



**WELCOME TO
THE 39TH ANNUAL HOMELIFE EXPO**

Friday March 17, 2017: 4 pm to 8 pm

Saturday, March 18, 2017: 10 am to 8 pm

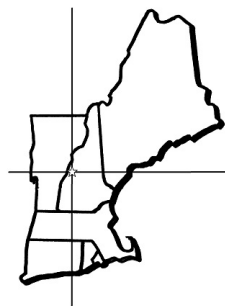
Sunday March 19, 2017: 10 am to 3 pm

**Leverone Field House at Dartmouth College
26 South Park Street, Hanover NH 03755**

The 39th Annual HomeLife Expo is designed as the defining annual event to inspire businesses and consumers to explore innovative opportunities to enhance their quality of life.

This packet of information includes the materials you will need in order to register for the HomeLife Expo. All materials and registration forms are available in this packet and/or online at www.HomeLifeExpo.com Additional Information will be mailed after your registration form and deposit have been received.

We look forward to a great Expo!



**Lebanon Area
Chamber of Commerce**

*At the Crossroads of New England
~ Since 1916 ~*



EXPO SET-UP DETAILS

EXPO LOCATION

Leverone Field House at Dartmouth College, 26 South Park Street, Hanover NH 03755

EXPO TIMES

Friday, March 17: 4pm-8pm, **Saturday, March 18:** 10am-8pm, **Sunday, March 19:** 10am-3pm Booth must be staffed throughout the entirety of the Expo.

EXPO SET UP TIME

Wednesday, March 15: 4pm-9pm. Large exhibits (more than 4 booths) are to move in on Wednesday. Confirmation for Wednesday move-in will be sent in writing prior to the event.

Thursday, March 16: 8am-9pm.

Friday, March 17: 8am-2pm

EXPO EXHIBITOR PRICES

Single (10' X 10')	\$550	<i>Lebanon Area Chamber Members Receive a \$50 discount per reservation (as long as dues are up-to-date).</i>
Double (2 singles)	\$900	
Triple (3 singles)	\$1350	
Quadruple (4 singles)	\$1800	
S-1 (30' X 50')	\$2200	
S-2 (30' X 15')	\$2000	
S-4, (20' X 15')	\$1200	
S-3 (20' X 50')	\$2100	
X-5 (40' x 50')	\$2400	
X-1, X-2, X-3, X-4 (40'x 40')	\$2000	
NON-PROFIT (no discount)	\$250	

BOOTHS

- 8ft-high back drapes (colors: green & white)
- 3ft-high side drapes (color: green & white)

NOTHING is to be hung from or pinned to drapes. Hooks are available on a first-come, first-serve basis for hanging from drape supports.

TABLES & CHAIRS

These can be rented from **Show Decorations** ; a separate sheet is provided for rentals and fees. Please return these forms directly to **Show Decorations**.

PHONES

You may use cell phones during the Expo. Phone lines are not available

WiFi or ETHERNET:

Dartmouth College's Public wireless network is open and available at no cost.

Wired Ethernet access is available to a limited number of booth locations. The hook up process is involved, so planning in advance is required. Cost is between \$200 - \$400 and will be determined during installation.



EXPO SET-UP DETAILS

ELECTRICAL

Basic Electricity, 110 Circuit (20 amps):	\$50
1-220 Circuit (30 amps):	\$100
Over 1800 watts	Case by Case Basis

Note: Charges for electricity exceeding 1800 watts will be determined on a case-by-case basis.

PROHIBITED:

- Helium balloons or blimps
- Popcorn
- Hay
- Pets
- Bikes, roller blades, skateboards, or scooters
- Stickers, yard sticks, rulers
- Indoor tents or canopies
- The Dartmouth College logo (except for directions) unless authorized by Expo management.
- Vehicles in the Fieldhouse (exception may apply, see section 4 on the registration form)

QUESTIONS OR ADDITIONAL INFORMATION:

Before Wednesday, March 15th:

Lebanon Area Chamber of Commerce: 603-448-1203 or lebanonchamber@lebanonchamber.com

Beginning Wednesday, March 15th and during the Expo:

Contact the EXPO office in the Leverone Field House: 603-646-0982.

Please do not leave messages in this voice-mailbox; they cannot be retrieved.

