

The 3rd Annual Fall Providence Home Show
NOVEMBER 12-13, 2011
RHODE ISLAND CONVENTION CENTER – PROVIDENCE, RI

LOCATION: RHODE ISLAND CONVENTION CENTER, ONE SABIN ST. PROVIDENCE, RI. 02903-1814.
PHONE 401-458-6000, DIRECTIONS: EXIT 22 RT 95 NORTH OR SOUTH. IF YOU HAVE ANY QUESTIONS
PLEASE CALL CHARMAGNE “CHARLEE” HARRIS AT 860.918.0891 – DIRECT LINE.

MOVE IN HOURS: SET-UP: FRIDAY, NOVEMBER 11, 8AM - 7PM

UNATTENDED CHILDREN OF UNDER 12 ARE NOT PERMITTED DURING MOVE-IN/OUT!

**NO DRIVING ONTO SHOW
FLOOR PER THE BUILDING!**

SHOW HOURS: SATURDAY, NOVEMBER 12, 10AM – 6PM
SUNDAY, NOVEMBER 13, 10AM - 5PM

**BRING DOLLIES, HAND
TRUCKS OR CARTS**

MOVE OUT: SUNDAY, NOVEMBER 13, 5PM -9PM

****ALL EXHIBITS MUST BE OUT OF THE CENTER BY 9PM ON SUNDAY NO EXCEPTIONS!**

MOVE-IN: USE DOORS FOR HALLS C&D. DISPLAYS MAY BE HAND CARRIED TO YOUR BOOTH,
WITHOUT UNION INTERVENTION. Exhibitors are allowed to unload a mini-van, car, station wagon or pick-up.
Exhibitors may use hand-operated equipment that the Exhibitor has provided themselves such as: two wheeled hand
trucks and four wheeled flat trucks. **The use of fork trucks, pallet jacks and any other mechanical equipment is not
permitted by anyone other than SER exposition services.** Any crated materials must be handled by union personnel.
**Union regulations require that the official dravage contractor off-load all equipment and display material from all
trucks, common carriers and van lines. The use of loading docks, fork trucks and pallet jacks are permitted only
by SER exposition services personnel. SEE INSERT**

DISPLAY & DECORATING: SER exposition services, 35B NEW ST., WORCESTER, MA 01605, 508-757-3397,
FAX 508-757-9136. EXHIBITOR KIT WILL BE SENT TO YOU TO ORDER DISPLAY MATERIALS. (TABLES,
CHAIRS, CARPETING, ELECTRICITY, HVAC ETC.)

TABLES, CHAIRS, CARPETING & ELECTRICITY ARE NOT INCLUDED IN YOUR BOOTH.

YOU MAY BRING YOUR OWN TABLES AND CHAIRS.

BOOTH SET UP TOOLS: FORKLIFT SERVICE IS AVAILABLE THROUGH SER exposition services. PLEASE
NOTE THERE ARE NO DOLLIES AT THE CENTER SO MAKE PLANS TO PROVIDE YOUR OWN DOLLIES
AND HAND TRUCKS.

FORM ATTACHED: ELECTRICITY: AN APPLICATION FOR ELECTRICITY WILL COME FROM SPECIAL
EVENT RENTALS 508-757-3397. PLEASE RETURN COMPLETED FORMS TO THE RI CONVENTION CENTER.
**DEADLINE FOR ELECTRIC ORDERS (\$72.00) IS OCTOBER 27, 2011 . AFTER THAT YOU WILL PAY THE
, STANDARD RATE OF \$87.00. NO EXCEPTIONS! YOU MAY ALSO ORDER ELECTRICITY ONLINE
WWW.RICONVENTION.COM (401-458-6100). SEE INSERT**

