

EXHIBITOR MANUAL
FOR
THE HOME SHOW AT HARBOR YARD
JANUARY 29 & 30, 2011
HARBOR YARD ARENA, BRIDGEPORT, CT

SHOW OFFICE

North East Expos, Inc.
66 Heather Lane
North Granby, CT 06060
Telephone: (860) 844-8461
Fax: (860) 844-8457
E-mail: kristie@northeastexpos.com
www.homeshowatharboryard.com

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 5 AM – 10 AM, Saturday, January 29, 2011. THERE IS NO ACCESS TO THE FACILITY ON FRIDAY.

Once your vehicle is unloaded, you will need to park your vehicle in the lot to allow others access. You may re-enter the facility on Sunday at 9 AM.

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

Move-out: Will begin **Sunday, January 30th 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, JANUARY 30TH.

The Show will be open to the public:

Saturday, January 29, 2011	11 AM	- 7 PM
Sunday, January 30, 2011	10 AM	- 5 PM

Set up completion and Fire Marshal inspection will take place at 10:30 AM Saturday, January 29, 2011.

THE HOME SHOW AT HARBOR YARD
JANUARY 29 & 30, 2011
HARBOR YARD ARENA
BRIDGEPORT, CT

Dear Exhibitor:

Welcome as an exhibitor to the 11th Annual Home Show at Harbor Yard to be held at the **Harbor Yard Arena**, January 29 & 30, 2011. 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 ensure you have covered all details to make exhibiting easier for you:

* For your convenience you can use our web site www.homeshowatharboryard.com. Enter the exhibitor corner and sign on as an exhibitor. This will enable you to 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 The Arena 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 & FOOD:

Alcoholic beverages may not be brought into the building at any time by exhibitors or the public. The Arena has the rights to the sale of all food and beverage.

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 \$5.00 in the garage or \$3.00 in the surface lot. 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 Home Show at Harbor Yard Arena. Prices are subject to change without notice.

Many exhibitors have found better rates via the internet.