

15TH ANNUAL FALL PROVIDENCE HOME SHOW – NOVEMBER 18-19, 2023 RHODE ISLAND CONVENTION CENTER, PROVIDENCE, RI

LOCATION: RHODE ISLAND CONVENTION CENTER, ONE SABIN ST. PROVIDENCE, RI. 02903-1814. PHONE 401-458-6000, DIRECTIONS: EXIT 22 RT 95 NORTH OR SOUTH. QUESTIONS PLEASE CALL CHARMAGNE "CHARLEE" HARRIS AT 860.918.0891 – DIRECT LINE or DENNIS JENKS 860.365.5678.

DIRECTIONS TO LOAD IN DOCK: <http://www.riconvention.com/exhibitors/directions> -parking From the North: Take Exit 21 (Atwells) from 95 South. Turn right onto Dean Street. Turn right at the light onto West Exchange Street. From the South: Take Exit 21 (Broadway) from 95 North. Take a Left at the 2nd light (Atwells). Turn right onto Dean Street. Turn right at the light onto West Exchange Street.

MOVE-IN - NO DRIVING ON THE SHOW FLOOR PER THE BUILDING (UNLESS YOUR VEHICLE IS INCLUDED IN YOUR DISPLAY – 8:30 AM)

HOURS - SET-UP: FRIDAY, NOVEMBER 17- 10AM - 6PM **UNATTENDED CHILDREN UNDER 12 ARE NOT PERMITTED DURING MOVE-IN/OUT!**

SHOW HOURS SATURDAY, NOVEMBER 18 – 10AM – 5PM SUNDAY, NOVEMBER 19 – 11AM – 4PM

MOVE-OUT: SUNDAY, NOVEMBER 19 - 4PM – 9PM **BRING YOUR OWN DOLLIES, HAND TRUCKS, CARTS**

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. (Park Level 3 Tower Northwest for Easy Access- hand carry items)

MOVE-IN: USE DOORS FOR HALLS A & B. DISPLAYS MAY BE HAND CARRIED TO YOUR BOOTH, WITHOUT UNION INTERVENTION. Exhibitors are allowed to unload a mini-van, car, station wagon or pick-up. Exhibitors may use hand-operated equipment that the Exhibitor has provided themselves such as: two wheeled hand trucks and four wheeled flat trucks. ***The use of fork trucks, pallet jacks and any other mechanical equipment is not permitted by anyone other than DEMERS EXPO SERVICES. Any crated materials must be handled by union personnel. ****Union regulations require that the official drayage contractor off-load all equipment and display material from all trucks, common carriers and van lines, includes trucks over 24 feet. The use of loading docks, fork trucks and pallet jacks are permitted only by DEMERS EXPO SERVICES personnel***. CONTACT CHARMAGNE 860.918.0891 IF YOUR VEHICLE IS 24' OR OVER.***

DISPLAY & DECORATING: DEMERS EXPOSITION SERVICES, 151 Park Ave, East Hartford, CT 06108, 860-882-0093, INFO@DEMERSEXPO.COM WWW.DEMERSEXPO.COM EXHIBITOR KIT AVAILABLE ON WWW.JENKSPRODUCTIONS.COM FOR YOU TO ORDER DISPLAY MATERIALS. (TABLES, CHAIRS, CARPETING, ELECTRICITY, HVAC ETC.) TABLES, CHAIRS, CARPETING & ELECTRICITY ARE NOT INCLUDED IN YOUR BOOTH COST. YOU MAY BRING YOUR OWN TABLES AND CHAIRS. 10X10 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.

BOOTH SET UP TOOLS: FORKLIFT SERVICE IS AVAILABLE THROUGH DEMERS EXPO SERVICES. PLEASE NOTE THERE ARE NO DOLLIES AT THE CENTER SO MAKE PLANS TO PROVIDE YOUR OWN DOLLIES AND HAND TRUCKS.

ORDERING EXHIBITOR SERVICES: ONLINE DIRECTIONS BELOW **Faxed/mailed in orders are no longer accepted!**

ELECTRICITY: ALL EXHIBITOR ORDER FORMS ARE ONLINE. DEADLINE FOR ELECTRIC ORDERS ONLINE. ORDER ELECTRICITY ONLINE <http://www.riconvention.com/exhibitors/online-exhibitor-services> or by calling the Business Center 401-458-6103. INTERNET: not included on the internet order form, purchase WIFI access codes Contact Scott Cloninger Scott.Cloninger@cox.com Cellular: 702.815.5377

Due to the high volume of calls no orders will be processed over the telephone, however should anyone have a question, or need help with an order, please reach out at any time.

1) Visit the Rhode Island Convention Center website at: www.riconvention.com.

2) Click on the EXHIBITORS tab Services

a) Click ORDER ONLINE to process the order via the internet and follow the steps to complete your order.

b.)E-mail Your Order:

1) Print out the order form/forms needed.

2) Fill out the appropriate information.

3) Scan/Email your order to the Rhode Island Convention Center Exhibitor Service Office to businesscenter@smgricc.com .