EXHIBITOR PARKING: PARKING PASSES ARE AVAILABLE AT THE CONVENTION CENTER GARAGE.
COMPLETE THE ATTACHED FORM & RETURN IT DIRECTLY TO THE GARAGE. 3- DAY PARKING PASSES
ARE \$30 INCLUDING "IN AND OUT" ACCESS. DAILY PASSES ARE AVAILABLE AT \$10.00 PER DAY -
DAILY PASSES DO NOT INCLUDE "IN AND OUT" ACCESS. OVERNIGHT PASSES 24 HR. ARE \$18.00. THEY
WILL HOLD THE TICKETS FOR YOU TO PICK UP AT THE GARAGE. ORDER ONLINE AT:
https://www.riconvention.com/services/forms/parking_step1-2.cfm?reset=1

INTERNET ACCESS - AVAILABLE THROUGH RI CONVENTION CENTER. AN APPLICATION WILL
COME FROM SPECIAL EVENTS RENTAL 508-757-3397. **DEADLINE IS OCTOBER 27, 2011. COST \$500
FIRST DAY; \$250 ADDITIONAL DAY. AFTER DEADLINE, STANDARD RATE IS \$550 FIRST DAY; \$275
ADDITIONAL DAY.**

--PAGE TWO--

OFFICIAL SHOW PROGRAM: FOR ADDITIONAL ADVERTISING OPPORTUNITIES TO BE INCLUDED IN THE OFFICIAL SHOW PROGRAM INSERTED IN PROVIDENCE JOURNAL NOVEMBER 5TH, PLEASE CONTACT MARIBETH GARLICK – ADVERTISING SALES AT (401) 277-7163.

EMAIL: MGARLICK@PROJO.COM (RATE/SPEC SHEET INCLUDED)

ADVERTISING DEADLINE IS NOVEMBER 1, 2011

SECURITY: MANAGEMENT WILL PROVIDE NECESSARY GUARDS DURING THE EXPO. NO ONE WILL BE ALLOWED IN THE SHOW AFTER CLOSING HOURS. NEITHER MANAGEMENT NOR THE CENTER CAN GUARANTEE EXHIBITORS AGAINST LOSS OF ANY KIND. SEE YOUR INSURANCE AGENT FOR OFF PREMISE INSURANCE. SMALL OR VALUABLE EXHIBIT ITEMS SHOULD BE PACKED AWAY OR COVERED AT NIGHT.

VIP GUEST PASSES: EACH EXHIBITOR IS ALLOWED TWELVE (12) VIP GUEST PASSES PER EXHIBITOR, WHICH ARE ENCLOSED. THESE ARE TO BE USED FOR CLIENTS OR FAMILY. EACH PASS IS GOOD FOR ONE ENTRY ONLY. PASSES WILL BE ON SALE FOR 1/2 PRICE AT THE SHOW.

TICKET DISTRIBUTION: CALL CHARLEE (860-918-0891) FOR SHOW TICKETS TO SEND TO YOUR CUSTOMER/CLIENT DATA BASE.

PARKING RICC: SEE ATTACHED FORM –DAY \$10.00/OVER NIGHT EVENT EACH DAY \$18.00

EXHIBITOR BADGES: EACH EXHIBITOR IS ALLOWED SIX (6) BADGES PER EXHIBITOR, AND ARE GOOD FOR THE RUN OF THE EXPO. THEY ARE TO BE USED BY BOOTH PERSONNEL ONLY. THEY WILL BE AVAILABLE IN THE SHOW OFFICE. PLEASE COMPLETE THE ATTACHED FORM TO REGISTER THE NAMES OF BOOTH WORKERS.

