

**THE 29<sup>th</sup> ANNUAL SPRING HOME SHOW XL CENTER, HARTFORD, CT APRIL 13-14, 2024**

**Location:** XL Center – 1 Civic Center Plaza – Hartford, CT 06103. John Brucker, XL Events Mgr (860) 541-4727

JENKS PRODUCTIONS LLC., CONTACTS: **Charmagne Harris 860.918.0891/Dennis Jenks at 860-365-5678 / Tim Harris 860.918.1291**

**Show Hours:** Saturday, April 13 - 11:00am – 5:00pm Exhibitor Access 1 hour prior to show

Sunday, April 14 - 11:00am– 4:00pm *(Show is open to public until 4pm, we expect booths to remain intact until show closes)*

**Hours-Set-Up:** Friday , April 12 8:00AM– 6:00PM Vendors are encouraged to set up during scheduled time. **(Parental supervision required for children under 16)**

**Move Out:** Sunday, April 14 - 4pm – 9pm

All materials must be out by **9pm Sunday**. Items left are at owners' risk.

Secure your display when show closes. Jenks Productions is and the XL Center are not responsible or liable for items left after 9pm Sunday April 14<sup>th</sup>.

**Booth Fees:** All booths MUST be paid in full prior to set up on show site.

Balances must be paid no later than April 7. Pmts received after must be by Cash, Certified Check or Credit Card.

Statement included for convenience.

**Show Check In:**

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) 541-4727 John Brucker

Please call Charmagne Harris, 860.918.089, Dennis Jenks 860.918.1297 or Tim Harris 860.918.1291 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](mailto: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! Electricity: Application for electricity is enclosed. Email from to

[John.Brucker@OakViewGroup.com](mailto:John.Brucker@OakViewGroup.com)

Electric Form Attached Phone: (860) 541-4727

**Fire Marshall Regulations:**

Per the Fire Marshall, the show closes at 4pm Sunday, April 14<sup>th</sup>. 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. 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

**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](mailto: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

**PAGE 2 29th ANNUAL SPRING HOME SHOW APRIL 13-14, 2024 BOOTH PAYMENT FORM**

**Booth Fees:** Booth Fees due by April 7. Payments made after that must be Cash, Certified Check or Credit Card. Reference your invoice included.

New convenient Payment Portal Requires Invoice #:

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

Use this form below to pay by credit card, scan to [sandi@jenksproductions.com](mailto:sandi@jenksproductions.com)

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

\_\_\_\_\_ My booth payment is enclosed

\_\_\_\_\_ Please charge my credit card

Card Number # \_\_\_\_\_ Security Code: \_\_\_\_\_

(Last 3 Digits on reverse side of card except AMEX – 4 digits front right

center)

Amount: \$ \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Email: \_\_\_\_\_

**CROSS PROMOTIONAL TICKET DISTRIBUTION PROGRAM: VIP TICKETS AVAILABLE FOR YOUR CUSTOMERS – NO COST TO YOU!**

\_\_\_\_ Yes, Please email .pdf coupons for email blasts and social media posts. Email: [charlee@jenksproductions.com](mailto:charlee@jenksproductions.com)

**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 [sandi@jenksproductions.com](mailto:sandi@jenksproductions.com)

Thank you for your payment! See you at the Spring Home Show