

WORCESTER HOME SHOW

MACH 10-12, 2023 – DCU CENTER – WORCESTER, MA

ALL EXHIBITORS MUST CHECK-IN AT SHOW OFFICE PRIOR TO SET-UP

LOCATION: DCU CENTER EXHIBITION HALL. 50 FOSTER STREET, WORCESTER, MA 01608-1398

SHARI O'CONNOR, OUR ONSITE CONTACT, CAN BE REACHED AT 508-929-0115 or soconnor@dcucenter.com

FOR PRE- SHOW & ONSITE QUESTIONS: CHARMAGNE HARRIS - (860) 918-0891 or DENNIS JENKS – (860) 918-1297

HOURS: SET UP: VEHICLES - THURSDAY, MARCH 9, 8AM –9AM DOOR 20 + 26

VEHICLES – FUEL TANK ¼ FULL; BATTERY DISCONNECTED, GAS CAP LOCKED OR TAPED SHUT - KEYS TO DCU SECURITY OFFICE.

GENERAL MOVE-IN

THURSDAY, MARCH 9, 9AM TO 6PM DOOR 20 + 26

FRIDAY 8AM – 4PM DOOR 20

CHILDREN 12 + UNDER MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES DURING MOVE-IN/OUT

EXHIBITOR BADGES: EXHIBITORS ARE ALLOWED SIX (6) BADGES PER EXHIBITOR. THESE ARE GOOD FOR BOTH DAYS OF THE EXPO. THEY WILL BE AVAILABLE AT THE SHOW CHECK-IN DESK DURING SET UP HOURS.

SHOW HOURS:

FRIDAY MARCH 10, 4PM – 8PM

SATURDAY MARCH 11, 10AM – 6PM

SUNDAY MARCH 12, 10AM - 5PM

MOVE OUT: SUNDAY, MARCH 12, 5PM - 9PM - **NO MONDAY HOLDOVERS. NO EXCEPTIONS.**

INSURANCE CERTIFICATES REQUIRED:

JENKS PRODUCTIONS, LLC; CITY OF WORCESTER & SMG/ASM GLOBAL

Named As Additionally Insured: City of Worcester and SMG/ASM Global

(Email to sandi@jenksproductions.com or fax to 860.365.5751)

Jenks Productions, LLC 205 East High Street East Hampton, CT 06424

City of Worcester and SMG/ASM Global 50 Foster Street Worcester, MA 01608-1398

ELECTRICITY How to Sign Up *ELECTRICITY IS NOT INCLUDED WITH THE BOOTH! **

Contact: Shari O'Connor 508-929-0115

Simply go to dcucenter.boomerecommerce.com.

- This will bring you to the DCU Center Storefront where it will prompt you to “Register Now”.
 - This will prompt you to select “Create Your Company”.
 - Enter all valid and accurate company information and click “Next”.
 - This brings you to the “Create a new Contact” page.
 - Fill out the correct information for who will be placing the order (**it is extremely important to put the correct E-Mail in order to complete the ordering process**).
 - Upon completion an activation E-Mail will be sent to the E-Mail address provided with a temporary password.
 - By following the activation link with the Username and Password provided you may now log-in and are ready to order!
- You can also go directly to <https://www.dcucenter.com/event-planning/exhibitor-services1/> , and follow the same steps above.

DISPLAY & DECORATING: A BOOTH SIGN, AN 8' HIGH BACK CURTAIN AND 3' HIGH SIDE CURTAINS ARE INCLUDED IN THE BOOTH FEE AND ARE PROVIDED BY **DEMERS EXPO SERVICES, 151A PARK AVE, EAST HARTFORD, CT 06108, 860-882-0003, CHRISTINA@DEMERSXPO.COM** FAX 860-761-0070. QUESTIONS ON RENTALS, PLEASE CALL DEMERS AT 860-882-0003.

DEMERS EXPO - Try their fully PCI-Compliant Online Ordering System!

Simply request an online login by emailing info@demersexpo.com (please specify show name and date). We will then create an online login and notify you of this via email. All products and services offered in this Exhibitor Services Kit are available on our online storefront. **Using our online storefront saves you an 8% administrative fee!**

Orders placed via email or fax will be assessed this fee.

