



# New River Valley Home Builders Association



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## NRVHBA Home Expo Exhibitor Information

### NRVHBA Expo Staff

Cassidy Jones, Chair | 540-961-1650 | [cassidy@scbhomes.com](mailto:cassidy@scbhomes.com)

Jackie Gardner, Co-Chair | 540-953-1258 | [jackie.gardner3@ferguson.com](mailto:jackie.gardner3@ferguson.com)

Steve Semones, NRVHBA Past President | [ssemones@balzer.cc](mailto:ssemones@balzer.cc)

Mel Hassan, NRVHBA Executive Officer | 540-443-0090 | [mel@nrvhba.com](mailto:mel@nrvhba.com)

### Other Important Contact Information:

Christiansburg Recreation Center, 1600 North Franklin Street, Christiansburg | 540- 382-2349

Hollins Exposition Services | 540-362-3940 | [KPeter@hollins-expo.com](mailto:KPeter@hollins-expo.com)

### MOVING IN:

Set up hours are as follows:

Thursday Before the Expo 12 noon—10 pm

Friday the Day the Expo Starts 7 am—3 pm

*\*\*All booths must be fully completed no later than Friday – 3 pm*

*\*\*Doors open to the public at 4 pm*

- Large Deliveries: The Rec Center does allow the large garage door at the back of the exhibition hall to be used for large deliveries. Please note, this door will CLOSE at 12 noon on Friday. Plan to have large items needing this access inside the building before noon!
- Loading Doors: There are approximately five (5) loading doors at the facility and they are all on the rear and sides of the building. There will be *no loading or unloading from the front door*. This is a fire hazard and will be cited by the Town of Christiansburg so please take care in your unloading.
- Unloading your vehicle: You have two (2) hours to unload from the loading docks and ramps. You are welcome to use the regular doors to finish your unloading process. After the set-up periods end, during the show itself, your vehicle must be parked in designated vendor lot.
- Reminder Calls: If no one from your business/booth has arrived by noon on Friday, we will begin making calls to your business as a reminder.
- Be aware of all setup and take down times—make sure those participating within your company are aware as well.

### MANNING YOUR BOOTH:

Show hours are as follows:

Friday 4 pm—8 pm

Saturday 9 am—7 pm

Sunday 12 noon—5 pm

*\*\*Your booth must be manned the whole show.*

- Booth Contact Person: Throughout the weekend, we must have a contact person responsible for your booth. We will use the name and contact information provided on your contract. This is strictly for emergencies and we appreciate your assistance in keeping this information updated.

- Booth Sales: You may sell items from your booth.
  - Once the expo has started, however, the only way to restock your booth is to hand carry items in. No large items will be allowed.
- Booth Presence: Your booth must be manned at all times. If you are working alone and need a break, please contact an Expo Committee Member. We will be happy to relieve you so you can take a break. Have “BACKUP” shift workers prepared and on-call if you need them.
- Pets: NO pets are allowed in the building.
- Smoking: NO smoking is allowed in the exhibit area. This ordinance is by the Town of Christiansburg.
- Food: It is encouraged not to eat in your booth. Food and beverages are welcomed in the lobby, outside of the building, and in the Vendor Lounge.
- Children: Vendors who must bring children with them should carefully supervise the children. Parents will be responsible for any damage that the children may cause to the Rec Center, to other vendors’ booths, or to guests of the show.
- Flooring: Even though carpet is provided in the booths, you are still responsible for any floor damage – if you cause it.
- Balloons CANNOT be given away from your booth.

### **EXHIBITOR IDENTIFICATION:**

- Entrance of Booth Volunteers/Employees:
  - All persons working your booth must enter and exit through the door located at the rear entrance nearest to the fence.
  - Vendors will not be allowed to enter through the front door at any time.
  - Upon arrival, vendors and volunteers should see a table with badges/stamps near the Vendor entrance. If not, please proceed to the silent auction area.
  - Remember, the vendor stamps/badges are strictly for employees/volunteers working in your booth. They will need to show this when gaining entrance to the vendor lounge.
  - We encourage vendors to wear their own company name badges.
  - All Expo badges must be returned at the end of your shift.

### **TICKETS:**

- Comp Tickets: *(see tip below)*
  - For each paid booth, vendors will receive fifteen (15) complimentary tickets to the Home Expo.
  - These tickets are to be used for you to invite guests, clients, and leads to the Home Expo BEFORE the show begins.
- Additional Tickets:
  - If you need additional tickets, please contact the NRVHBA – 540/443-0090

### **VENDOR PARKING:**

- Use the VDOT parking lots across Cambria Street from the rear of the Rec. Center. Space is limited and is first come-first serve availability. The VDOT property now houses several working trailers which is different from the past. Please follow signage.
- **Absolutely NO vendor parking in the Recreation Center parking lot.**
  - Vendor vehicles must be removed from Rec Center lots by 3:00 pm on Friday and will not be allowed back until 4:30 on Sunday.

### **STAFF CONSIDERATION:**

- Please be kind: Vendor as well as staff time is stretched during the Expo. Please remind everyone that our best working attitudes must be in place. Ill behavior will not be tolerated, and such persons will be escorted from the premises.

