



A SHOW MANAGEMENT COMPANY
7170 CODY DRIVE #400
WEST DES MOINES, IOWA 50266
(515) 537-2094 • FAX (515) 537-1598
www.jacksonexpogroup.com



30TH Annual
Tri-State Home and Builders Show
MARCH 2-4, 2018

2018 - SERVICE KIT

November, 2017

RE: 2018 Tri-State Home & Builders Show
Grand River Center
350 Bell Street, Dubuque, Iowa
Friday, March 2 through Sunday, March 4, 2018

Dear Exhibitor:

Enclosed please find the following information regarding the 2018 Tri-State Home & Builders Show.

1. Exhibitor Information Sheet
2. Rules & Regulations for the Show which must be read by each exhibitor.
3. Grand River Center electrical order form which should be completed and returned to the Center prior to move-in, should you require electric service in your exhibit. The address of the center is: 500 Bell Street, Dubuque, Iowa 52001.
4. Spielman's exhibitor kits, which include furniture and equipment rental forms.
5. HELIUM FILLED BALLOONS ARE NOT ALLOWED IN THE CENTER.
6. The entire exhibit floor is covered with carpet. Any damage done to the carpet is the responsibility of the exhibitor.

Should you have any questions, please feel free to call this office. I look forward to seeing you for another great show in Dubuque.

Sincerely,

William R. Jackson





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EXHIBITOR INFORMATION

EXHIBITOR MOVE-IN

Exhibitors will have plenty of time to move in and set up their displays beginning at noon on Thursday, March 1. Exhibitors can work on their displays Thursday until 7:00 p.m. with the doors opening to exhibitors again Friday at 8:00 a.m. All displays must be completed by 4:00 p.m. Friday.

EXHIBITOR MOVE-OUT

Exhibitors may not begin dismantling their displays until 5:00 p.m. Sunday, March 4. All exhibitors are to be completely moved out of the Center by 12 Noon Monday, March 5, 2018.

DECORATOR

Spielman's Event Services is the official decorator for the Show. They will supply advance orders at a discount from the enclosed order form. They will also have a service desk open during the move-in to supply exhibitors with any rental equipment needed. Tables, chairs and carpeting are not included in the booth. You can order from the decorator or bring in your own. For special orders you can call their office at 319-366-3443.

SHOW HOURS

FRIDAY	4:00 P.M.	–	8:00 P.M.
SATURDAY	10:00 A.M.	–	6:00 P.M.
SUNDAY	NOON	–	5:00 P.M.

ELECTRICAL ORDER FORM

The Grand River Center electrical form is enclosed and must be completed and returned to the Center if you require electrical service to your display. The address of the Center is: 500 Bell Street, Dubuque, Iowa 52001

SPECIAL NOTE

Individual booth carpet and displays are not to extend into the aisle. This can cause a very severe liability problem should someone be hurt or fall, as a result. Offending displays and carpeting will be removed by Show Management.





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SHOW RULES & REGULATIONS

1. All space contracts are non cancelable and nontransferable. There will be no subletting of space in any show. Exhibitors must restrict their displays to the space contracted for. Exhibitors may not use the aisles in any way to conduct sales.
2. Exhibitors must agree to set up exhibits and displays in keeping with the high standards of the other exhibitors.
3. All displays and exhibits must comply with all of the rules and regulations of the local Fire Department. Fire exits and alleys must be kept open at all times. All decorations must be made of fireproof material or be fireproofed.
4. Any exhibit or display that has an unfinished side facing another exhibitor's display must either have the side finished or draped.
5. All shipments of exhibitors' displays or material must be prepaid. Shipments should be made far enough in advance to arrive at least two (2) days prior to the opening of the show.
6. Exhibitors may not begin dismantling until the posted closing time of the show on the final day.
7. No signs or other articles are to be fastened to walls or electrical fixtures. The use of thumb tacks, scotch tape, nails, screws, bolts or any other tool or material which could mar the floors or walls is prohibited.
8. All exhibitors, show staff and entertainers must use the exhibitors pass gate. Passes will be issued to all exhibitors during the opening day of the show. Only paid-up exhibitors will receive passes.
9. Neither the sponsor of the show, show decorator, building management, Jackson Expo Group, officers thereof, those managing the show on their behalf, nor their employees will be responsible for any loss or damage that may arise to the exhibitor, his employees or his goods either while in transit to or from the building or while in the building from any cause whatsoever.
10. Exhibitors returning completed contracts to Jackson Expo Group later than fifteen (15) days after the date shown on the contract may be assigned a different space location than the space location stated on their contract.
11. All space rental charges must be paid prior to show opening.
12. No alcoholic or non-alcoholic beverages may be sampled, sold or given away before, during or after the show.
13. In Home & Builders Shows, any exhibit over 9 feet in height must be approved by show management.



JACKSON EXPO GROUP INC.

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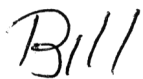
Dear Exhibitor:

The move out is scheduled to begin at 5:00 P.M. I ask that you not begin packing up your exhibit until 5:00P.M. for these reasons:

- The public can come in until that time, and many are still on the floor viewing the exhibits right up until closing. You can lose sales by tearing down early.
- It is unfair to other exhibitors who are still trying to sell. It distracts them from their customers. And if someone sees a torn down exhibit, it reflects poorly on all exhibitors.
- It is unsafe. You could easily hurt someone when hauling something out when there are people looking at exhibits instead of where they are going. It could result in a lawsuit – which would be your liability, not mine.
- You will forfeit your space in the show for next year.

If you are leaving at 5:00 P.M. Sunday and planning to come back later to pack up your exhibit do not leave any small valuable items in your display such as: TVs, computers, briefcases, lead sheets, sign up boxes, etc. It is your responsibility to take these items with you when you leave at 5:00 P.M. After 5:00 P.M. all of the doors are open for the move-out and there is absolutely no way to control the security in the building.

Thank you,



William R. Jackson
Jackson Expo Group





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**SPIELMAN'S EVENT SERVICES IS THE OFFICIAL DECORATOR FOR
THE TRI-STATE HOME AND BUILDERS SHOW.**

Please click the link below to order tables, chairs, carpet and other equipment:

<http://www.spielmans.com/trade-shows/general-trade-show-order-form/>

For any questions, please call 1.800.260.5250 and ask for Mark Spielman.

THESE ITEMS AND ELECTRICITY ARE NOT INCLUDED IN THE COST OF THE BOOTH.



500 Bell Street
 Dubuque, Iowa 52001
 Phone: 563-690-4500
 Fax: 563-690-1350
 Email: ssherman@grandrivercenter.com



ELECTRICAL FORM

Name: _____

Booth #: _____

Qty.	Electrical Service	Advance Price (Prior to Show)	Day of Show Rate*	Total \$
	120v, 20 Amp	\$30.00	\$36.00	
	208v, 30 Amp 1-Phase*	\$75.00	\$90.00	
	208v, 30 Amp 3-Phase*	\$100.00	\$120.00	
	Additional Extension Cords	\$10.00	\$12.00	
	Phone Line	\$35.00	\$42.00	
	Banner Hanging Fee	\$50.00	\$60.00	
				Tax 7% \$
				Total \$

Credit Card #

Exp:

V-Code: (3 digit # on back)

* All 120v services above 20 Amps & all 208v services are subject to time and material charges in addition to the installation fee.

* All fees must be received 3 days prior to start of show date, any orders made within 3 days of show will be charged the day of show rate.

Please make checks payable to the Grand River Center