



# 65<sup>th</sup> Annual Connecticut Home & Remodeling Show

March 16-18, 2012  
CT Convention Center

## EXHIBITORS MANUAL



**Produced by:**  
The Home Builders Association of  
Hartford County Inc. since 1948.

# TABLE of CONTENTS

<b>COVER LETTER</b>	<b>3</b>
<b>GENERAL INFORMATION</b>	<b>5</b>
<b>CONNECTICUT CONVENTION CENTER INFORMATION</b>	<b>6</b>
<b>MOVE-IN INFORMATION</b>	<b>6</b>
<b>MOVE OUT INFORMATION</b>	<b>7</b>
<b>FORKLIFT</b>	<b>7</b>
<b>SHOW HOURS</b>	<b>7</b>
<b>BOOTH INFORMATION</b>	<b>8</b>
<b>EXHIBITOR BADGES AND COMP TICKETS</b>	<b>8</b>
<b>DECORATOR</b>	<b>9</b>
<b>AISLE CARPETING</b>	<b>9</b>
<b>EXHIBITOR INFORMATION</b>	<b>9</b>
• <b>Patented, Trademarked/Copyrighted Material</b>	
• <b>Exhibitor Lounge</b>	
• <b>Parking</b>	
• <b>Entrance</b>	
• <b>Hotel Accommodations</b>	
• <b>Telephone</b>	
• <b>Sound Devices</b>	
• <b>Storage</b>	
<b>INSURANCE</b>	<b>10</b>
<b>MERCHANDISE INFORMATION</b>	<b>10</b>
<b>PRIZE DRAWING PROCEDURES</b>	<b>11</b>
<b>FIRE MARSHAL INSTRUCTIONS</b>	<b>11</b>
<b>FOOD PERMITS- DEPARTMENT OF HEALTH</b>	<b>12</b>



Dear Exhibitor:

We would like to extend our our sincere appreciation for joining us as an exhibitor at the 65<sup>th</sup> Connecticut Home & Remodeling Show and the Connecticut Convention Center! To our returning exhibitors “**Welcome Back**”, to our new exhibitors “**Welcome Aboard**”. We hope you are as excited as we are to be at this venue and the opportunity to showcase your product and /or services on our new dates.

**Move-In will begin on Tuesday, March 13, 2012 at 8:00am.** Your move in day and time is listed on your contract.

**The manual is divided into three categories.**

- 1) Connecticut Home & Remodeling Show Exhibitor Information
- 2) Connecticut Convention Center Services Order Forms
- 3) Capital Convention Contractors Decorator Services Order Forms

**Additional Rules Regarding Move-In:**

- In case of inclement weather, your vehicle will have to be power washed before going on to the floor. (We will have someone to do it for you)
- Plastic **must** be under your vehicle while on the show floor in case of oil spills. Failure on your part will result in cleanup cost to you. Please advise your drivers.
- Exhibitors **must** unload vehicles, and move vehicle to the garage before setting up booth. **This rule will be strictly enforced.**
- Landscape companies **must** supply and use **6 mil plastic** between the convention center floor and landscape materials and plants. This will be strictly enforced by the CT Convention Center.

Before we close, we would like to include a few reminders that bear repeating:

- Please remember to have your **CT State Sales Tax number** available at your booth.
- The State of Connecticut requires that members of the home improvement industry and new home construction contractors be registered with the State Department of Consumer Protection. Please be sure that your company has **a current registration number** and that it is available at your booth.
- Remember to order your **electrical service, water, telephone and booth cleaning** directly from the Connecticut Convention Center in a timely manner ( **deadline 2/21/2012**) so as not to be charged a late fee forms enclosed or order online at **ctconventions.com**. Refer to Section Two in this manual.

- Remember to order any decorator items from the decorator, Capital Convention Contractors (**deadline 3/7/2012**). Refer to Section Three in this manual.
- Exhibitors' are required to **pick up badges** when you arrive **during Move-In**. Complimentary tickets will be mailed to exhibitors.

If you encounter any problems during the show, please bring it to our attention in the show office and we are there to discuss it with you. It is our goal to meet the needs of all our exhibitors. And, on the other hand, if you have any suggestions to improve the show please come and share your thought with us; we are always open to new and improved ideas.

