



Home Builders Association of Greater Peoria  
2020 Official Spring Home Show

1599 North Main Street  
East Peoria, IL 61611  
Phone 309-699-5500

## Exhibitor Show Manual

This document contains information for exhibitors in the 2020 Official Spring Home Show!

**TO:** All Official Spring Home Show Exhibitors  
**FROM:** Lisa Scott  
**DATE:** July 1, 2019  
**RE:** 2020 Official Spring Home Show · February 28-March 1 · Peoria Civic Center

Move-in days are hectic for ALL exhibitors. In order to make this process go as smoothly as possible, 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.

When you reserved your booth, the location you chose determined which specific zone you have for drive-in access and booth set up. An overview of the move-in schedule is as follows:

**Wednesday, February 26:**

**YELLOW, PINK & GRAY ZONES ONLY**

*(see floor plan for zone colors and location)*

**Drive-in access 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.**

**Thursday, February 27:**

**BLUE, ORANGE PURPLE & GREEN ZONES ONLY**

*(see floor plan for zone colors and location)*

**Drive-in access 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.**

**Friday, February 28:**

**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**

Instead, arrive at the Civic Center any time between 7 am & 2 pm on Friday, February 28.

This move-in time is by CART ONLY for all exhibitors, regardless of booth location.

Overhead doors close at 2 pm to reach a comfortable building temperature prior opening the show, so plan accordingly

- **When arriving to set up, all exhibitors should check in at the Show Office**, located on the main floor, to receive final items such as exhibitor tickets and parking tokens. We will also help you find your booth location if you need assistance. There are three drive-in doors and multiple dock bays. 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 shown for your area; however, **all vehicles must be removed from the building immediately after they have been unloaded.**

- **Exhibit booths MUST be paid in full prior to set up.** No exhibitor will be allowed to set up a booth that is not paid in full.

- **2020 Show Hours:**

Friday, February 28	4 pm to 9 pm
Saturday, February 29	10 am to 6 pm
Sunday, March 1	10 am to 4 pm

- **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 based on booth(s) purchased 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 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.

- **Exhibitor Parking:** some parking spots have been purchased by HBAGP in the Fulton Street lot for participating exhibitors. You receive one parking spot each day of the show (Friday-Saturday-Sunday) per 10x10 booth you have 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 limited number of additional parking tokens can be purchased by exhibitors during show set up for \$5 per token, which saves you \$2 versus paying the \$7 Civic Center rate at the parking lot, and helps you pre-pay parking for employees.*

- **An Exhibitor Lounge** is available for exhibitor use. Tables and chairs are provided for exhibit personnel to use for breaks, meals, etc. Coffee will be provided each morning. On Saturday & Sunday only, the show provides a limited quantity of breakfast muffins for those working at show opening time on a first-come, first-served basis. *Please note that the Lounge and food/beverage items provided are for exhibitors only, and please take food items only for yourself.*

- **Exhibitors must provide a Certificate of Liability Insurance** indicating proof of General Liability and Auto Liability on a primary and non-contributory basis reflecting a minimum limit of \$1,000,000 coverage. A clause including the Home Builders Association of Greater Peoria and the Official Spring Home Show at 1599 N Main, East Peoria, IL 61611 as additional insured must be provided. Your insurance agent will be familiar in completing this common request.

- **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. For questions on State of Illinois taxes, please visit the Illinois Department of Revenue web site at <https://www2.illinois.gov/rev/individuals/pages/fairs.aspx>
- **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** by the show office. Show management reserves the right to deny any fundraising efforts by exhibitors. It is the responsibility of the Exhibitor to make advance arrangements to get charity volunteers on the floor to help, they cannot enter without a ticket! If fundraiser is approved, the exhibitor is responsible for securing an Illinois Raffle License and providing that registration number to show management in advance.
- **The Civic Center prohibits the distribution of the following items during our show:**  
**Helium Balloons      Popcorn      Food/Beverage over sample size      3' Yard Sticks**
- **Any food or beverage products in the booth can be sample size only.** Anyone serving food/ beverage for sale or sampling is subject to an inspection and license application/fee through the Peoria City-County Health Department. You must arrange this on your own, prior to the show.
- **Our multi-media advertising campaign begins February 23, 2020** with the Official Home Show "Preview" in the Sunday *Peoria Journal Star*. This publication will also be available at the entrances during the show. It contains a list of exhibitors and floor plan ... and we hope you will consider supporting it with an advertisement. Contact your PJS sales rep for details.
- **Wi-fi is available for exhibitor purchase** at the Show Office for \$25 per device for the weekend.
- **Exhibitor Order Forms** for carpet, tables, banner hanging, etc. are located on our web site for all exhibitors to download. Visit [www.peoriahba.com](http://www.peoriahba.com) and click on the "Official Home Show" page to find the exhibitor service order forms.
- **Exhibitor Move-Out** will take place on **Sunday evening, March 1** from 4:30 pm to 9 pm.

The Peoria Civic Center reviews the floor plan to decide which booths need to exit first to facilitate move out, and only grants access to those exhibitor trucks to be allowed near the overhead doors Sunday afternoon. That decision will not be made until 2 pm on Sunday.

**\*\*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.**

**Show management reserves the right to not invite any exhibitor whose booth is dismantled or empty prior to the 4:00 pm Sunday closing of the show to exhibit in future shows.**

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

Exhibitors leaving booth materials set up in the exhibit halls during Sunday night move-out should take safety precautions to remove small or valuable items such as computers, tvs, iPads, etc. before leaving the Civic Center at the close of the show. There is no security for this purpose.

Exhibitor booths located farthest away from the drive-in doors ... mainly those in the Yellow, Pink, Gray & Blue Zones ... are encouraged to wait until Monday morning 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