## BOOTH/EXHIBIT DETAILS:

- Booth Rail/Drape:
  - Hollins Exhibits will install booths using drape material supported on metal framework (8' backdrops & 3' side walls). Additional sidewalls will be at the expense of the exhibitor and handled directly with Hollins Exhibits.
  - Most booths are 10'x10'
  - All exposed backsides of back walls, side walls and/or exhibits, in all areas must be covered in a NEUTRAL COLOR, so as not to be offensive to other exhibits or exhibitors.
  - Adjoining exhibitors are encouraged to work together in construction of exhibits to utilize common use of sidewalls.
  - Carpet is provided. If you plan to vacuum your booth, please bring your own vacuum.
- Electricity:
  - Each booth will be provided with one (1) 110 volt electrical outlet. Additional or special electrical requirements will be at the expense of the exhibitor and handled directly with Hollins Exhibits.
- WIFI:
  - You can log into the Christiansburg Rec Center's WIFI.
- Signage:
  - Only if you requested a sign on your contract, will you receive a one-line sign (white with black lettering) showing the exhibitor's firm name as shown on the Contract/Booth Agreement. Please contact NR VHBA Staff with questions.
- Exhibit Measurements:
  - MAXIMUM height of exhibits, including signs and roofing shall be twelve (12) feet (unless otherwise authorized by Expo management).
  - Size of exhibit is measured to the outside dimensions. Constructed exhibits must be constructed so that their outside or extreme width and/or depth do not exceed size of purchased exhibit space. Your exhibit must fit within your 10' by 10' space.
- Additional Exhibit Supplies or Rental Needs:
  - Order any electrical supplies or other rental needs in advance directly from Hollins Exhibits.
  - This includes but is not limited to: any type of table, chairs, desks, etc. The Home Expo Management does not provide any additional items.

## JUDGING OF EXHIBITS:

- To compete your booth must be complete and ready starting at 3pm on Friday. Voting will occur some time during the Expo where 3 independent judges will review your booth(s) on the following criteria:
  - Do the signs and display provide a clear message of what they present?
  - Is the booth attractive? Pleasing?
  - Does the exhibit make you want to stop and get information?
  - Is the company name apparent?
  - Has the company used its exhibit space effectively? Creatively?
  - Is there sufficient information available on product(s) or service(s)?
- Awards will be presented for:
  - **Most Creative** - criteria includes but is not limited to, originality of display, effort and thought put into creating a one of a kind booth.
  - **Most Impactive** - criteria includes but is not limited to, effectiveness of set up as well as how the booth engages and creates interaction with the crowd.
  - **Top Shelf Award** - This is our best of the best award. Criteria for this award includes but is not limited to, creativity, impactfulness, relevance to your specific business and consideration giving to engaging the attendees to create a positive experience.

- Final Results:
  - Once the judges have completed their review, they will place their selections in 3 sealed envelopes.
  - The Winners will be announced by the Home Expo Chairperson, Justin Boyle, on Saturday evening.
  - Should there be a tie, the Home Expo Committee Chairperson will vote to break the tie.

### **VENDOR LOUNGE:**

- The vendor lounge is provided as a courtesy to our valued exhibitors. Due to the limited space in the vendor lounge, only those wearing a vendor hand stamp/badge will be allowed entrance.
- The food provided is intended for those who are *currently staffing booths only*, not family members, guests, etc.
  - Food will be served catering style and portioned out to ensure there is enough food for everyone and to speed up the lines.
- An additional quiet space will be set up in the room across from the racquetball courts, so that you can rest and visit with family while working at the Expo.

### **MOVING OUT:**

Move out hours are as follows:

Sunday            5 pm—8 pm

- Absolutely no one will be permitted to remove their exhibit until the Home Expo ends at 5 pm on the last day/Sunday of the Expo.
  - Early breakdown can be a safety hazard and we want everyone attending the Expo to remain safe.
- Exhibitors must start removing their exhibits immediately at 5pm.
- All construction material, trash, and debris must be removed from your exhibit area by the vendor by use of outside trash receptacles and dumpsters.
  - Exhibitors will be fined by the Town of Christiansburg for ignoring this policy.
  - Indoor trash receptacles are for the use of the Home Expo guests ONLY.
- Exhibitors who have not removed their exhibit materials by the 8pm deadline risk impoundment of the material by the Town of Christiansburg and will be liable for related fines.

### **Additional Expo Events:**

Throughout the Home Expo, there are several different events going on which help to increase attendance, participation, and engage entire families during their visit. Contact Heather Conner at [heather@nrvhhab.com](mailto:heather@nrvhhab.com), if you are interested in learning more about any of these events and their deadlines.

- **Paint Your House Event:** Presented by Wine and Design on Friday and Sunday of the Expo. Tickets available through the Wine and Design Website.
- **Silent Auction:** This feature of the Home Expo provides an outlet for those businesses who want to take advantage of additional marketing with the over 1500 attendees. Donate a service, product or skill.