

**THE 23<sup>rd</sup> ANNUAL  
JENKS PRODUCTIONS INC.  
SPRING HOME SHOW  
MARCH 31, APRIL 1-2, 2017  
XL CENTER, HARTFORD, CT**

**Location:** XL Center  
1 Civic Center Plaza  
Hartford, CT 06103

phone: (860) 249-6333  
fax: (860) 241-4226

**Show Hours:** Friday, March 31st– 5PM – 9PM  
Saturday, April 1st– 10AM – 6PM  
Sunday, April 2nd– 10AM – 5PM  
**Show is open to public until 5pm. We expect booths to remain intact until the show closes.**

**Set Up Hours:**

<b>SET UP/MOVE IN</b>		
Wednesday, March 29th	8AM – 6PM  <i>Jenks Productions will call you to schedule specific time slot</i>	Booths: A – C, L1 – L4 100 – 119 200 – 221 300 – 317 401 – 413
Thursday, March 30th	8AM – 6PM  <i>Jenks Productions will call you to schedule specific time slot</i>	Booths: E – I 125 – 143 228 – 243 324 – 343 424 – 443 530 – 537 629 – 653 730 – 754 EVEN 829 – 867 ODD
Friday, March 31st	8AM – 4PM  <i>Jenks Productions will call you to schedule specific time slot</i>	Booths: 501 – 529 600 – 628 700 – 729 731 – 753 ODD 801 – 825 830 – 852 EVEN

***Please contact Tim Harris at Jenks Productions for your specific move in time  
860-365-5678 or 860-918-1291***

**Jenks Productions, LLC. strongly urges all exhibitors to set up on scheduled day & time  
Unattended children of any age are not permitted during move-in/out!**

<b>MOVE OUT</b>		
Sunday, April 2nd	5PM – 10PM	Booths will move out in <b>reverse order</b> from move in

**All materials must be out by 10PM Sunday. Items left are at owners' risk.  
Secure your display if you leave anything after the show closes  
Jenks Productions and the XL Center are not responsible or liable for items left after 10PM on Sunday,  
April 2nd!**

**Booth Fees:**

All booths MUST be paid in full before set up on show site

**Balances paid in FULL are due by February 28th, 2017.  
Payments received after that must be by cash, certified check or credit card.**

A statement is enclosed for your convenience.

**Move In Instructions:**

All exhibitors and move-in crews must **check in at the registration desk at the show office** in Meeting Room #1. Directions to loading dock are on attached map

**Guidelines:**

1. Be sure to bring your own dollies or hand trucks for move-in.
2. NO move-in or move-out is allowed through the front entrance.
3. During show hours, the exhibitor entrance is load in door off of Ann St and front doors.
4. Drayage will be charged by Demers for materials sent directly to them. **Jenks Productions is not responsible.**
5. Fork lift services can be rented from Jenks Productions, 860-365-5678.
6. Questions, please call Tim Harris, 860-918-0891.

**Display & Decorating:**

Demers Expo Services	phone: 860-882-0003
151A Park Ave	fax: 860-761-0070
East Hartford, CT 06108	email: <a href="mailto:Ron@demers-av.com">Ron@demers-av.com</a>

**Demers has sent you a SEPARATE kit to order display materials and will provide booth signs.**

**Tables, chairs, carpet, and electricity are not included in the booth fee!**

Please order early, as show site prices are higher.

**Electricity:**

Application for electricity is enclosed.  
Basic service is \$100 for up to 2000 watts, one outlet if pre-ordered. If order on show floor prices are higher.  
Wireless internet available for \$50, covers all show days.

**Guidelines:**

1. All electricity should be preordered and prepaid before the show opens.
2. If electricity is requested upon move-in, be prepared to pay show site rates (late rates) at that time.
3. **Late fees will apply to all electricity ordered after February 28, 2017.**
4. Please return completed forms to  
XL Center, 1 Civic Center Plaza, Hartford, CT 06103.  
Attn: Pearson Davis  
Phone: 860- 429-4229 or Fax: 860-241-4226
5. DO NOT return electrical form to Jenks Productions, LLC. or your order will be delayed!

**Fire Marshall Regulations:**

Per the Fire Marshall, the show closes at 5pm Sunday, April 2nd.

**Guidelines:**

1. NO ONE will be allowed to dismantle or remove any portion of the booth until 5PM, as long as there is public in the building.
2. It is your obligation by contract to present a full and complete display until the show is officially closed.
3. No open flames in booths, including propane, butane, sterno, candles, etc. **Your cooperation is appreciated!**

**Parking:**

Discounted vendor parking is available Thursday – Sunday  
See attached map for details

**\*RATE'S MAY BE SUBJECT TO CHANGE\***

**Guidelines:**

1. Exhibitors must show exhibitor badge for discounted parking.
2. **Badges can be picked up at the show office during move in**
3. Parking for vendors is also available for \$4/day at the Chapel Street North Lot. **Truck Height Limit 13'**
4. Saints Lot & Church Street Garage will have all day event parking for \$7/day for vendors and attendees for **SATURDAY & SUNDAY ONLY, no trucks.**
5. All day event parking will also be made available for attendees and exhibitors at the XL Center. Cost \$12/day

**Lot Addresses: FIRST COME FIRST SERVE-LIMIT 125 SPACES**

Saints Lot(Metro) \$7.00  
285 Church Street  
Hartford, CT

Church Garage \$7.00  
200 Church Street  
Hartford, CT

**Security:**

Management provides security during set up and home show hours.  
NO ONE will have access to the show after closing & the building is secured.