Note: Information will be updated and available at www.HomeLifeExpo.com.

Sponsorships: If you are interested in sponsorship opportunities that enhance your brand and booth value, please contact Rob Taylor at Lebanonchamber@lebanonchamber.com or 603-448-1203,

CANCELLATION FEE:

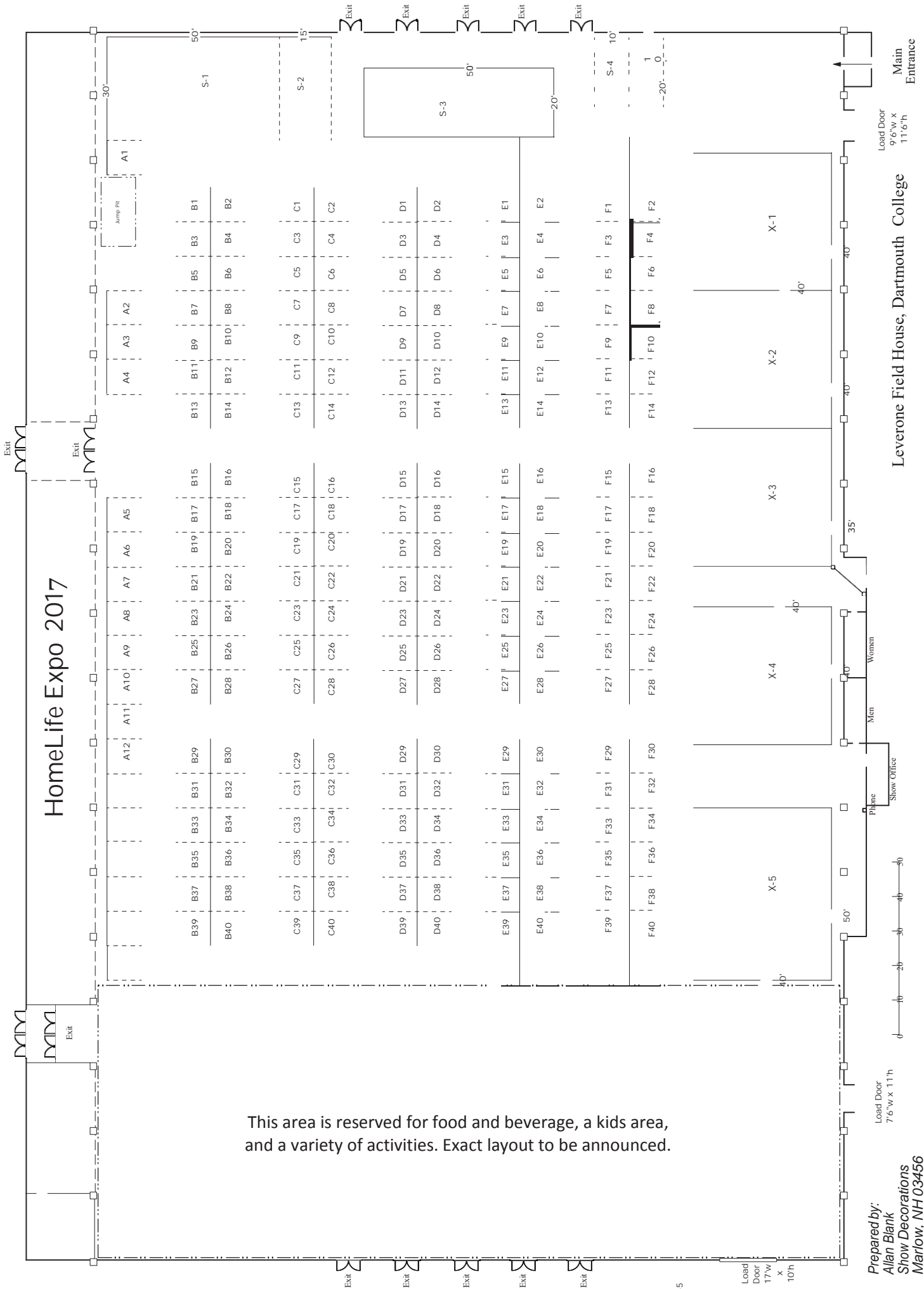
Should you cancel, a refund will be provided on the following schedule:

- From receipt of registration to 60 days prior to event: Amount paid less \$100 administrative fee
- 60 to 30 days prior to event: Amount paid less \$200 fee
- 30 days prior to event to Expo Opening: No Refund

NEXT STEPS:

Register online at www.homelifexpo.com/register-online.html. Once your registration form is received, a contract, booth assignment, additional opportunities at the Expo, final exhibitor info, show decorations exhibitor order form, and any additional information or updates will be provided.

