



# 2019 Exhibitor Info Quick Sheet

## SHOW DATES & TIMES:

Friday	February 8	4 pm - 8 pm
Saturday	February 9	9 am - 6 pm
Sunday	February 10	11 am - 5 pm

## Contract and Booth Selection:

- ◆ Application and Contract for Exhibitor Space must be completed in full, signed by an authorized representative and returned with your payment in full or authorized payment agreement to Johnson City Area Home Builders Association prior to Monday, February 4.
- ◆ Please list your top 3 booth choices. Booth assignment will be made by Show Management on a priority basis determined by availability of space requested at time of receipt of signed contract and show fees.
- ◆ **PREVIOUS EXHIBITORS** will be given priority placement but must respond by the deadline of October 31, 2018 to be considered. Beginning November 1, booths will be assigned on a first come basis.

## SET UP

### Dates and Times:

Tuesday	February 5	To Be Announced
Wednesday	February 6	8 am - 9 pm
Thursday	February 7	8 am - 9 pm
Friday	February 10	8 am - 12 pm

### No Exhibitor will be permitted to set up without full booth payment.

- ◆ All booths must be completely set up by 12 pm on Friday, February 8.
- ◆ Do not block the loading dock/overhead door for any reason.
- ◆ Please be considerate of your fellow exhibitors during set up and tear down.
- ◆ Duct tape is permitted to secure carpets to Arena surface but must be removed by exhibitor.
- ◆ Booth display must **NOT** exceed the limits purchased and must **NOT** protrude into the aisle. Exhibitors exceeding the boundaries assigned will be required to dismantle and correct the problem.
- ◆ Landscape plastic must be used under any exhibit containing dirt, sand, water, mulch, plants, paving stones, brick, etc.
- ◆ Any exhibit with material weighing over 200 pounds **MUST** use 1/2" plywood underneath the entire booth space to distribute weight and pressure on the floor.

## Exhibitor Registration

- ◆ BEFORE setting up your booth, check in at Exhibitor Registration located at the Show main entrance.
- ◆ Exhibitor passes are received at registration. For more information, see Exhibitor Passes.

## Payment:

- ◆ No Exhibitor will be permitted to set up without full booth payment.

## TEAR DOWN

### Dates and Times:

Sunday	February 10	5 pm - 9 pm
Monday	February 11	8 am - 3 pm

**Positively NO tear down before Sunday, February 10 at 5pm** - no exhibit shall be dismantled, packed, or removed, in whole or in part, during the scheduled Home & Outdoor Show hours. Exhibits must remain intact and in place until after 5:00 pm on Sunday, February 10.

- ◆ Booths must be removed no later than 3 pm, Monday, February 11.
- ◆ It is the responsibility of each exhibitor to remove all merchandise from the facility by 3 pm on Monday, February 11.
- ◆ Any banners, display items, or publications left at the Mini Dome will be considered trash and unwanted and disposed of immediately. This includes the interior set up area and the outside loading area.

## Fork Lift Usage and Availability:

- ◆ Use of the fork lift supplied by JCAHBA or ETSU must be shared and rotated frequently. Any exhibitor needing exclusive or long-term use of a fork lift during set up or tear down must supply their own.
- ◆ Scheduling use of lifts must be made at the Exhibitor Registration table during show set up and tear down.
- ◆ There is no fee for the use of the lifts supplied but ETSU reserves the right to assign a designated operator for the lifts that they supply.
- ◆ **NO** Fork lift usage will be allowed in the Exhibitor area on Friday, February 10 for any reason.

## ELECTRIC

- ◆ 110 volt 20 AMP service may be purchased. For pricing, see Application and Contract for Exhibitor Space.
- ◆ Extension cords are the responsibility of the exhibitor and must be approved gauged to the size of the load according to National Electrical Code (NEC). All equipment, regardless of source of power, must comply with NEC, all Federal, State, and Local Safety Codes.

