

24th ANNUAL EASTERN PENNSYLVANIA SPRING HOME SHOW – MARCH 6-7-8, 2025 AGRI-PLEX ALLENTOWN FAIRGROUNDS -ALLENTOWN PA

LOCATION: AG HALL, 302 N 17TH STREET, ALLENTOWN, PA 18104 610-433-7541, FAX 610-430-4005. SHOW AND DURING SET-UP HOURS, PLEASE CALL CHARMAGNE "CHARLEE" HARRIS AT **(860) 918-0891**-DIRECT LINE

HOURS - SET-UP: THURSDAY, MARCH 5- 8AM - 6PM **UNATTENDED CHILDREN UNDER 12 ARE NOT PERMITTED DURING MOVE-IN/OUT!**
FRIDAY, MARCH 6 – 8AM – 3:30PM

SHOW HOURS FRIDAY, MARCH 6 – 4PM – 8PM; SATURDAY, MARCH 7 – 10AM – 5PM SUNDAY, MARCH 8– 10AM – 4PM

MOVE-OUT: SUNDAY, MARCH 8 - 4PM – 8PM

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. ALL BOOTHS MUST BE PAID IN FULL BEFORE MOVE IN IS ALLOWED**
USE LOADING DOOR NEAREST YOUR BOOTH. SEVERAL DOOR ACCESS – **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 & AGRI-PLEX, ALLENTOWN FAIRGROUNDS NAMED AS ADDITIONAL INSUREDS. (Email to cathy@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 YOUR BOOTH COST. CHECK FORM INCLUDED TO PRE-ORDER YOUR ELECTRICAL NEEDS. THE BASIC SERVICE IS 500 WATTS, ONE OUTLET - \$85.00. ORDER NOW!!!

INTERNET SERVICE:

INTERNET CONNECTIONS AVAILABLE DIRECTLY FROM SERVICE ELECTRIC CABLE TV & COMMUNICATIONS.

CALL (610) 625-9239 TO ORDER YOUR 100 MBPS INTERNET CONNECTION WITH MODEM RENTAL AND UNLIMITED BANDWIDTH FOR ONLY \$50.00 FOR THE ENTIRE SHOW PERIOD. **PRE-PAYMENT- SERVICE ELECTRIC IS REQUIRED (CREDIT CARDS) – DEADLINE 10 DAYS PRIOR TO SHOW**

PHONE SERVICE: CALL (610) 433-7541

TEMPORARY FOOD PERMIT: FOOD & BEVERAGE VENDORS - CONTACT: BUREAU OF HEALTH / ENVIRONMENTAL HEALTH SERVICES 435 HAMILTON ST 410 CITY HALL - ALLENTOWN, PA 18101 610-437-7759 FEE RANGES: \$40.00-\$75.00 LATE FEES APPLY

DISPLAY & DECORATING: 10X10 PIPED/DRAPED INCLUDES COMPANY SIGN. **(1) 8' TABLE/2 CHAIRS MUST PRE-ORDER IF NEEDED**

COMPLETE FORM – SCAN/EMAIL DIRECTLY TO CHARLEE@JENKSPRODUCTIONS.COM. 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 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 **Six (6) VIP GUEST PASSES**, TO BE USED FOR CLIENTS OR FAMILY. **EACH PASS IS GOOD FOR ONE ENTRY.** ADDITIONAL TICKETS ARE AVAILABLE – CALL CHARLEE AT 860.918.0891

CROSS PROMOTIONAL TICKET DISTRIBUTION PROGRAM:

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

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 HOTELS: CALL FOR PRICING DETAILS:

***Homewood Suites by Hilton Allentown West**
7686 Industrial Blvd, Allentown PA 18106
Phone- #610-336-4860

See link on our website for 15% discount

***Holiday Inn Allentown-Bethlehem**
4325 Hamilton Boulevard Allentown, Pennsylvania 18103
Phone # 610-366-1600

***Homewood Suites by Hilton Allentown - Bethlehem Airport**
2031 Avenue C, Bethlehem PA 18017
Phone - #610-264-7500

See link on our website for 15% discount
Four Points by Sheraton Allentown Lehigh Valley
3712 Hamilton Blvd Allentown, Pennsylvania
Phone # - 610-735-2200

***DELTA HOTELS MARRIOTT ALLENTOWN LEHIGH VALLEY 7736 Adrienne Drive, Breinigsville, PA 18031** Phone #- 610-391-1000

<https://www.marriott.com/en-us/hotels/abede-delta-hotels-allentown-lehigh-valley/photos/> The preferred rate is 159.00 per night.

24th ANNUAL EASTERN PA SPRING HOME SHOW – MARCH 6-7-8, 2026 BOOTH PAYMENT FORM

BOOTH FEES

ALL FEES ARE **DUE BY FEBRUARY 15, 2025** PAYMENTS MADE AFTER THAT DATE MUST BE BY CASH, CERTIFIED CHECK OR CREDIT CARD THROUGH OUR ONLINE PAYMENT LINK. SCAN TO Cathy@jenksproductions.com

COMPANY NAME: _____

____ ENCLOSED IS MY CHECK FOR BOOTH PAYMENT

____ PLEASE EMAIL PAYMENT LINK TO _____ FOR CREDIT CARD PAYMENT

EXHIBITOR SERVICE PRE-ORDERS- CHECK SERVICES NEEDED

____ YES - 8' TABLE & (2) CHAIRS PER COMPANY **TABLE MUST BE PRE-ORDERED**

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

____ YES - INTERNET SERVICE – Call 860.918.0891

____ YES – PHONE SERVICE – **PHONE SERVICE:** CALL (610) 433-7541

____ 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 (JENKS LINK MUST BE ON YOUR WEBSITE)

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

CROSS PROMOTIONAL TICKET DISTRIBUTION PROGRAM:

____ YES – PLEASE EMAIL .PDF COUPON FOR EMAIL BLASTS

____ YES – PLEASE SEND ME VIP FREE ADMISSION TICKETS FOR THE SHOW – WE PROVIDE THESE TO OUR VENDORS AT NO CHARGE.

____ YES I WOULD LIKE SOCIAL MEDIA LINKS/COUPONS

EMAIL ADDRESS _____

EXPEDITE YOUR PRE-ORDERS –

PLEASE SCAN/EMAIL DIRECTLY TO CHARLEE@JENKSPRODUCTIONS.COM

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 EASTERN PA SPRING HOME SHOW!

VISIT US ONLINE AT WWW.JENKSPRODUCTIONS.COM

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