

THE 28th ANNUAL JENKS PRODUCTIONS LLC.

SPRING HOME SHOW APRIL 1-2, 2023 XL CENTER, HARTFORD, CT

Location: XL Center - 1 Civic Center Plaza – Hartford, CT 06103 Maggie Yorskie email: Maggie.Yorskie@OakViewGroup.com

phone: (860) 241-4215 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 1st– 10AM – 6PM
Sunday, April 2nd – 10AM – 5PM

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

Set Up Hours: Friday, March 31 - 8am – 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 2nd -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 22nd, 2023.

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.

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) 241-4215 Maggie Yorskie

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

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 Maggie.Yorskie@OakViewGroup.com

Electric Form Attached

Phone: (860) 241-4215 or Fax: (860) 241-4226

Fire Marshall Regulations:

Per the Fire Marshall, the show closes at 5pm Sunday, April 2nd. 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 serve.

Security: Management provides security during set up and home show hours. NO ONE will have access 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 (6). These are for customers & clients.

Exhibitor badges:

Each company will be allowed 6 badges. Badges are for your staff. 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

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