WILL BE INCLUDED IN YOUR BOOTH BY REQUEST ONLY PLEASE INDICATE IF YOU PLAN TO USE THE 6 FT TABLE & 2 CHAIRS ON THE BADGE REQUEST 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.

JENKS PRODUCTIONS IS NOT REPSONSIBLE FOR PAYMENT OF ADDITIONAL ITEMS ORDERED.

PARKING: PARKING IS FREE FOR EXHIBITORS AND THE PUBLIC. WE REQUEST THAT YOU PARK IN THE DESIGNATED EXHIBITOR LOTS. **PARKING AROUND THE BUILDING IS FOR THE PUBLIC ONLY.**

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SECURITY: MANAGEMENT WILL PROVIDE SECURITY DURING THE EXPO. NO ONE HAS ACCESS TO THE SHOW AFTER HOURS. NEITHER MANAGEMENT NOR THE ALLENTOWN FAIRGROUNDS 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 FOUR (4) VIP GUEST PASSES, TO BE USED FOR CLIENTS OR FAMILY. EACH PASS IS GOOD FOR ONE ENTRY ONLY.

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.**

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.

A CREDIT CARD OR ADVANCE DEPOSIT IS REQUIRED TO GUARANTEE RESERVATIONS

ADDITIONAL AREA HOTELS:

WINGATE BY WYNDHAM ALLENTOWN - 4325 HAMILTON BLVD, ALLENTOWN, PA 18103

(610) 366-1600 **CALL FOR PRICING/AVAILABILITY**

☐ ***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-BRING TO SHOW OFFICE**, REFUELING TO BE DONE OFF SITE & ALL LIQUID PROPANE TANKS MUST BE REMOVED FROM THE ALLENTOWN FAIRGROUND AG HALL IMMEDIATELY AFTER USE.

TEMPORARY FOOD PERMIT: ENCLOSED/SEE ATTACHED

CONTACT: BUREAU OF HEALTH ENVIRONMENTAL HEALTH SERVICES

435 HAMILTON ST 410 CITY HALL

ALLENTOWN, PA 18101

640-437-7759

FEE RANGES:\$40.00-\$75.00 LATE FEES APPLY

THE EASTERN PA SPRING HOME SHOW – MARCH 4-6, 2022

BOOTH PAYMENT FORM

BOOTH FEES: ALL FEES ARE DUE BY FEBRUARY 24, 2022. 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 _____ name on card

EXHIBITOR SERVICE PRE-ORDERS

____ YES - 6' TABLE & (2) CHAIRS PER COMPANY

(CHECK IF NEEDED) **TABLE MUST BE PRE-ORDERED**

____ YES - ELECTRICITY BASIC SERVICE 500 WATTS - \$85.00

(CHECK IF NEEDED)

____ YES – INTERNET SERVICE – www.ptd.net

(www.ptd.net is the service provider)

____ YES – Forklift Charge - \$75 pick charge (\$150 in and out) call 860-918-0891 to order

(CHECK IF NEEDED) **PRICING SUBJECT TO CHANGE ONSITE**

____ YES RECIPROCAL HYPERLINK INFO _____

Links to www.jenksproductions.com (JENKS LINK MUST BE ON YOUR WEBSITE)

("All payments are for consideration for booth space. Your signature authorizes Jenks Productions to charge your card for the amount shown")

RETURN THIS FORM TO:

JENKS PRODUCTIONS, LLC.

205 East High Street Suite 1.

East Hampton, CT 06424

800-955-7469 (tollfree) 860-365-5678

860-918-0891 Direct Line

CHARLEE@JENKSPRODUCTIONS.COM

FAX THIS FORM TO US AT 860-365-5751!

THANKS FOR YOUR PAYMENT! SEE YOU AT THE EASTERN PA SPRING HOME SHOW!

VISIT US ONLINE AT www.jenksproductions.com