



Home Builders Association of Greater Peoria
Official Spring Home Show

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Exhibitor Move-In and Move-Out Information

TO: All Official Spring Home Show Exhibitors
FROM: Lisa Scott
DATE: January 24, 2017
RE: **2017 Official Spring Home Show · February 24-26 · Peoria Civic Center**

This document contains information for exhibitors in the 2017 Official Spring Home Show!

Move-in days are hectic for ALL exhibitors. In order to make this process go as smoothly as possible for you, we have developed a schedule to accommodate large displays and the need to drive vehicles onto the show floor. The closer you arrive to your scheduled time, the more likely you'll have easy access to your booth location. Please be patient if you encounter a wait ... and contact me right away if you must drive in and cannot arrive at your scheduled time.

An overview of the move-in schedule is as follows:

Wednesday, February 22:

YELLOW & PINK ZONES ONLY

Only for exhibitors with large/heavy objects that must be driven to the booth. **If you are a "walk in" set up, wait until Friday to set up. See web site for booths in this zone.**

Thursday, February 23:

BLUE, ORANGE PURPLE & GREEN ZONES ONLY

Only for exhibitors with large/heavy objects that must be driven to the booth. **If you are a "walk in" set up, wait until Friday to set up. See web site for booths in this zone.**

Friday, February 24:

GRAY ZONE ONLY

Walk-in/Cart access only for the booths in the Gray zone

Any exhibitor, any location. Access by cart or walk-in. No drive in traffic allowed. Must complete your set up by 2pm.

If you do not need to drive large or heavy objects directly to your booth, do not move in during the Wednesday/Thursday drive-in schedule ... but instead, arrive at the Civic Center any time between 8 am and 2 pm on Friday, February 24. This move-in time is by CART ONLY for all exhibitors, regardless of booth location. All outside doors will be closed at 2 pm so that we can reach a comfortable building temperature prior to the 4pm public opening, so plan accordingly.

- All booths are located on the **main show floor** ... and there are THREE drive-in doors and multiple dock bays. Please make note of the closest door number to your booth for the shortest path. All doors are accessible from the main parking lot off of Kumpf Boulevard on the South side of the building. You will be allowed to drive directly to your booth and unload your materials if necessary during the times show for your area; however, **all vehicles must be removed from the building immediately after they have been unloaded. This will be strictly enforced.**

**If you are not sure when to move in according to the schedule
on the web site, call 309-699-5500 for assistance**

- A special **Exhibitor Lounge** will be available for exhibit personnel. Coffee will be provided each morning during set up ... and on Saturday & Sunday only, **complimentary muffins** will be available for those working the show at opening time on a first-come, first-served basis. *Please note that the Lounge and food/beverage items provided are for exhibitors only.*

- **Exhibitor booths MUST be paid in full prior to set up.** Note that no exhibitor will be allowed to set up a booth that has not been paid in full.

- **Show Hours** are as follows:

Friday, February 24 from 4 pm to 9 pm
Saturday, February 25 from 10 am to 8 pm
Sunday, February 26 from 11 am to 4 pm

**According to your contract, all
booths must be complete prior to
the opening of the show and
staffed during all show hours.**

- **Exhibitor Tickets** are allocated based on the booth size purchased. They are one-time, daily entrance tickets for exhibit personnel working your booth and must be picked up during show move-in hours from the Home Show Office. They are not mailed in advance. **Quantities are: 1 booth, 20 tickets • 2 booths, 25 tickets • 3 booths, 30 tickets • 4+ booths, 35 tickets.**
- **When you purchased your booth, you indicated whether or not you need to receive regular 110v (20 amp) electrical service with your booth at a \$35 charge, which cost is supplemented on your behalf by HBAGP.** If you did not order it, your booth will not have power. If you need electrical service and did not order it, you must do so prior to February 1 or you will be required to pay the full \$80 on-site fee charged by the Peoria Civic Center.
- **If you conduct retail sales of merchandise from your booth at the Home Show,** it is your responsibility to register your business with the State of Illinois and to pay any sales tax due.

If you plan to conduct ANY charitable organization raffle or ticket sale from your booth at the Home Show, it must be approved **IN ADVANCE** of the show by show management. It is the responsibility of the Exhibitor to make advance arrangements to get charity volunteers on the floor to help ... do not just tell them to show up! Exhibitor is responsible for securing an Illinois Raffle License and providing that number to show management prior to show opening.
- **Exhibitor Parking Spots** in the Fulton Street lot have been purchased by the Home Builders Association for participating exhibitors. You receive one parking spot each day of the show (Friday-Saturday-Sunday) per 10x10 booth you purchased in the show. For example, if you have a 10x10, you get 3 one-time parking entry tokens. Come to the Home Show Office during set up hours to pick up your company's parking tokens. A small number of additional parking tokens can be purchased at the show for \$5 per token, which saves you a little bit over paying the \$7 Civic Center rate at the parking lot, and helps you pre-pay parking for employees.

➤ **The Civic Center prohibits the distribution of the following items during our show:**

Helium Balloons

Popcorn

3' Yard Sticks

These items CANNOT be handed out by exhibitors due to restrictions by the Peoria Civic Center. Any food or beverage products in the booth can be sample size only, and anyone serving food/beverage for sampling is subject to an inspection and license application and fee through the Peoria City-County Health Department. You must arrange this on your own, prior to the show.

Show Marketing & Promotions

Our multi-media advertising campaign begins February 19, 2017 with the Official Home Show "Preview" in the Sunday *Peoria Journal Star*. This publication will appear with the retail sales ads, and will also be available at the door during the show. It contains a list of exhibitors and floor plan of the show ... and we hope you will consider supporting it with an ad to let consumers know you will be at the show! Contact your PJS sales rep for details.

HBAGP invests nearly \$35,000 each year in newspaper, television, radio and web advertising ... Our marketing campaign is a one-week advertising blitz that brings a lot of attention to the show in a short amount of time!

Exhibitor Order Forms for carpet, tables, banner hanging, etc. are located on our web site for all exhibitors to download. Visit www.peoriahba.com and click on the "Official Home Show" page to find the exhibitor service order forms.

Move-Out ... February 26

➤ **Exhibitor Move-Out** will take place on **Sunday evening, February 26** from 4:30 pm to 9 pm

****NO DISMANTLING OF DISPLAYS OR REMOVAL OF ANY ITEMS FROM THE BOOTH CAN TAKE PLACE PRIOR TO THE CLOSING OF THE SHOW AT 4:00 PM ON SUNDAY.**

Any exhibitor whose booth is dismantled and empty prior to the 4:00 pm Sunday closing of the show will not be invited to exhibit in future shows.

Some Monday move out time is available to exhibitors whose booths are not blocking access for Sunday night move-out. **If your booth is near a drive-in door in the Green Zones, you MUST move out on Sunday night so that everyone else can get out on time!**

Any exhibitor who intends to leave booth materials in the exhibit halls on Sunday night should take special safety precautions to remove any small or valuable items such as computers, televisions, iPads, etc. before leaving the Civic Center at the close of the show.

Exhibitors whose booths are located farthest away from the drive-in doors (Yellow, Pink and Blue Zones) are encouraged to wait until Monday to attempt to drive a truck on the show floor for loading. Dismantling of the booth can be done on Sunday night if you wish.

Questions? Call the HBA of Greater Peoria at 309-699-5500