FOOD & BEVERAGE SAMPLES: ATTENTION VENDORS SERVING BEVERAGES OR FOOD SAMPLES: CONTACT BRIANNA WHITE, CATERING SALES MANAGER 508-929-0134 or bwhite@dcucenter.com. **FOOD SAMPLES ARE ALLOWED BY OBTAINING A TEMPORARY FOOD PERMIT. PLEASE REACH OUT TO THE CITY OF WORCESTER OR VISIT THE MA.GOV WEBSITE: <https://www.worcesterma.gov/inspections/permits-licensing> & TO SCHEDULE FOR ONSITE INSPECTION.**

PARKING: MAJOR TAYLOR BLVD MUNICIPAL PARKING GARAGE – 30 MAJOR TAYLOR BLVD

(508) 792-0314 VISIT WWW.DCUCENTER.COM/PARKING.PHP

SECURITY: MANAGEMENT WILL PROVIDE SECURITY STARTING FRIDAY NIGHT. NO ONE WILL HAVE ACCESS TO THE BUILDING AFTER CLOSING HOURS. EXHIBITORS MAY ACCESS THE BUILDING ONE-HOUR PRIOR TO SHOW TIME, AND DURING MOVE IN & OUT. NEITHER MANAGEMENT NOR THE EASTERN STATES EXPO CAN GUARANTEE EXHIBITORS AGAINST LOSS OF ANY KIND. **PLEASE SEE YOUR INSURANCE AGENT ABOUT OFF PREMISE COVERAGE (SEE BELOW).** SMALL OR VALUABLE EXHIBIT MATERIALS SHOULD BE PUT AWAY OR COVERED AT NIGHT. **PER DCU NO BALLOONS ALLOWED – ANY LOOSE BALLOONS WILL INCUR CHARGES**

VIP GUEST PASSES: EACH EXHIBITOR IS ENTITLED TO FOUR (4) VIP GUEST PASSES, WHICH ARE ENCLOSED. THESE ARE FOR CLIENTS, FRIENDS & FAMILY. EACH TICKET WILL ADMIT ONE PERSON, ONE TIME ONLY.

HOTEL: HILTON GARDEN INN-WORCESTER (508-753-5780) –CALL FOR RATES

COMPANY POLICY!!!! IMPORTANT! - ALL BOOTH FEES MUST BE PAID IN ADVANCE, BY FEBRUARY 27, 2023. ANY PAYMENTS RECEIVED AFTER FEBRUARY 27, MUST BE IN THE FORM OF A CERTIFIED CHECK, CASH OR MONEY ORDER, NO EXCEPTIONS! A STATEMENT IS ENCLOSED FOR YOUR CONVENIENCE. WE ACCEPT ALL MAJOR CREDIT CARDS. COMPLETE THE FORM BELOW!

IF YOU HAVE ANY QUESTIONS REGARDING THE SHOW, CONTACT CHARMAGNE AT (860) 918-0891

EMAIL: charlee@jenksproductions.com
VISIT US ONLINE AT www.jenksproductions.com

**THE WORCESTER HOME SHOW
PAYMENT FORM & ELECTRICAL/HEALTH DEPT. INFO**

COMPANY NAME: _____

____ I ENCLOSED MY CHECK FOR **BOOTH PAYMENT.**

____ PLEASE CHARGE MY CREDIT CARD # _____

AMOUNT AUTHORIZED \$ _____ EXPIRATION DATE: _____

SECURITY CODE _____ (last 3 digits reverse of card except AMEX – 4 digits front middle right)

BILLING ZIP CODE _____ AUTHORIZED SIGNATURE _____

BOOTH/ELECTRICAL ORDER FORM

CALL 508-929-0115 or soconnor@dcucenter.com TO ORDER ELECTRICITY OR INTERNET

BEVERAGES OR FOOD SAMPLES:

CONTACT BRIANNA WHITE, CATERING SALES MANAGER 508-929-0134 or bwhite@dcucenter.com.

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

Call 860-365-5678 OR TOLL FREE 800-955-7469.

FAX THIS FORM TO US AT 860-365-5751 or EMAIL TO SANDI@JENKSPRODUCTIONS.COM