

EXHIBITOR MANUAL
FOR
THE HOME SHOW AT HARBOR YARD
FEBRUARY 7 & 8, 2009
HARBOR YARD ARENA, BRIDGEPORT, CT

SHOW OFFICE

North East Expos, Inc.
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SHOW LOCATION

Arena at Harbor Yard
600 Main Street
Bridgeport, CT 06604
Telephone: (203) 382-9600
Show Office: (860) 519-7267
www.arenaatharboryard.com

This manual should be read by all personnel having any responsibilities within the show.

Move In: Vehicles will have access to the loading area from 10 AM – 7 PM, Friday, February 6, 2009. Once your vehicle is unloaded, you will need to park your vehicle in the parking lot to allow others access. You may continue to set-up your display until 7PM Friday evening. You may re-enter the facility on Saturday at 8 AM.

Upon arrival, follow the signs to shipping & receiving. The Arena staff will direct you to the loading area.

Move-out: Will begin **Sunday, February 8 at 5:30 PM** once the general public has left the facility. Further move-out instructions will be provided during the show.

All materials must be removed from the facility Sunday, February 8, 2009.

The Show will be open to the public:

Saturday, February 7, 2009	10 AM - 7 PM
Sunday, February 8, 2009	10 AM - 5 PM

Set up completion and Fire Marshal inspection will take place at 9:30 AM Saturday, February 7, 2009.

**THE HOME SHOW AT HARBOR YARD
FEBRUARY 7 & 8, 2009
HARBOR YARD ARENA
BRIDGEPORT, CT**

Dear Exhibitor:

Welcome as an exhibitor to the 8th Annual Home Show at Harbor Yard to be held at the **Harbor Yard Arena**, February 7 & 8, 2009. The exhibitor manual will detail your scheduled move-in, date and time as well as other important information needed for exhibiting.

Below is a checklist for your convenience. It is designed to insure you have covered all details to make exhibiting easier for you:

* For your convenience you can use our web site www.homeshowatharboryard.com. You may download forms and send forms to us and subcontractors by e-mail. Plus it will keep you up to date on all show information.

- Please return name badge form today to North East Expos, Inc. **WE CAN NOT ISSUE NAME BADGES UNLESS WE HAVE THE FORMS IN ADVANCE.**
- Please return electrical service form to North East Expos to avoid late charges.
- Please order tables, chairs, stools, etc. from show decorator. Return enclosed order forms to Demers Expo Services today. **Late orders are double the price.**
- Please contact insurance agency for certificate of insurance. Please see enclosed certificate sample and contact your agency immediately. Certificate must read exactly as sample and returned to North East Expos a minimum of ten (10) days prior to move-in day.

If you need further assistance or information please feel free to call me anytime. I look forward to seeing you at the show.

Kristie Gonsalves
President of North East Expos, Inc.

SHOW OFFICE:

The show office will be located on the show floor near the loading dock. Please check in first upon your arrival to receive your exhibitor name badge. Electrical services and the decorator will have a representative near the show office to answer any questions.

ALCOHOLIC BEVERAGES:

Alcoholic beverages can not be brought into the building at any time by exhibitors or the public.

BALLOONS:

Helium balloons are not permitted to be given away. They may be used for display only.

CLEANING:

The janitors are responsible for cleaning the aisles only. You should clean your booth and put the debris in the aisle nightly after closing. Cleaning for your booth can be arranged through the decorator.

EXHIBITOR PARKING:

The exhibitor parking lot is located on South Frontage Road in the garage next to the Arena or across the street in the open lot. Parking is \$3.00 all day. There is limited free parking behind the Arena. This lot is on a first come first serve basis and is monitored by Arena security.

FIRE REGULATIONS:

Gasoline, fuel oil, propane tanks or any other flammable material or gasses will not be allowed to be stored in the exhibit hall. Any use of the above for demonstration and/or operation of an exhibitors booth must be approved in writing by show management and the City Fire Marshal prior to the show. Rugs, curtains, crepe paper, etc. must be fire retardant. Two hours prior to the opening of the show it will be inspected by the Fire Marshal. Should you be using your own rug in your display it is essential that you have the manufacturer's certificate that indicates the rug is fireproof.

SALES TAX:

All vendors selling products on a cash and carry basis must have a valid Connecticut sales tax number and certificate on display at the show. For further information, please contact the Connecticut State Tax Department at (800) 382-9463 or www.ct.gov/drs.

SIGNS & MATERIAL HANGING:

Taping of signs on walls and columns or hanging any materials, signs, etc. from ceiling is not allowed at the Harbor Yard Arena.

STAFFING OF EXHIBITS DURING SHOW HOURS:

Exhibit staff with show identification will be allowed to enter facility one hour earlier than published show hours and allowed to remain one half hour after closing in order to tidy up booth area. The exhibitor entrance and exhibitor badges will be located in the rear of the facility and can be reached from the parking area.

LODGING

Holiday Inn

1070 Main Street
Bridgeport, CT 06604
203-334-1234
\$95.00 per night

Remember to tell the sales representative that you are an exhibitor in the the Home Show at Harbor Yard Arena. Prices are subject to change without notice.

Many exhibitors have found better rates via the internet.

EXHIBITOR DISCOUNT TICKETS

Exhibitors may purchase exhibitor discount tickets in advance.

These tickets can be used by family, friends or customers that wish to visit the show.

Tickets must be surrendered at the door and are good for admitting one adult.

Orders must be received by January 23rd, 2009. The tickets will be returned to you by certified mail. Orders received after the 23rd can be picked up at the show office on the first day of move-in.

No refunds or exchanges for tickets purchased...no exceptions.

Number of tickets _____ X \$4.00 = Total \$ _____ Check # _____ Date _____

Please make checks payable to North East Expos and mail to 66 Heather Lane, North Granby, CT 06060, prior to January 23rd, 2009 – 860-844-8461.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of person ordering tickets: _____ Phone: _____