HOTEL RATES : Are Subject to Change

- **MOTEL 6** - WARWICK - 401-467-9800 - \$49.99 + TAX SGL/\$55.99 + TAX DBL, I-95 SOUTH, EXIT 15.
MENTION FALL RHODE ISLAND HOME SHOW WHEN RESERVING ROOM.
- **WESTIN HOTEL** CENTRAL RESERVATIONS CENTER at 1-888-627-8449
- - ONE WEST EXCHANGE STREET, PROVIDENCE, RI.
HOTEL IS CONNECTED TO THE RHODE ISLAND CONVENTION CENTER
RATE: \$109 **CALLERS MUST IDENTIFY THEMSELVES AS BEING WITH GROUP, “PROVIDENCE HOME SHOW”. INTERNET USERS MUST ENTER YOUR GROUP’S CODE TO SUBMIT REQUEST.** REQUESTS MUST BE MADE BY **WEDNESDAY, OCTOBER 12, 2011** IN ORDER TO QUALIFY FOR YOUR GROUP RATE. PARKING IS AVAILABLE AT THE ADJACENT RHODE ISLAND CONVENTION CENTER GARAGE.
THE CURRENT HOTEL PARKING RATES FOR 2011, ARE \$26.00 FOR SELF-PARKING; AND \$26.00 FOR OVERNIGHT VALET (WITH IN/OUT PRIVILEGES). PLEASE NOTE THAT THESE RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

NOTICE! PER THE FIRE MARSHALL: THE SHOW CLOSSES AT 6PM SUNDAY. THIS MEANS NO ONE WILL BE ALLOWED TO DISMANTLE OR REMOVE ANY PORTION OF THE BOOTH UNTIL THAT TIME. AS LONG AS THERE IS PUBLIC IN THE BUILDING, IT IS YOUR OBLIGATION BY CONTRACT TO PRESENT A FULL AND COMPLETE DISPLAY UNTIL THE SHOW IS OFFICIALLY CLOSED. YOUR COOPERATION IS MUCH APPRECIATED!

--PAGE THREE--

SALES TAX: ALL SHOW SALES ARE SUBJECT TO RI STATE 7% SALES TAX

BOOTH PAYMENTS: ALL BOOTH FEES ARE DUE OCTOBER 20, 2011. PAYMENTS RECEIVED AFTER THAT MUST BE IN THE FORM OF CASH, CERTIFIED CHECK OR MAJOR CREDIT CARD. A STATEMENT IS ENCLOSED FOR YOUR CONVENIENCE.

REMINDER

NO DRIVING IS PERMITTED ON SHOW FLOOR PER THE BUILDING!

BRING YOUR OWN HAND DOLLIES, HAND TRUCKS, OR HAND CARTS!

MATERIAL HANDLING – SEE INSERT

Union regulations require that the official drayage contractor off-load all equipment and display material from all trucks, common carriers and van lines. The use of loading docks, fork trucks and pallet jacks are permitted only by *SER* exposition services personnel.

Exhibitors are allowed to unload a mini-van, car, station wagon or pick-up. Exhibitors may use hand-operated equipment that the Exhibitor has provided themselves such as: two wheeled hand trucks and four wheeled flat trucks. **The use of fork trucks, pallet jacks and any other mechanical equipment is not permitted by anyone other than *SER* exposition services** Any crated materials must be handled by union personnel.

JENKS PRODUCTIONS HAS ARRANGED TO PAY FOR LABOR TO UNLOAD RENTED TRUCKS ON FRIDAY FROM 12 NOON -4PM AND LOAD SUNDAY FROM 6PM - 9PM. BRING YOUR OWN DOLLIES & HAND TRUCKS, AS THE CENTER DOES NOT PROVIDE THEM.

Please arrange to be present at posted times if you need union labor help. Otherwise, you will have to pay for extra LABOR CHARGES.

***MOVE-IN FRIDAY, NOVEMBER 11, 8AM-7PM
SHOW HOURS – SAT 10AM-6PM / SUN 10AM-6PM
MOVE-OUT SUNDAY, NOVEMBER 13, 5PM-9PM***

PARKING

FORM ONLINE:

**PLEASE REMIT PAYMENT AND FORM TO:
RICC PARKING FACILITY – CHRISTINE DAVIS
99 WEST EXCHANGE STREET
PROVIDENCE, RI 02903
PHONE #401-458-6103 FAX #401-458-6335**

[HTTPS://WWW.RICONVENTION.COM/SERVICES/FORMS/PARKING_STEP1-2.CFM?RESET=1](https://www.riconvention.com/services/forms/parking_step1-2.cfm?reset=1)