

**19<sup>TH</sup> ANNUAL FALL WESTCHESTER COUNTY HOME SHOW – NOVEMBER 4-5, 2023 WESTCHESTER COUNTY CENTER, WHITE PLAINS, NY**

**LOCATION:** WESTCHESTER COUNTY CENTER , 198 CENTRAL AVE., WHITE PLAINS, NY 10606 914-995-4052 MICHAEL LIGUORI, SALES MGR. SHOW CONTACT & DURING SET-UP HOURS, PLEASE CALL CHARMAGNE “CHARLEE” HARRIS AT **(860) 918-0891-DIRECT LINE**

**HOURS - SET-UP:** FRIDAY, NOV. 3 9AM - 6PM **UNATTENDED CHILDREN UNDER 12 ARE NOT PERMITTED DURING MOVE-IN/OUT!**

**SHOW HOURS** SATURDAY, NOV. 4 – 11AM – 5PM SUNDAY, NOV. 5 – 11AM – 4PM

**MOVE-OUT:** SUNDAY, NOV. 5 - 4PM – 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.

**MOVE IN INSTRUCTIONS: ALL MOVE-IN CREWS MUST CHECK IN AT THE SHOW OFFICE.**

1. ACCESSIBLE FROM TARRYTOWN RD. MAXIMUM LOAD IN DOOR DIMENSIONS ARE 15' HIGH BY 10' WIDE (15' X 10'). EXHIBITORS WILL BE ALLOWED TO SET UP AND TAKE DOWN DISPLAYS USING YOUR OWN PERSONNEL. BOOTHS ARE 8' DEEP & 10' WIDE. NO BOOTH CAN EXTEND BEYOND 8' INTO AISLES. SIDE WALLS ON DISPLAYS ARE LIMITED TO 8' HIGH AND NOT TO EXTEND MORE THAN 5' FROM BACK DROP BACK WALL AND DISPLAYS ARE LIMITED TO 8' HIGH . **NOT FRONT ENTRANCE**
2. BRING DOLLIES OR HAND TRUCKS FOR MOVE-IN. NO MECHANICAL MATERIAL HANDLING EQUIP. ALLOWED.
3. **TENTS – MUST BE AFFIXED WITH FIRE PROOF CERTIFICATION, AND/OR MANUFACTURERS FIRE PROOF CERTIFICATION**
4. **INSURANCE CERTIFICATES REQUIRED:** JENKS PRODUCTIONS, LLC & WESTCHESTER COUNTY CENTER – ADDRESS ABOVE NAMED AS ADDITIONAL INSURED. (Email to [sandi@jenksproductions.com](mailto:sandi@jenksproductions.com) )
5. **FORKLIFTS AVAILABLE - \$75 PICK CHARGE (\$150 IN/OUT) MUST BE PRE-ORDERED – CALL 860.918.0891**

**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 OCTOBER 26, 2023. **LATE FEES APPLY.**

**INTERNET SERVICE: WIFI FREE**

INTERNET WIFI CONNECTIONS AVAILABLE ACCESS CODE FROM SHOW OFFICE

**TEMPORARY FOOD PERMIT:** FOOD & BEVERAGE VENDORS - CONTACT: HOMESTYLE CATERING FOR APPROVAL -Al and Joe Ciuffetelli 914-995-4050

**DISPLAY & DECORATING:** 8X10 PIPED/DRAPE INCLUDES COMPANY SIGN. **TABLES/CHAIRS CARPETING NOT INCLUDED IN THE BOOTH**

ADVANCED SHIPPING OF LARGE DISPLAY MATERIALS; DRAYAGE CHARGES FOR DISPLAY MATERIALS/FREIGHT CHARGES ARE APPLICABLE. ANY ITEMS SHIPPED TO THE SHOW ARE SUBJECT TO CHARGES. CALL 860.918.0891 FOR ANY DETAILS

**JENKS PRODUCTIONS IS NOT RESPONSIBLE FOR PAYMENT OF ADDITIONAL ITEMS ORDERED.**

**PARKING:** FREE EXHIBITOR PARKING IS LIMITED AROUND THE REAR OF COUNTY CENTER. PARKING LOT (FEE) ACROSS FROM COUNTY CENTER ENTRANCE.

