

36TH ANNUAL CENTRAL CT HOME & BUSINESS EXPO – NOVEMBER 18-19, 2023 THE BRISTOL EVENT CENTER, BRISTOL CT 06010

LOCATION: THE BRISTOL EVENT CENTER 112 CENTURY DRIVE, BRISTOL, CT 06010. www.bristoleventcenter.com SHOW AND DURING SET-UP HOURS, PLEASE CALL WES JENKS (561) 578-9680 OR DENNIS JENKS 860-365-0680

HOURS - SET-UP: FRIDAY, NOV. 17- 10AM - 7PM **UNATTENDED CHILDREN UNDER 12 ARE NOT PERMITTED DURING MOVE-IN/OUT!**
SHOW HOURS SATURDAY, NOV 18 – 11AM – 5PM SUNDAY, NOV 19 – 11AM – 4PM
MOVE-OUT: SUNDAY, NOV 19 - 4PM – 9PM

ALL MATERIALS MUST BE OUT BY 9PM SUNDAY NIGHT. ITEMS LEFT AFTER SUNDAY ARE SUBJECT TO DISPOSAL AT EXHIBITORS' EXPENSE. PLEASE CALL WES JENKS AT (561) 578-9680 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. USE LOADING DOOR NEAREST YOUR BOOTH. SEVERAL DOOR ACCESS
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 & THE BRISTOL EVENT CENTER NAMED AS ADDITIONAL INSURED.
(Email to sandi@jenksproductions.com)

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 NOV 10, 2023 **LATE FEES APPLY.**

INTERNET SERVICE:

WIFI ONLY IS AVAILABLE DIRECTLY FROM THE BRISTOL EVENT CENTER - \$50 PER USER
NO HARD WIRE INTERNET IS AVAILABLE AT THIS TIME.

TEMPORARY FOOD PERMIT: CALL THE BRISTOL EVENT CENTER – 860-845-1555

DISPLAY & DECORATING: CONTACT DERMERS EXPO SERVICES 860-883-0002, info@demersexpo.com. BOOTHS ARE 8X10 PIPED/DRAPED INCLUDES COMPANY SIGN. 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. JENKS PRODUCTIONS IS NOT RESPONSIBLE FOR PAYMENT OF ADDITIONAL ITEMS ORDERED.

PARKING: **PARKING AROUND THE BRISTOL EVENT CENTER IS FREE FOR EXHIBITORS AND PATRONS.**
CONSIDER EASY ACCESS FOR CUSTOMERS WHEN PARKING

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 **TEN (10) VIP GUEST PASSES**, TO BE USED FOR CLIENTS OR FAMILY. **EACH PASS IS GOOD FOR TWO ENTRIES.** ADDITIONAL TICKETS ARE AVAILABLE – CALL SANDI AT 860-365-5678.

CROSS PROMOTIONAL TICKET DISTRIBUTION PROGRAM: **FREE TIX AVAILABLE FOR YOUR CUSTOMERS – NO COST TO YOU**

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. THE SHOW CLOSING IS AT 4PM SUNDAY. THIS MEANS NO ONE WILL BE ALLOWED TO DISMANTLE OR REMOVE ANY PORTION OF THE BOOTH UNTIL THAT TIME. AS LONG AS THERE IS PUBLIC IN THE BUILDING, IT IS YOUR OBLIGATION BY CONTRACT TO PRESENT A FULL AND COMPLETE DISPLAY UNTIL THE SHOW IS OFFICIALLY CLOSED. YOUR COOPERATION IS MUCH APPRECIATED!

EXHIBIT VEHICLE REGULATIONS: EVERY VEHICLE PARKED INSIDE THE BRISTOL EVENT CENTER 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.

36TH ANNUAL CENTRAL CONNECTICUT HOME & BUSINESS SHOW – NOVEMBER 18-19, 2023 THE BRISTOL EVENT CENTER, BRISTOL CT 06010
BOOTH PAYMENT FORM

BOOTH FEES:

ALL FEES ARE **DUE BY NOVEMBER 10, 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

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 – PAYABLE TO JENKS PRODUCTIOS – 10 DAYS PRIOR/LATE FEES APPLY

____ YES - WIFI ONLY \$50 PER USER – ORDER THROUGH BRISTOL EVENT CENTER

____ YES RECIPROCAL HYPERLINK INFO _____

LINKS TO WWW.JENKSPRODUCTIONS.COM (JENKS LINK MUST BE ON YOUR WEBSITE)

CROSS PROMOTIONAL TICKET DISTRIBUTION PROGRAM: FREE TIX FOR YOUR CUSTOMERS – NO COST 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 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 CENTRAL CONNECTICUT HOME & BUSINESS SHOW!
VISIT US ONLINE AT WWW.JENKSPRODUCTIONS.COM