



# HOME EXPO

2022

**Vendor Info**

**Home Expo 2022**

**Vendor: See list**

**Booth #: See list**

**Move In Day: See list**

**Move in Time: See list**

Springfield Area Home Builders Association

217-698-4941

[leeann@springfieldareahba.com](mailto:leeann@springfieldareahba.com)

# HOME EXPO

2022

# Move In Info

- ◆ Setup begins on Tuesday for the middle booths.
- ◆ Tuesday is the **ONLY** day you can drive out on the floor.
- ◆ Once you unload, ***please move your vehicles*** to allow other vendors a turn.
- ◆ Once all booths are set, you can still drive in through the overhead doors, up to the pillars.
- ◆ All booths will have pipe and drape around them with 8' curtain on the back and 3' curtain on each side.
- ◆ If you take down a curtain, please return it to Best Expo at the East end of the floor by the loading dock. ***Do not lay curtains on the floor.***
- ◆ If you need additional draping, please contact Best Expo. Do not just take curtains.
- ◆ Keep your display within the tape lines.
- ◆ Carpet, padding, tables, chairs and other items can be rented from Best Expo. Forms are available at the SAHBA Info Booth.
- ◆ Only use removable carpet tape - no glue or adhesive on the floor. If you leave residue on the floor, BOSC ***will*** bill you.
- ◆ Carpet will be laid in all aisles Friday morning. Please have everything out of the aisles by ***10:00 am on Friday.***

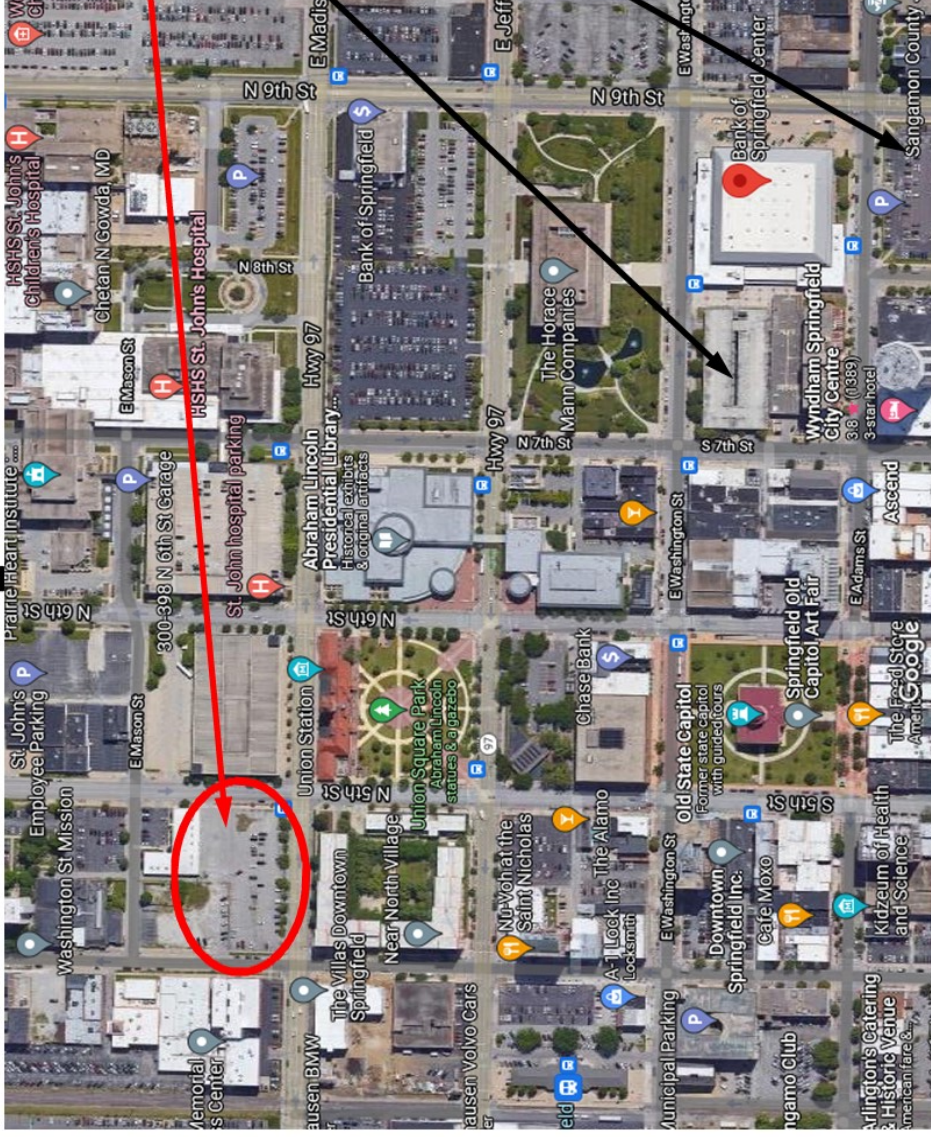


# Home Expo Parking

- ◆ Once you unload, please MOVE YOUR VEHICLE.
- ◆ Do NOT park in the Horace Mann lot. You will be ticketed and/or towed!
- ◆ Vendor parking will be in the lot on Madison between 4th and 5th Streets (See map on next page)
- ◆ Parking passes will be sold at the Info Booth.
- ◆ The lot will be patrolled. If you don't have a parking pass, you will be ticketed.
- ◆ Do NOT park in a no parking zone or fire lane - you will be ticketed and/or towed.
- ◆ DO NOT take all the close places during show hours - this eliminates potential customers for *all of you*. Attendees notice, and they **do** complain.
- ◆ Do NOT park on the plaza (at the entrance to Lobby).
- ◆ If a meter is not bagged, you must pay for it.