**SECURITY:** MANAGEMENT WILL PROVIDE SECURITY DURING THE EXPO. NO ONE HAS ACCESS TO THE SHOW AFTER HOURS. NEITHER MANAGEMENT NOR THE EXPO CENTER 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 **SIX (12) VIP GUEST PASSES**, TO BE USED FOR CLIENTS OR FAMILY. **EACH PASS IS GOOD FOR TWO ENTRIES.** ADDITIONAL TICKETS ARE AVAILABLE – CALL CHARLEE AT 860.918.0891

**CROSS PROMOTIONAL TICKET DISTRIBUTION PROGRAM: NO CHARGE TO YOU FREE VIP PASS AVAILABLE FOR YOUR CUSTOMERS**

.PDF COUPON FOR EMAIL BLASTS & HARD COPY TICKETS ARE AVAILABLE AND SOCIAL MEDIA LINKS/COUPONS

**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.**

**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.

**OFFICIAL HOST HOTEL: RESERVATION DEADLINE – OCTOBER 21, 2023**

**RATES:** SHERATON TARRYTOWN HOTEL 600 White Plains Road, Tarrytown, NY 10591 Rms: Call For Rates Deadline for Reservations. Each reservation must be guaranteed to a credit card. Call our direct reservations line at (888)627-8523 and provide the group name: Westchester Home Fall Show. (914)460-2007. LINK EMAILED TO RESERVE.

**Use our new convenient Payment Portal:**

<https://stats.slimcd.com/soft/multisession.asp?sessionid=8FA841734096F0E0206CFAAD9A717AF049806B26>

19<sup>TH</sup> ANNUAL WESTCHESTER COUNTY FALL HOME SHOW – NOVEMBER 4-5, 2023 BOOTH PAYMENT FORM

**BOOTH FEES:**

ALL FEES ARE DUE BY OCTOBER 21, 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. SCAN TO [SANDI@JENKSPRODUCTIONS.COM](mailto:SANDI@JENKSPRODUCTIONS.COM)

Use our new convenient Payment Portal:

<https://stats.slimcd.com/soft/multisession.asp?sessionid=8FA841734096F0E0206CFAAD9A717AF049806B26>

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**

\_\_\_\_ YES - ELECTRICITY BASIC SERVICE 500 WATTS - \$85.00 – MUST BE ORDERED 10 DAYS PRIOR/LATE FEES APPLY

\_\_\_\_ YES - INTERNET SERVICE – WIFI FREE – CODE AT SHOW OFFICE

\_\_\_\_ YES – FORKLIFT CHARGE - \$75 PICK CHARGE (\$150 IN AND OUT) CALL 860-918-0891 TO ORDER – PRE-ARRANGE & PAID IN ADVANCE

\_\_\_\_ YES RECIPROCAL HYPERLINK INFO \_\_\_\_\_

LINKS TO [WWW.JENKSPRODUCTIONS.COM](http://WWW.JENKSPRODUCTIONS.COM) (JENKS LINK MUST BE ON YOUR WEBSITE)

\_\_\_\_ YES – I WOULD LIKE TO PLACE AN AD SEE PROGRAM RATE SHEET

**CROSS PROMOTIONAL TICKET DISTRIBUTION PROGRAM: VIP FREE PASSES FOR OUR CUSTOMERS NO CHARGE TO YOU!**

\_\_\_\_ YES – PLEASE EMAIL .PDF COUPON FOR EMAIL BLASTS

\_\_\_\_ YES I WOULD LIKE SOCIAL MEDIA LINKS/COUPONS

EMAIL ADDRESS \_\_\_\_\_

**EXPEDITE YOUR PRE-ORDERS –**

PLEASE SCAN/EMAIL DIRECTLY TO [SANDI@JENKSPRODUCTIONS.COM](mailto: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

THANKS FOR YOUR PAYMENT! SEE YOU AT THE WESTCHESTER COUNTY FALL HOME SHOW!

VISIT US ONLINE AT [WWW.JENKSPRODUCTIONS.COM](http://WWW.JENKSPRODUCTIONS.COM)

QUESTIONS – CALL CHARLEE DIRECTLY AT 860.918.0891 EMAIL: [CHARLEE@JENKSPRODUCTIONS.COM](mailto:CHARLEE@JENKSPRODUCTIONS.COM)

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Westchester County Department of Consumer Protection

**ALL HOME IMPROVEMENT VENDORS MUST BE LICENSED**

**No License – Participation Jeopardized**

Please find the link for the WCHI license applications and the instructions. All applications must be mailed to the department . There is no in-person contact. Applications can be expedited for an additional \$75.00 charge to the credit card and that is explained at the end of the application. Feel free to call if you have any questions.

[https://consumer.westchestergov.com/images/stories/pdfs/Homeimprovementapplication\\_Eng\\_07122023.pdf](https://consumer.westchestergov.com/images/stories/pdfs/Homeimprovementapplication_Eng_07122023.pdf)

Respectfully,

Gilda Strudwick

Senior Inspector

Licensing Division

Westchester County Department of Consumer Protection

148 Martine Avenue, Room 407

White Plains, NY 10601

(914)995-2176