

**WORCESTER HOME SHOW MARCH 7-9, 2025 – DCU CENTER – WORCESTER, MA**

ALL EXHIBITORS MUST CHECK-IN AT SHOW OFFICE PRIOR TO SET-UP LOCATION: DCU CENTER EXHIBITION HALL. 50 FOSTER STREET, WORCESTER, MA 01608-1398 SHARI O'CONNOR, OUR ONSITE CONTACT, CAN BE REACHED AT 508-929-0115 or [soconnor@dcucenter.com](mailto:soconnor@dcucenter.com)

**FOR PRE- SHOW & ONSITE QUESTIONS:** CHARMAGNE HARRIS - (860) 918-0891 or DENNIS JENKS – (860) 918-1297 TIM HARRIS (860) 918-1291

**HOURS: SET UP: CHILDREN 12 + UNDER MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES DURING MOVE-IN/OUT**

**VEHICLES - THURSDAY, MARCH 6, DOOR 20 VEHICLE ACCESS MAY STAGE INSIDE VEHICLES REVISED TIME 11AM**

**DISPLAY VEHICLES– FUEL TANK ¼ FULL; BATTERY DISCONNECTED, GAS CAP LOCKED OR TAPED SHUT - KEYS TO DCU SECURITY OFFICE.**

**GENERAL MOVE IN: THURSDAY MARCH 6 11AM TO 6PM - Vehicle Move In Door 20-Staging in hall. (Door 25 is standard man-door entry)**

**FRIDAY – 8AM TO 3PM**

**EXHIBITOR BADGES:** EXHIBITORS ARE ALLOWED SIX (6) BADGES PER EXHIBITOR. THESE ARE GOOD FOR BOTH DAYS OF THE EXPO. THEY WILL BE AVAILABLE AT THE SHOW CHECK-IN DESK DURING SET UP HOURS.

**SHOW HOURS:** FRIDAY MARCH 7, 4PM – 8PM

SATURDAY MARCH 8, 10AM – 5PM

SUNDAY MARCH 9, 10AM - 4PM

**MOVE OUT: SUNDAY, MARCH 9, 4PM - 9PM - NO MONDAY HOLDOVERS. NO EXCEPTIONS.**

**INSURANCE CERTIFICATES REQUIRED:** JENKS PRODUCTIONS, LLC & CITY OF WORCESTER & SMG/ASM GLOBAL named As Additionally Insured:. City of Worcester and SMG/ASM Global Global 50 Foster Street Worcester, MA 01608-1398. Jenks Productions, LLC 205 East High Street East Hampton, CT 06424 (Email to [cathy@jenksproductions.com](mailto:cathy@jenksproductions.com) or fax to 860.365.5751)

**ELECTRICITY How to Sign Up \* ELECTRICITY\* Exhibitor Order Forms P: 508-929-0155**

Jesse Dunkerly; [jdunkerly@dcucenter.com](mailto:jdunkerly@dcucenter.com); *Administrative Ast. Operations Dept.;* DCU Center, 50 Foster Street, Worcester, MA 01608

**DISPLAY & DECORATING:** A BOOTH SIGN, AN 8' HIGH BACK CURTAIN AND 3' HIGH SIDE CURTAINS ARE INCLUDED IN THE BOOTH FEE AND ARE PROVIDED BY DEMERS EXPO SERVICES, 151A PARK AVE, EAST HARTFORD, CT 06108, 860-882-0003, CHRISTINA@DEMERSEXPO.COM FAX 860- 761-0070. QUESTIONS ON RENTALS, PLEASE CALL DEMERS AT 860-882-0003. DEMERS EXPO.