Once again, thank you for joining us as an exhibitor at the 65<sup>th</sup> Connecticut Home & Remodeling Show; we look forward to seeing you in March.

**Connecticut Home & Remodeling Show  
Home Builders Association of Hartford County, Inc.**

2189 Silas Deane Highway, Suite 8, Rocky Hill, CT 06067  
Tel: (860) 563-4565 ~ Fax: (860) 563-3709  
Email: [pam@hbahartford.com](mailto:pam@hbahartford.com)

# ATTENTION EXHIBITORS

**THIS MANUAL IS BRIEFLY WRITTEN TO ADVISE YOU OF YOUR RIGHTS, RESTRICTIONS, AND REQUIREMENTS. PLEASE READ CAREFULLY AND SAVE FOR REFERENCE.**

**IF YOU ARE OUT OF TOWN AND/OR STATE AND YOU HAVE A LOCAL REPRESENTATIVE WHO WILL BE WORKING THE SHOW FOR YOU, PLEASE FORWARD THIS INFORMATION TO HIM/HER AND ADVISE US OF THEIR NAME AND ADDRESS.**

THE FOLLOWING MUST BE ADHERED TO:

1. NO EXHIBITOR CARPETING CAN EXTEND INTO AISLES – YOU MUST CUT/ RUN EXTRA CARPETING UP THE BACK OF YOUR BOOTH.
2. ALL EXHIBITORS MUST BE CONSIDERATE OF NEIGHBORS.
3. ALL EXHIBITORS ARE RESPONSIBLE FOR THEIR OWN ELECTRICAL SERVICE AND DECORATING NEEDS.
4. COOPERATION DURING MOVE-IN AND MOVE-OUT IS APPRECIATED. WE WILL DO OUR BEST TO MEET YOUR NEEDS.

## **GENERAL INFORMATION**

COMPLETE DETAILED INFORMATION IS FURNISHED ON THE BACK OF YOUR SIGNED CONTRACT. ALL MATTERS NOT COVERED IN THESE CONDITIONS ARE SUBJECT TO THE DECISION OF THE SHOW MANAGEMENT.

**CONNECTICUT CONVENTION CENTER SHOW OFFICE - (860) 728-2586**

THE CONNECTICUT HOME & REMODELING SHOW  
HOME BUILDERS ASSOCIATION OF HARTFORD COUNTY  
2189 SILAS DEANE HIGHWAY  
ROCKY HILL, CT 06067  
TELEPHONE: (860) 563-4565 ~ FAX: (860) 563-3709  
EMAIL: pam@hbahartford.com

## CONNECTICUT CONVENTION CENTER INFORMATION

- **ALCOHOLIC BEVERAGES:** We have been advised by the Connecticut Convention Center that no alcoholic beverages can be brought into the building. The Connecticut Convention Center security staff will confiscate any alcoholic beverages brought into the facility.
- **SMOKING: NO SMOKING PLEASE** - The Connecticut Convention Center is a smoke free building.
- **ELECTRICAL SERVICE:** Electrical service is ordered from the Connecticut Convention Center and is paid in advance directly to the Connecticut Convention Center. Electrical service is on an elective basis and is not furnished by the Connecticut Home & Remodeling Show. The forms furnished in this exhibitors kit must be returned 21 days prior to show date to avoid a late charge for electrical service. An electrical service desk will be available during move-in on Tuesday-March 13<sup>th</sup>, through Friday-March 16<sup>th</sup>. See enclosed order form from the Connecticut Convention Center or order electrical online at [www.ctconventions.com](http://www.ctconventions.com)
- **SECURITY:** the management will provide necessary security during the life of the show. No other person will be permitted in the building after closing hours. Management or the Connecticut Convention Center cannot guarantee exhibitors against loss of any nature, (see your insurance agent regarding off-premises protection) small and valuable exhibit materials should be packed away or covered each night.

