

**23rd ANNUAL EASTERN PENNSYLVANIA SPRING HOME SHOW – Feb 28-March 1-2, 2025,  
AGRI-PLEX ALLENTOWN FAIRGROUNDS -ALLENTOWN PA**

**LOCATION:** AG HALL, 302 N 17<sup>TH</sup> 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, FEBRUARY 27- 8AM - 6PM **UNATTENDED CHILDREN UNDER 12 ARE NOT PERMITTED DURING MOVE-IN/OUT!**  
FRIDAY, FEBRUARY 28 – 8AM – 3:30PM

**SHOW HOURS** FRIDAY, FEBRUARY 28 – 4PM – 8PM; SATURDAY, MARCH 1 – 10AM – 5PM SUNDAY, MARCH 2– 10AM – 4PM

**MOVE-OUT:** SUNDAY, MARCH 2 - 4PM – 9PM

**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](mailto: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:**

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

COMPLETE FORM – SCAN/EMAIL DIRECTLY TO [CHARLEE@JENKSPRODUCTIONS.COM](mailto: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.

**(1) 6' TABLE/2 CHAIRS MUST BE PRE-ORDER IF NEEDED**

**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 HOTEL:**

**RATES:** CALL FOR RATES **NON-SMOKING DOUBLES OR KINGS.**

**HOMWOOD SUITES BY HILTON ALLENTOWN WEST HOMWOOD SUITES BY HILTON ALLENTOWN - BETHLEHEM AIRPORT**

7686 INDUSTRIAL BLVD, ALLENTOWN PA 18106 2031 AVENUE C, BETHLEHEM PA 18017

PHONE- #610-336-4860 PHONE - #610-264-7500

23<sup>RD</sup> ANNUAL EASTERN PA SPRING HOME SHOW – FEBRUARY 28-MARCH 1-2, 2025 BOOTH PAYMENT FORM

**BOOTH FEES:**

ALL FEES ARE **DUE BY FEBRUARY 23 2025**. 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 [CATHY@JENKSPRODUCTIONS.COM](mailto:CATHY@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 - 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 – (610) 625-9239 **SERVICE ELECTRIC** \$50.00 MUST ORDER WITHIN 10 DAYS OF SHOW

\_\_\_\_ 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](http://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 I WOULD LIKE SOCIAL MEDIA LINKS/COUPONS

EMAIL ADDRESS \_\_\_\_\_

**EXPEDITE YOUR PRE-ORDERS –**

PLEASE SCAN/EMAIL DIRECTLY TO [CATHY@JENKSPRODUCTIONS.COM](mailto:CATHY@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 FALL HOME SHOW!

VISIT US ONLINE AT [WWW.JENKSPRODUCTIONS.COM](http://WWW.JENKSPRODUCTIONS.COM)

QUESTIONS – CALL CHARLEE DIRECTLY AT 860.918.0891 EMAIL: [CHARLEE@JENKSPRODUCTIONS.COM](mailto:CHARLEE@JENKSPRODUCTIONS.COM)