

THE VERMONT HOME SHOW February 22-23,2025 @ Champlain Valley Expo Center

Location: Champlain Valley Expo Center, 105 Pearl St, Essex Junction, VT 05452

JENKS PRODUCTIONS LLC., CONTACTS: Charmagne Harris 860.918.0891/Wes Jenks 561.578-9680 / Tim Harris 860.918.1291

Show Hours: Saturday, February 22nd - 10:00am – 5:00pm Exhibitor Access 1 hour prior to show
Sunday, February 23rd - 10:00am– 4:00pm (*Show is open to public until 4pm, booths remain intact until show closes*)

Hours-Set-Up: Friday ,February 21st 8:00AM– 6:00PM Vendors are encouraged to set up during scheduled time.

(Parental supervision required for children under 16)

Move Out: Sunday, February 23rd - 4pm – 9pm

All materials must be out by **9pm Sunday**. NO HOLDOVERS. Items left are at the owners' risk.

Secure your display when the show closes. Jenks Productions and the Champlain Valley Expo Center are not responsible or liable for items left after 9pm Sunday February 23rd.

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

Balances must be paid no later than Friday, February 21st Pmts received after must be by Cash, Certified Check or Credit Card.

Statements are available upon request with our payment portal link.

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 the front entrance.

Exhibitor entrances on either end of Miller South Bldg – large overhead roll up doors.

Any materials sent to the building will be Breanna Deavitt at Champlain Valley Expo Center

Please call Charmagne Harris, 860.918.0891, Dennis Jenks 860.918.1297 or Tim Harris 860.918.1291 with any questions.

Display & Decorating:

Tables/Chairs are available to RENT from Champlain Valley Expo Center (802) 878-5545 x12 Brenna Deavitt
email: bdeavitt@cvexpo.org

Forklift Services contact Champlain Valley Expo Center – call (802) 878-5545 x12 Brenna Deavitt

Electricity must be pre-ordered by February 15, call 860.918.0891

110v 20 Amp dedicated circuit - \$85.00; 208v 30 Amp Circuit - \$170.00; 208v 50 Amp Circuit - \$195.00

Wi-Fi – Free - Unprotected network name CVEXPO; Free - Protected Network - Network name: Cvendors; Password: sell@CVE22

Parking: Fairgrounds 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 Champlain Valley Expo 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 your 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

Champlain Valley Expo Center 105 Pearl St. Essex Jct., VT 05452

Show Program: Program Rate Sheet located on website - DEADLINE 2 WEEKS PRIOR TO SHOW Please contact Charmagne (Charlee) charlee@jenksproductions.com or 860.918.0891

Area Hotels: Call hotels directly for pricing:

Doubletree By Hilton Burlington 802-865-6600

La Quinta Inn & Suites by Wyndam 800-753-3757

Homes2Suites By Hilton 802-878-2228

Best Western Windjammer Hotel 802-863-1125

Hampton Inn Colchester 802-655-6177

Williston Road, South Burlington, VT 06403

36 Blair Park Road, Williston, VT, 05495

150 Market Street, Williston, VT 05495

1076 Williston Rd, South Burlington, VT, 05403-5718

42 Lower Mountain View Drive, Colchester, VT 05446

Booth Fees: Booth Fees due by Feb 21. 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 cathy@jenksproductions.com

Company Name: _____ Booth #: _____

_____ My booth payment is enclosed

_____ Please charge my credit card

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Free - Protected Network - Network name: Cvendors; Password: sell@CVE22

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

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 cathy@jenksprocutions.com

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