

THE 21st ANNUAL EASTERN PENNSYLVANIA SPRING HOME SHOW
MARCH 3-5, 2023
AG HALL ALLENTOWN FAIRGROUNDS, ALLENTOWN PA
ALL EXHIBITORS MUST CHECK-IN AT SHOW OFFICE PRIOR TO SET-UP

LOCATION: AGRI-PLEX, 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: THURSDAY, MARCH 2, 8AM - 6PM
FRIDAY, MARCH 3, 8AM - 4PM

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

SHOW HOURS FRIDAY, MARCH 3, 5PM - 9PM
SATURDAY, MARCH 4, 10AM - 6PM
SUNDAY, MARCH 5, 10AM - 5PM

MOVE-OUT: SUNDAY, MARCH 5, 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.

INSURANCE CERTIFICATES REQUIRED:

JENKS PRODUCTIONS, LLC & AGRI-PLEX NAMED AS ADDITIONAL INSURED:

AGRI-PLEX, 302 N 17TH STREET, ALLENTOWN, PA 18104

JENKS PRODUCTIONS, LLC 205 EAST HIGH STREET, EAST HAMPTON, CT 06424

(Email to sandi@jenksproductions.com)

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 FEBRUARY 27, 2023. **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. **PRE-PAYMENT TO SERVICE ELECTRIC IS REQUIRED (CREDIT CARDS ACCEPTED).**
*****ORDERS MUST BE PLACE NO LATER THAN 10 DAYS PRIOR TO THE SHOW*****

PHONE SERVICE: CALL (610) 433-7541

TEMPORARY FOOD PERMIT: FOOD & BEVERAGE VENDORS - CONTACT: BUREAU OF HEALTH / ENVIRONMENTAL HEALTH SERVICES 435 HAMILTON ST 410 CITY HALL - ALLENTOWN, PA 18101 610-437-7759 FEE RANGES: \$40.00-\$75.00 LATE FEES APPLY

DISPLAY & DECORATING: 10X10 PIPED/DRAPED INCLUDES COMPANY SIGN. MUST BE PRE-ORDERED - (1) 8' TABLE/2 CHAIRS COMPLETE FORM - SCAN/EMAIL DIRECTLY TO CHARLEE@JENKSPRODUCTIONS.COM. ADVANCED SHIPPING OF LARGE DISPLAY MATERIALS: SHIPPED TO AGRI-PLEX 302 N 17TH STREET, ALLENTOWN, PA 18104 DRAYAGE CHARGES FOR DISPLAY MATERIALS/FREIGHT CHARGES ARE APPLICABLE. ANY ITEMS SHIPPED TO THE SHOW ARE SUBJECT TO CHARGES. JENKS PRODUCTIONS IS NOT RESPONSIBLE FOR PAYMENT OF ADDITIONAL ITEMS ORDERED.

****1 EIGHT FOOT DRAPED TABLE/TWO CHAIRS PER COMPANY ***MUST BE PRE-ORDERED*****

PLEASE INDICATE IF YOU PLAN TO USE THE 8FT TABLE & 2 CHAIRS ON THE BOOTH PAYMENT FORM & RETURN IT BY FAX TO 860.365-5751 OR BEST TO SCAN/EMAIL DIRECTLY TO SANDI@JENKSPRODUCTIONS.COM

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 AGRI-PLEX 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 (6) VIP GUEST PASSES, TO BE USED FOR CLIENTS OR FAMILY. 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.

HOTELS:

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

**RATES: \$129 NON-SMOKING DOUBLES OR KINGS. RMS AVAILABLE STARTING 3/2/23 DEPARTURE 3/5/23
FOUR POINTS by SHERATON ALLENTOWN LEHIGH VALLEY
3712 HAMILTON BLVD. ~ ALLENTOWN PA 18103 (T) 610-437-9100 (F) 610-437-0221**

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

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.

**21st ANNUAL EASTERN PA SPRING HOME SHOW – MARCH 3-5, 2023 - BOOTH PAYMENT, ELECTRIC ORDER, TABLE CHAIRS FORM
BOOTH FEES:**

ALL FEES ARE DUE BY FEBRUARY 20, 2023. 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.

TO EXPEDITE - SCAN DIRECTLY TO SANDI@JENKSPRODUCTIONS.COM

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 – DEADLINE FEBRUARY 20, 2023

YES - 8' TABLE & (2) CHAIRS PER COMPANY **TABLE MUST BE PRE-ORDERED** / _____ NO TABLE NEEDED

YES - ELECTRICITY BASIC SERVICE 500 WATTS - \$85.00 – MUST BE ORDERED 14 DAYS PRIOR/LATE FEES APPLY

YES - INTERNET SERVICE – (610) 625-9239 **SERVICE ELECTRIC** \$50.00 MUST ORDER WITHIN 10 DAYS OF SHOW

YES – PHONE SERVICE – **PHONE SERVICE:** CALL (610) 433-7541

YES – FORKLIFT CHARGE - \$75 PICK CHARGE (\$150 IN AND OUT) CALL 860-918-0891 TO ORDER

MUST BE ARRANGED FOR & PAID IN ADVANCE

EXPEDITE YOUR PRE-ORDERS - PLEASE SCAN/EMAIL DIRECTLY TO SANDI@JENKSPRODUCTIONS.COM

YOU ALSO MAY FAX THIS FORM TO (860) 365-5751!

IF MAILING - RETURN THIS FORM TO:

JENKS PRODUCTIONS, LLC. 205 EAST HIGH STREET EAST HAMPTON, CT 06424

860-918-0891 DIRECT LINE

CHARLEE@JENKSPRODUCTIONS.COM

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

VISIT US ONLINE AT WWW.JENKSPRODUCTIONS.COM

IF YOU HAVE ANY QUESTIONS – CALL CHARMAGNE “CHARLEE” HARRIS DIRECTLY AT 860.918.0891 OR charlee@jenksproductions.com