## MOVE-IN INFORMATION

- **GENERAL MOVE-IN** will begin at 8:00 am Tuesday March 13<sup>th</sup> through Thursday March 15<sup>th</sup>. On Friday March 16<sup>th</sup> walk-ins only until noon. Move in schedule is on your contract. If you have any questions please contact Pam 860-563-4565. By signing the contract we will assume these arrangements are acceptable by you.
- The Connecticut Home & Remodeling Show staff will be in charge of traffic move-in. **Please unload your vehicle immediately and remove it from the show floor. No vehicle can be left on the show floor after unloading.**
- No large trucks will be permitted in the assembly hall exhibit area after Thursday, March 15<sup>th</sup>, 1:00 p.m. If you have any questions, please call 860-563-4565.
- The placing, moving, altering or dismantling of exhibits after 12:00 noon Friday, March 16<sup>th</sup> (opening day) will not be permitted without the permission of the show management.
- Door height and width - the exhibitor vehicular move-in doors are 15' high and 25' wide.
- Exhibitors must supply their own dollies and manpower to move their individual booths into the exhibit area. If you need assistance contact the decorator service at 877-335-3700.
- *Trucks and other vehicles left on exhibit floor will be towed at the owner's expense.*

## MOVE OUT INFORMATION

- The Connecticut Home & Remodeling Home Show staff will be in charge of traffic move-out.
- The show will close on Sunday, March 18<sup>th</sup> at 5:00 pm no exhibitors will be permitted to begin breaking down their booths before 5:00 pm the public is entitled to a full show as advertised. Any exhibitor breaking down before the 5:00 pm closing time will not be permitted back into the Connecticut Home & Remodeling Show as an exhibitor next year.
- You may begin move-out after 5:00 pm, Sunday March 18<sup>th</sup> until 8:00 pm.
- General move-out will commence at 8:00 am Monday March 19<sup>th</sup>.
- ***All materials must be out of the Connecticut Convention Center by 12:00 pm on Monday, March 19<sup>th</sup>. No exceptions. Please make your arrangements for removing your materials accordingly.***
- The Connecticut Home & Remodeling Show and the Connecticut Convention Center will not be responsible for materials left after 3:00 pm on Monday, March 19<sup>th</sup>.
- Please note: all security is removed at 8:00 am Monday March 19<sup>th</sup> when the building is open for general move-out.

## FORKLIFT

- Forklift arrangements must be made by **March 7, 2011** by calling the Capital Convention Contractors at 877-335-3700. If arrangements are not made in ample time forklift service will not be available.

## SHOW HOURS

- **EXHIBITOR HOURS:** the Connecticut Convention Center will be open to the exhibitors daily one (1) hour prior to the public hours. Should a situation arise where an exhibitor requires admission to the building earlier than the prescribed time special permission must be obtained by calling (860) 728-2586 or preferably by stopping at the show office before closing the night before.
- Be advised that when the building is open to the public all areas are available to them. Booth space should be manned for protection of products.

## PUBLIC HOURS

### THE SHOW WILL OPEN AS FOLLOWS:

FRIDAY, MARCH 16<sup>TH</sup>  
SATURDAY, MARCH 17<sup>TH</sup>  
SUNDAY, MARCH 18<sup>TH</sup>

5:00 PM - 9:00 PM  
10:00 AM - 9:00 PM  
10:00 AM - 5:00 PM

## **BOOTH INFORMATION**

- **EXHIBITOR AND/OR FACTORY BUILT BOOTHS:** the overall height of this type of booth cannot exceed 10' (including sign) without the permission of the show management. All exposed surfaces and back sides must be finished. Remember, a messy back or side wall detracts from an attractive presentation.
- If you require 8' high side walls, it is required that you limit them to 6' or 8' from the back wall. High walls extending to the aisle restricts public approaching view.
- **DECORATIONS:** management will provide a drape background 8' high, 10' wide and side dividers 3' high, 10' long. Pipe standards are of aluminum, 1 1/2" diameter. The fire marshal does not allow crepe paper or other such items. **If your own drapes are used, they must be fireproofed and certifications attached.** Helium balloons are not permitted as decorations, they are not permitted for any reason in the Convention Center.
- **SIGNS:** upon request one standard two line sign per booth, 7" x 44" will be provided at no charge. The sign will contain your firm name as indicated on the booth contract. **You must place your order with Capital Convention Contractors at 877-335-3700.**

## **EXHIBITOR BADGES AND COMPLIMENTARY PASSES**

- **WILL CALL DESK:** for your convenience there will be a "Will Call" hospitality desk in the Home Show Office. It is your responsibility to see that your workers have exhibitor badges.
- **EXHIBITOR BADGES:** exhibitor badges w/lanyard and plastic badge holders can be picked up and dropped off at the Home Show office during Move-In and show hours. The exhibitor badge allows the exhibitor to leave and enter the Connecticut Convention Center as many times as needed during show hours. Exhibitor badges are to be used only by persons assigned to man your booth during the show. If an exhibitor badge is misplaced, additional badges will be available in the show office.