HomeLife Expo 2017



This area is reserved for food and beverage, a kids area, and a variety of activities. Exact layout to be announced.

Prepared by:
 Allan Blank
 Show Decorations
 Marlow, NH 03456
 Nov. 22, 2015
 FeB.E@2008

Leverone Field House, Dartmouth College

Main Entrance

Green Turf Boundary

RETURN FORM TO:

SHOW DECORATIONS

P.O. Box 415, Marlow, NH 03456
Phone/Fax: (603) 446-9490
showdeco@earthlink.net

RENTAL ORDER FORM

Filled
Paid
Bill

EVENT **2017 HomeLife Expo (Upper Valley)**

BOOTH NO. _____

COMPANY _____

DATE ORDERED _____

ADDRESS _____ CITY, STATE, ZIP _____

CONTACT _____ PHONE () _____ FAX () _____

Qty.	Description	Code	Disc.	Rental	Price
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SEATING

___	Bar stool, padded w/back	106	15.00	20.00	_____
___	Chair, white, padded seat	107	5.00	8.00	_____
___	Chair, folding	108	3.00	5.00	_____

BOOTH ACCESSORIES

___	Easel, table model	112	10.00	15.00	_____
___	Easel, floor model	113	15.00	20.00	_____
___	Booth flood light, 150w	114	15.00	20.00	_____
___	Plant, (preorder only)	127	20.00	_____	_____
___	Ticket barrel	132	20.00	25.00	_____
___	Wastebasket	134	5.00	8.00	_____

SMALL TABLES

___	Pedestal table, 30" round	151	15.00	20.00	_____
___	Pedestal table, 30" square	152	15.00	20.00	_____

DISPLAY TABLES, PLAIN

___	4 ft. long x 30" wide	145	20.00	25.00	_____
___	6 ft. long x 30" wide	146	25.00	30.00	_____
___	8 ft. long x 30" wide	147	30.00	35.00	_____

DISPLAY TABLES, SKIRTED & COVERED

___	4 ft. long x 30" wide	148	40.00	50.00	_____
___	6 ft. long x 30" wide	149	45.00	55.00	_____
___	8 ft. long x 30" wide	150	50.00	60.00	_____

Qty.	Description	Code	Disc.	Rental	Price
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TABLE ACCESSORIES

___	Skirt for 4 ft, 6 ft, 8 ft. table	153	20.00	25.00	_____
___	Table cover, white vinyl	154	5.00	7.00	_____
___	Table raised to 40 in.	155	Add 5.00	_____	_____
___	Skirt for raised table	156	Add 5.00	_____	_____
___	Table top riser, 10" x 6 ft.	157	10.00	15.00	_____

CARPETING

___	8 ft. x 10 ft.	102	60.00	75.00	_____
___	8 ft. x 20 ft.	103	90.00	105.00	_____

Color: CHARCOAL

TOTAL AMOUNT DUE _____

- Prices listed are for duration of event.
- Use Discount (Disc.) price for orders paid in full prior to event.
- Use "Rental" price for floor orders or any order not paid in full prior to the event.
- Prices subject to change without notice.
- Method of payment:
 1. Company or personal check.
 2. Credit card: Visa, Mastercard, American Express.
 3. Billing arrangements are possible by calling our office at (603) 446-9490.
- Submit payment to: Show Decorations

SIGNATURE _____

REMARKS _____

CREDIT CARD INFO

- Visa Card # _____
- MC Exp. Date: _____
- Amex Name on Card: _____

OFFICE USE

Amount _____ Auth. Date _____
Auth. # _____ Ref. # _____

OFFICE USE

- Cash Amount _____ Phone
- Check # _____ Fax
- Ck. Date _____ Rec'd by: _____ Mail
- Floor Order