**Neither Jenks Productions nor the XL Center guarantees exhibitors against loss of any kind.  
See your insurance agent for off premises insurance.  
Small or valuable materials should be packed away or removed at night.**

**VIP Guest Passes:**

To be distributed by exhibiting company to clients or family

**Guidelines:**

1. Each exhibiting company is allowed four (4) VIP guest passes
2. Passes can be picked up at show office on the day of set up
3. Each pass is good for one entry only
4. To purchase additional passes, contact Jenks Productions at (860) 365-5678.

**Exhibitor badges:**

To be worn by booth staff at all times

**Guidelines:**

1. Each exhibiting company is allowed six (6) badges
2. Badges are valid during all move in/move out and show hours.
3. Badges are available in the show office during set up hours.

**Certificate of Insurance:**

**ALL exhibiting companies are required to provide a letter of additional insured by his/her insurance company.**  
Call Jenks Productions, Inc. for details at 860-563-2111, ext 315 for Kathy Barnas , Show Coordinator.

**Exhibitors Advertising in Show Program:**

West Hartford Magazine- please contact Wesley Jenkd @ 860-365-5678 or [wes@jenksproductions.com](mailto:wes@jenksproductions.com)

“DEADLINE: Wednesday, March 20, 2017”  
March 31-April 1-2,2017 at the XL Center, Hartford, CT”

**Area Hotels:**

Please call hotels directly for pricing

**Hilton Hartford**

**860-728-5151**

**315 Trumbull Street**

**Hartford, CT 06103**

*Connected to the XL Center*

**Directions:**

**Route 84- Eastbound**-Take exit 49 (Ann & High Street), go straight to the third light, make a right the hotel is on the right. Go past the hotel to the first light turn right onto Church Street, go 1/2 block to parking garage and turn right; Hilton parking is located immediately on the right side.

**Route 84-Westbound** -Take exit 50 (Main Street), go straight to the 3rd light, make left on to Trumbull. Hotel will be on right side, one block down. Go past the hotel to the first light turn right onto Church Street, go 1/2 block to parking garage and turn right; Hilton parking is located immediately on the right side.

**I-91 North/South**- Take exit 32b (Trumbull Street) - Continue straight through the light at the end of the exit. Go straight up the hill and the hotel will be on the right. Go past the hotel to the first light turn right onto Church Street, go 1/2 block to parking garage, make right, park on the right side.

**Sheraton Hartford Hotel**

860-528-9703  
100 East River Drive  
East Hartford, CT 06108

**Directions:**

**From East** – I-84 West to I-91 North. Follow to Exit 40, towards the Airport Departures Level. The hotel is located just beyond Terminal A inside the airport.

**From North** – I-91 South to Exit 40. Follow Route 20 to the Airport Departures Level. The hotel is located just beyond Terminal A inside the airport.

**From West** - I-84 East to I-91 North. Follow to Exit 40, towards the airport. The hotel is located on the Departures Level just beyond Terminal A inside the airport.

**From South** - I-91 North to Exit 40. Follow Route 20 to the Airport Departures Level. The hotel is located just beyond Terminal A inside the airport.

**Holiday Inn Express**  
860-525-1000  
185 Brainard Road  
Hartford, CT 06114

**Directions:**

**I-84 West** to Rte. 5/15 and I-91 South, take exit 87 for Brainard Road, take a right at the traffic light, hotel is on the right.

**I-84 East**, take exit for I-91 South, take exit 27, take a left at the light, take right at the next light, hotel is on the right.

**I-91 North**, take exit 27, turn right at the light, hotel is on the right.

**I-91 South**, take exit 27, turn left at the light, turn right at the next light, hotel is on the right

## 2017 SPRING HOME SHOW BOOTH PAYMENT FORM

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

\_\_\_\_\_ My booth payment is enclosed (payment due according to enclosed statement)

\_\_\_\_\_ Please charge my booth payment to my credit card

**Credit card #:** \_\_\_\_\_ **Security Code:** \_\_\_\_\_  
*(last 3 digits reverse of card/Amex 4 digits right front)*

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

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

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

**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  
OR  
Fax this form to us at 860-365-5751

**Thank you for your payment!**  
**See you at the Spring Home Show!**  
[www.jenksproductions.com](http://www.jenksproductions.com)