The following number of badges will be issued in the company name to each exhibitor:

### **EXHIBITOR BADGES:**

**Six (6) Exhibitor badges for each 10x10 booth.**

**Two (2) additional Exhibitor badges for each additional booth.**

### **COMPLIMENTARY PASSES:**

**Ten (10) complimentary passes for each 10x10 booth.**

## DECORATOR

- The official decorator for the show is Capital Convention Contractors: 10 Technology Dr., Ste. 40, Hudson MA 01749 (P) 877-335-3700 (F) 508-351-9911. For your convenience decorator forms have been enclosed in this kit. You need to place your order by:  
**March 8, 2011.**

## AISLE CARPETING

- **All aisles must be clear of materials on Thursday March 15<sup>th</sup> by 1:00 pm** to allow for installation of total aisle carpeting. Materials must be kept within the dimensions of the booth.

## EXHIBITOR INFORMATION

- **PATENTED, TRADEMARKED OR COPYRIGHTED MATERIAL:** the exhibitor shall assume all fees, costs or other charges from the use of patented, trademarked, franchised or copyrighted music, material, devices, processes or dramatic rights used or incorporated in their exhibit.
- **EXHIBITOR LOUNGE:** there will be an Exhibitor Lounge located in the CT Convention Center Lobby across from the Home Show Office for you to relax in. There will be coffee and tables and chairs for Exhibitor use only.
- **PARKING:** parking arrangements are being made for exhibitors. Please contact the Home Show office during the show hours for further details. Coupons available in the Show Office for move in. Event parking rates during show hours. The HBA will be in contact prior to the show with details.
- **ENTRANCE:** exhibitor entrance is located at the public entrance (Connecticut Convention Center office level) and will be open to exhibitors **one hour** before public hours or earlier by special arrangement - no exceptions.
- **HOTEL ACCOMMODATIONS:** accommodations may be obtained from the following hotels which are convenient to the Connecticut Convention Center, Hartford, CT.

MARRIOTT HOTEL  
50 Columbus Blvd  
Hartford, CT  
860-249-8000

HILTON HARTFORD  
315 Trumbull St  
Hartford, CT  
860-728-5151

HOLIDAY INN EXPRESS  
440 Asylum St  
Hartford, CT  
860-246-9900

CROWNE PLAZA  
50 Morgan St  
Hartford, CT  
860-528-9703

SHERATON HARTFORD  
100 East River Dr  
East Hartford, CT  
860-528-9611

COMFORT INN & SUITES  
333 Roberts St  
East Hartford, CT  
860-289-4950

- **TELEPHONE:** see enclosed order form from the Connecticut Convention Center.
- **SOUND DEVICES:** the use of sound devices, megaphones, loud speakers, side show tactics or undignified methods of attracting attention is prohibited.
- **STORAGE:** storage of boxes - fire marshal regulations prohibits the storage of boxes, crates, packing materials etc. In your exhibit area or any other location in the Connecticut Convention Center. Please make arrangements for storage off premises. A maximum of one day's literature may be stored in your exhibit space.

## INSURANCE

- **INSURANCE REQUIREMENTS:** insurance required as stated in your contract, exhibitors shall purchase and maintain such insurance. Naming the Connecticut Home & Remodeling Show and the Connecticut Convention Center as additional insured from claims which may arise out of/or result from the activities of the exhibitor. Neither the Connecticut Home & Remodeling Show nor the Connecticut Convention Center shall be responsible for loss or damage occurring to the exhibitor or sustained by the exhibitor from any cause. **The exhibitor must provide to the Connecticut Home & Remodeling Show a complete certificate of comprehensive general liability insurance in the minimum amount of \$250,000/500,000/100,000,000 at least 30 days prior to March 16, 2012.**
- **LIABILITY:** the exhibitor is entirely responsible for the space leased by him and agrees to reimburse the management, Connecticut Convention Center and Home Builders Association of Hartford County, Inc. For damages to the floors, walls or equipment occurring in the space leased by him or to other areas by action of the exhibitor or his representative. Automobiles, trucks and similar conveyances shall have a drip pan and/or protective material under them to safeguard the floor from dirt, oil, stains, etc. All matters not covered in these conditions are subject to the decision of show management.