## SPECIAL ELECTRIC NEEDS

- ◆ Limited availability of 220v service may be purchased but exhibitors must call the office to request and for pricing.
- ◆ Exhibitors with special electrical needs must complete the Application and Contract for Exhibitor Space and return to Johnson City Area HBA office two weeks prior to show set up.
- ◆ Additional access cost may be charged if exhibitors need is outside the realm of current capabilities by the facility.

## SECURITY

- ◆ Building is locked and no one is permitted entry during non-show hours.
- ◆ Johnson City Area Home Builders Association will not be held responsible for items lost or stolen.
- ◆ Exhibitors exiting the building at show closing each evening may be asked to present identification if they are removing items from the Show floor.
- ◆ Exhibitors are asked to exit the building at the main entrance and not at the emergency exits.

## EXHIBITOR PASSES

- ◆ ALL exhibitors are required to present an exhibitor pass to gain entry to the Show during Show hours.
- ◆ Exhibitor passes must be picked up at Exhibitor Check In during Show set up.
- ◆ Exhibitor passes are shown at the door.
- ◆ Volunteers working at the entrance are instructed to admit no one without a pass - business cards, uniforms, etc. will not gain access to the Show area.
- ◆ Companies may leave exhibitor passes for their employees at Will Call located in the Registration area.
- ◆ Exhibitors will be permitted **entry to the Show one hour prior** to Show opening.

## TABLES/CHAIRS/EXTRA DRAPE

- ◆ Tables, chairs, and extra drape may be rented. For pricing, see Application and Contract for Exhibitor Space.
- ◆ Items must be ordered in advance. JCAHBA will NOT have surplus of tables or chairs available during set up.
- ◆ All table drapes supplied by JCAHBA will be white

## CURTAINS

- ◆ Curtains are included with the cost of the booth.
- ◆ Each booth will have an 8' back curtain, 3' left side curtain, and a 3' right side curtain
- ◆ For exhibitors with multiple booths, on an end cap, or in a Showcase, the 3' side curtains will vary.

- ◆ If your display height exceeds 3 feet on the sides and the display is not finished on the side facing the next booth, **YOU MUST ORDER SIDE CURTAINS TO COVER YOUR DISPLAY.**
- ◆ All curtains will be White.
- ◆ If an issue arises with one of your neighbors during set up, the Show, or tear down, report problems to the Show Organizer. In the vent of a dispute, Johnson City Area HBA will make the final decision.
- ◆ All side and emergency doors are to remain closed during the Show.
- ◆ Exhibitors wishing to take breaks must exit at the front entrance.
- ◆ ETSU is a smoke-free campus. Smoking is only permitted in your personal vehicle. **NO EXCPETIONS!**

## BOOTH APPEARANCE

- ◆ Booth(s) must be kept neat and clean in appearance at all times.
- ◆ Vehicles displayed must be washed and cleaned.

## SNOW

- ◆ The Home & Outdoor Show will be open during snow.
- ◆ The Home & Outdoor Show will close only if the Tennessee Governor declares a state of emergency.
- ◆ A message will be posted on voice mail 423-282-2561.
- ◆ A message will be posted on the Johnson City Area HBA website at [www.JCAHBA.org](http://www.JCAHBA.org), the Johnson City Area HBA Facebook page and JCAHBA Twitter feed @JCAHBA.

## RESTRICTIONS FROM THE ETSU ATHLETIC CENTER

- ◆ **NO OPEN FLAMES** are allowed at any time during set up, the Show, or tear down.
- ◆ **NO PROPANE TANKS.**
- ◆ Exhibitors using vehicles or any display with a motorized engine must disconnect all terminals from the battery and the fuel tank must be **BELOW 1/8 full - NO EXCEPTIONS!**

## WI-FI

- ◆ A WI-FI password must be purchased prior to the Show. For pricing, see Application and Contract for Exhibitor Space.
- ◆ Limited number available - only 1 password per Exhibitor and these will be sold on a first come, first served basis.
- ◆ Passwords will not be assigned until payment for Show is received in full.

### Johnson City Area Home Builders Association Contact Information

Email: [events@jcahba.org](mailto:events@jcahba.org)

Phone (423) 282-2561

Address: 207 N Boone St., Ste 12, Johnson City, TN 37604