**ATTENTION VENDORS-SERVING BEVERAGES OR FOOD SAMPLES: FOOD & BEVERAGE SAMPLES OK**

online application through the City of Worcester. Vendors required to provide Tom (food & Beverage Director ) a copy of the approved permit from the city. Tom MacMaster. His direct number is 508-929-0132 and his email is [tmacmaster@dcucenter.com](mailto:tmacmaster@dcucenter.com)

Here is the link: [Housing & Health - Temporary Food License - ViewPoint Cloud.](#)

**SHOW PROGRAM:** PROGRAM AD RATE SHEET ATTACHED – DEADLINE FOR CAMERA READY ART (ADHERE TO SPECS) February 28

**PARKING:** MAJOR TAYLOR BLVD MUNICIPAL PARKING GARAGE – 30 MAJOR TAYLOR BLVD (508) 792-0314 VISIT

[WWW.DCUCENTER.COM/PARKING.PHP](http://WWW.DCUCENTER.COM/PARKING.PHP)

**SECURITY:** MANAGEMENT WILL PROVIDE SECURITY STARTING FRIDAY NIGHT. NO ONE WILL HAVE ACCESS TO THE BUILDING AFTER CLOSING HOURS. EXHIBITORS MAY ACCESS THE BUILDING ONE-HOUR PRIOR TO SHOW TIME, AND DURING MOVE IN & OUT. NEITHER MANAGEMENT NOR THE DCU CENTER CAN GUARANTEE EXHIBITORS AGAINST LOSS OF ANY KIND. PLEASE SEE YOUR INSURANCE AGENT ABOUT OFF PREMISE COVERAGE (SEE BELOW). SMALL OR VALUABLE EXHIBIT MATERIALS SHOULD BE PUT AWAY OR COVERED AT NIGHT. **PER DCU NO HELIUM BALLOONS ALLOWED – ANY LOOSE BALLOONS WILL INCUR CHARGES**

**VIP GUEST PASSES:** Six (6) VIP GUEST PASSES ARE AVAILABLE. THESE ARE FOR CLIENTS, FRIENDS & FAMILY. EACH TICKET WILL ADMIT ONE PERSON, ONE TIME ONLY.

**HOTEL:** AC Hotel Jocelyn Baumann Catering Sales Manager m: 508.942.2547 or Eric G at 774.530.6620

AC Hotel Worcester

125 Front St., Worcester, MA 01608

**COMPANY POLICY!!!! IMPORTANT! - ALL BOOTH FEES MUST BE PAID IN ADVANCE, BY February 28, 2025. ANY PAYMENTS RECEIVED AFTER Feb 28<sup>th</sup> MUST BE IN THE FORM OF A CERTIFIED CHECK, CASH OR MONEY ORDER, NO EXCEPTIONS!** A STATEMENT IS ENCLOSED FOR YOUR CONVENIENCE. WE ACCEPT ALL MAJOR CREDIT CARDS. COMPLETE THE FORM BELOW! FOR CONVENIENCE-OUR NEW ONLINE PAYMENT LINK IS AVAILABLE.

**IF YOU HAVE ANY QUESTIONS REGARDING THE SHOW, CALL CHARMAGNE AT 860-918-0891  
EMAIL [CATHY@JENKSPRODUCTIONS.COM](mailto:CATHY@JENKSPRODUCTIONS.COM) VISIT US ONLINE AT [www.jenksproductions.com](http://www.jenksproductions.com)**

**THE 3<sup>RD</sup> ANNUAL WORCESTER HOME SHOW PAYMENT FORM**

COMPANY NAME:

\_\_\_\_ I ENCLOSED MY CHECK FOR BOOTH PAYMENT.

\_\_\_\_ PLEASE CHARGE MY CREDIT CARD # \_\_\_\_\_

\_\_\_\_ AMOUNT AUTHORIZED \$ \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE

\_\_\_\_ (last 3 digits reverse of card except AMEX – 4 digits front middle right) BILLING ZIP CODE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

\_\_\_\_ BOOTH/ELECTRICAL ORDER FORM CALL 508-929-0115 or [JDUNKERLY@DCUCENTER.COM](mailto:JDUNKERLY@DCUCENTER.COM) TO ORDER ELECTRICITY OR INTERNET

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JENKS PRODUCTIONS LLC., 205 EAST HIGH STREET, EAST HAMPTON CT 06424 Call 860.365.5678 OR TOLL FREE 800-955-7469.

EMAIL TO [CATHY@JENKSPRODUCTIONS.COM](mailto:CATHY@JENKSPRODUCTIONS.COM)