## MERCHANDISE INFORMATION

- **SALES AND REMOVAL:** all large items and merchandise sold at the show must be brought to the loading dock, by the exhibitor selling the item, to be picked up by the purchaser.
- **PRODUCT SAMPLES:** Connecticut Convention Center management restricts the giving away of food & beverage samples on the show floor without the preapproval of Connecticut Convention Center. **The distribution of helium balloons, stick on labels or decals is also prohibited.**
- **FOOD PRODUCT FOR SALE AND/OR FOOD SAMPLES:** Connecticut Convention Center management restricts food products for sale or giving away of food & beverage samples on the show floor without the preapproval of the city of Hartford the Health and Human Services Department. You must apply for a temporary food event permits **15** days prior to the show opening March 16, 2012 from the City of Hartford the Health and Human Services Department (860) 543-8816.
- **APPLYING FOR THE FOOD PERMIT 15 DAYS PRIOR TO THE EVENT:** the vendor temporary food license application form will be available at the Home Builder Associations office at 860-563-4565 or download a vendor application forms from city of Hartford website <http://hhs.hartford.gov/webfiles/Environment.aspx> Please return the completed form with a \$75.00 business check, money order or credit card (credit card payment available through the phone) made payable to City of Hartford, 15 days prior to the event, mail to: Environmental Health Division, City of Hartford Department of Health and Human Service, 131 Coventry St., Hartford, CT 06112.

The City of Hartford's ordinance requires the application and payment be received between 5-15 days prior to the event will be charged \$125. Applications received less than 5 days prior to the day of the event will be levied \$150. This applies to all applicants including Not-For-Profit Organizations.

## PRIZE DRAWING PROCEDURES

### IF YOU ARE CONDUCTING A GIVE-AWAY IN YOUR INDIVIDUAL BOOTH THE NATURE OF THE GIVE-AWAY MUST BE REPORTED TO THE HOME SHOW MANAGEMENT PRIOR TO THE SHOW.

The Hartford Police Department permits drawings for prizes at the Connecticut Home & Remodeling Show under certain conditions:

- A. The public must be permitted free access to some location to participate since there is a charge to enter the Connecticut Convention Center. A hopper comparable to the drawing hopper at your booth should be available to the public at your place of business.
- B. Publicity should announce the winner in a local newspaper.
- C. A prize must be given away.
- D. **No fee must be charged for entry.**
- E. A sign should tell the public **what** is being given away **when** and **where**.

## FIRE MARSHAL INSTRUCTIONS

- A. The exhibit arrangement shall allow ample passageway in the direction of all exits. No exit shall be obstructed, locked, barred or otherwise impaired.
- B. Decorative materials shall be effectively flameproof or a type acceptable to the fire marshal.
- C. No propane tanks allowed in Connecticut Convention Center unless new and never charged.
- D. Demonstrations of stoves, lights or camping appliances energized with lp gas, gasoline or kerosene **will not be authorized**.
- E. All motorized vehicles displayed shall have their batteries cables disconnected and taped. Fuel supply tanks must either have a locking gas cap or sealed with tape. All fuel tanks must be 25% full of fuel if ever used after factory delivery.
- F. No internal combustion engine may be operated in the Connecticut Convention Center during open public hours.
- G. Exhibitors shall remove all packing materials (including crates and other combustibles not essential to their displays) from the Connecticut Convention Center.

If the fire marshal finds an exhibit or exhibit area in violation of the aforementioned requirements the exhibitor will be ordered to make the necessary corrections. If the violation is not corrected immediately, a rejection tag with appropriate instructions on the back will be attached to the exhibit.

**ALL EXHIBITS MUST COMPLY WITH CITY ORDINANCES, REGULATIONS AND THE FIRE MARSHAL INSTRUCTIONS.**