

THE 27<sup>th</sup> ANNUAL JENKS PRODUCTIONS LLC.

SPRING HOME SHOW APRIL 2-3, 2022 XL CENTER, HARTFORD, CT

**Location:** XL Center - 1 Civic Center Plaza – Hartford, CT 06103 Andrew Vecere [Andrew.Vecere@spectrarp.com](mailto:Andrew.Vecere@spectrarp.com)

phone: (860) 241-4245 fax: (860) 241-4226

**Jenks Contacts: Charmagne Harris 860.918.0891 & Dennis Jenks – 860.918.1297**

Jenks Productions Office contact number: 860.365-5678 Fax: 860 365-5751

**Show Hours:** Saturday, April 2<sup>nd</sup> – 10AM – 6PM

Sunday, April 3<sup>rd</sup> – 10AM – 5PM

Show is open to public until 5pm. We expect booths to remain intact until the show closes.

**Set Up Hours:** Friday, April 1<sup>st</sup> – 8am – 6pm **(NO VEHICLES will be allowed in the bldg. after 4pm due to an event in the Colliseum) Access through Shipping/Receiving off Ann Street will still be possible on foot off until 6pm**

Jenks Productions, LLC. strongly urges all exhibitors to set up on scheduled day & time

Unattended children under 16 years of age are not permitted during move-in/out!

**Move Out Hours:** Sunday April 3<sup>rd</sup> -5pm -10pm

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 3rd!

**Booth Fees:** All booths MUST be paid in full before set up on show site.

**Balances paid in FULL are due by March 11th, 2020.**

Payments received after that must be by cash, certified check or credit card. Statement 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.

Be sure to bring your own dollies and or hand trucks for move in. No move in or out through front entrance. Exhibitor entrance is the load in ramp – Shipping/Receiving off of Ann St. Any materials sent to the building will be handled by Demers Expo Services and Subject to Drayage Fees.

Fork Lift Services ordered through XL Center – call (860) 241-4245 Andrew Vecere.

Please call Charmagne Harris, 860.918.0891 or Dennis Jenks 860.918.1297 with any questions.

**Display & Decorating:**

Demers Expo Services 151A Park Ave East Hartford, CT 06108 phone: 860-882-0003 fax: 860-761-0070

email: [christine@demers-av.com](mailto:christine@demers-av.com)

**Demers Exhibit Kit is available online to order display materials and will provide booth signs.**

**Tables, chairs, carpet, and electricity are not included in the booth fee! Order Early prices are higher on show site.**

**Electricity:** Application for electricity is enclosed. Email from to [Andrew.Vecere@spectrarp.com](mailto:Andrew.Vecere@spectrarp.com)

Basic service is \$100 /up to 2000 watts, if pre-ordered Onsite price \$125.00 . Wireless internet \$50, covers all show days.

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**Fire Marshall Regulations:**

Per the Fire Marshall, the show closes at 5pm Sunday, April 5th. Booths MUST remain intact until then

Fuel Restrictions – ¼ or less gas in fuel tank. No open flames in booths, including propane, butane, sterno, candles, etc.

**Parking:**

Adjacent parking lots are available first come first show.

**Security:** Management provides security during set up and home show hours. NO ONE will have 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:**

Each Vendor will receive (4). These are for customers & clients. Badges are for your staff.

**Exhibitor badges:**

Each company will be allowed 6 badges . Available at Show Desk upon Registering

**Certificate of Insurance:**

**ALL exhibiting companies are required to provide a letter of additional insured by his/her insurance company.**

Additional Insureds are:

Jenks Productions, LLC 205 East High Street East Hampton, CT 06024

XL Center/Spectra 1 Civic Center Plaza Hartford, CT 06103

**Exhibitors Advertising in Show Program: [Program Rate Sheet located on website](#) - DEADLINE 2 WEEKS PRIOR TO SHOW**

Please contact Wesley Jenks @ 860-365-5678 or [wes@jenksproductions.com](mailto:wes@jenksproductions.com)

**Area Hotels:** Call hotels directly for pricing:

**Hilton Hartford - 860-728-5151 - 315 Trumbull Street - Hartford, CT 06103** Connected to the XL Center

**Residence Inn By Marriott – 860-524-5550 – 942 Main Street – Hartford, CT 06103**

**Days Inn Motel – 860-2447-3297 – 207 Brainerd Rd – Hartford, CT 06114**

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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](http://www.jenksproductions.com)