All orders must be paid in full.

EXHIBITOR PARKING: PARKING PASSES ARE AVAILABLE AT THE CONVENTION CENTER GARAGE. 3- DAY PARKING PASSES ARE AVAILABLE INCLUDING "IN AND OUT" ACCESS. <http://www.riconvention.com/exhibitors/online-exhibitor-services> or by calling the Business Center 401-458- 6103.

OFFICIAL SHOW PROGRAM: SEE ATTACHED RATE SHEET FOR ADDITIONAL ADVERTISING OPPORTUNITIES & BE INCLUDED IN THE OFFICIAL SHOW PROGRAM PROVIDED BY JENKS PRODUCTIONS HANDED OUT AT ENTRANCE. SPECS MUST BE ADHERED TO STRICTLY. **DEADLINE – NOVEMBER 1, 2023.** PLEASE CONTACT CHARMAGNE HARRIS 860.918.0891 OR CHARLEE@JENKSPRODUCTIONS.COM (EXAMPLE OF RATE/SPEC SHEET INCLUDED) **SECURITY:** MANAGEMENT WILL PROVIDE NECESSARY GUARDS DURING THE EXPO. NO ONE WILL BE ALLOWED IN THE SHOW AFTER CLOSING HOURS. NEITHER MANAGEMENT NOR THE CENTER CAN GUARANTEE EXHIBITORS AGAINST LOSS OF ANY KIND. SEE YOUR INSURANCE AGENT FOR OFF PREMISE INSURANCE. SMALL OR VALUABLE EXHIBIT ITEMS SHOULD BE PACKED AWAY OR COVERED AT NIGHT.

VIP GUEST PASSES: EACH EXHIBITOR IS ALLOWED 10 VIP GUEST PASSES PER EXHIBITOR, WHICH ARE ENCLOSED. THESE ARE TO BE USED FOR CLIENTS. EACH PASS IS GOOD FOR TWO ENTRIES. FOR ADDITIONAL PASSES PLEASE CALL 860.365.5678

TICKET DISTRIBUTION PROGRAM: VIP FREE TICKETS FOR YOUR CUSTOMERS – NO CHARGE TO YOU!

EXHIBITOR BADGES: EACH EXHIBITOR IS ALLOWED SIX (6) BADGES PER EXHIBITOR, VALID FOR THE RUN OF THE EXPO. THEY ARE TO BE USED BY BOOTH PERSONNEL ONLY. THEY WILL BE AVAILABLE AT CHECK IN - SHOW DESK.

FOOD & BEVERAGE SAMPLES: RICC CONCESSIONS NO LONGER ALLOWS ANY VENDOR FOOD/BEVERAGES TO BE SOLD UNLESS FULLY PACKAGED; NOT BE CONSUMED ONSITE. CATERING MGR – SAMANTHA BOTTONI 401-458-6025 Sbottoni@pvdricenter.com

NOTICE! PER THE FIRE MARSHALL: THE SHOW CLOSSES 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!

VEHICLES: ALL VEHICLES DISPLAYED ON SHOW FLOOR ARE SUBJECT TO INSPECTION BY THE FIRE MARSHALL. **KEYS MUST BE LEFT WITH SECURITY OR SHOW MANAGEMENT. BATTERIES DISCONNECTED AND TAPED. FUEL TANK LEVEL**

SALES TAX COMPLIANCE: ALL RETAIL SALES AT SHOWARE SUBJECT TO RI STATE 7% SALES TAX. DIRECT SALE VENDORS MUST APPLY FOR A TEMPORARY TAX PERMIT: YOU CAN REGISTER EITHER BY MAIL OR IN PERSON AT THE DIVISION OF TAXATION, ONE CAPITOL HILL, PROVIDENCE, RI 02908 BY FILING AN BUSINESS APPLICATION AND REGISTRATION FORM ALONG WITH THE \$10 FEE. A \$10 RENEWABLE FEE IS REQUIRED EACH YEAR. RI DIVISION OF TAXATION - 401-574-8829

15TH ANNUAL PROVIDENCE FALL HOME SHOW – NOVEMBER 18-19, 2023 BOOTH PAYMENT FORM

BOOTH FEES:

ALL FEES ARE DUE BY NOVEMBER 1, 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 – I WOULD LIKE TO PLACE AN AD SEE PROGRAM RATE SHEET

CROSS PROMOTIONAL TICKET DISTRIBUTION PROGRAM: FREE VIP PASSES ARE AVAILABLE FOR YOUR CLIENTS – NO COST TO YOU!

YES – PLEASE EMAIL .PDF COUPON FOR EMAIL BLASTS

YES I WOULD LIKE SOCIAL MEDIA LINKS/COUPONS

EMAIL ADDRESS _____

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

860.365.5678

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

VISIT US ONLINE AT WWW.JENKSPRODUCTIONS.COM

QUESTIONS – CALL CHARLEE DIRECTLY AT 860.918.0891 EMAIL: CHARLEE@JENKSPRODUCTIONS.COM