If these rules are not followed you will  
be **ticketed and/or towed!!**

# Home Expo Parking Options



Springfield Downtown  
Parking Lot

Parking Garage located at  
7th Street and Washington

County Lot on Adams Street

There are many metered  
spots throughout the down-  
town area which are free af-  
ter 5:00 pm Friday.

**VENDORS PLEASE PARK AT THE  
Circled Lot - Parking Pass Required**

***Please be considerate of the attendees and leave the closer parking spaces for them -  
they are your potential customers***



# Electric

If you have electricity in your booth:

The BOSC will run electric to the booths who pre-registered for it. If you add electricity on-site, there will be a higher rate charged. If you need 220 electric, you must tell us in advance so the BOSC can make arrangements.

Please return electrical boxes/cords to the BOSC.

If you need an extension cord, you will need to provide your own. The BOSC does not have extension cords available.

When plugging in to the electrical box, use any outlet EXCEPT red. **Red is dead.**

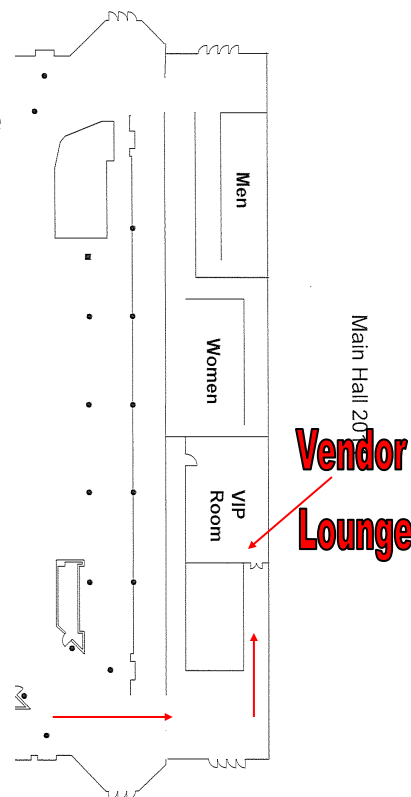
Your electrical: See list





# Vendor Info

- ◆ Use the set of doors on the South end of the lobby (to the right of the box office).
- ◆ You **MUST** have a vendor pass to enter the show (or pay admission).
- ◆ If you need more vendor passes than what you are issued, you will need to purchase more. BOSC Security will be staffed at the vendor entrance.
- ◆ Passes can be left at the vendor door - write the company name on the back.
- ◆ If you need to leave and will return, please get your hand stamped at the vendor door.
- ◆ Vendor passes are for **vendors only**. These are NOT for family, friends and neighbors. Vendor passes are only for those people who will be working in the booth.
- ◆ Food will be available for purchase during show hours from the concession stand in the North West corner of the main floor.
- ◆ Water and soda will be available in the lounge **for vendors and while quantities last**.



Thank you to our Vendor Lounge Sponsor:

Sponsorship  
Available



# Other Info

**OFFICE PHONE:** The SAHBA office phone (217-698-4941) will be forwarded to Lee-Ann's cell phone.

**SAHBA BOOTH:** Located at the West end of the main floor. Where attendees can ask questions and drop off tickets.

**HOTEL:** Nearby hotels include: Abraham Lincoln Hotel (next door) - 217-544-8800; Wyndham City Center (across the street) - 217-789-1530; The State House Inn (6 blocks/.8 mi) - 217-528-5100; and The Inn at 835 (1.1 mi) - 217-523-4466.

**PEOPLE'S CHOICE AWARD:** Voting forms will be distributed when they enter, and will be at the SAHBA booth.

## After Hours Party Sponsored by:



**SHERWIN-WILLIAMS®**



### *VIRTUAL Lego Contest*

Kids can build a house and send the picture and story to [leeann@springfieldareahba.com](mailto:leeann@springfieldareahba.com)

4 winners from each age group plus a Grand Champion for each age group

Lowe's will be on-site handing out building kits.



Capital Area Career Center Culinary students will be on-site. Kids can decorate a house shaped cookie to take home (or eat there!)





# Move Out Info

## MOVE OUT:

The Expo ends at 4:00 pm on Sunday.

You can begin to tear down your booth at 4:01 pm.

***DO NOT tear down early!!!***

Stay out of the aisles until Best Expo has removed the carpet.

NO WHEELS on the carpet at any times.

Overhead doors will remain closed and locked until all carpet has been removed from aisles.

You have until 8:00 pm on Sunday to move out.

Move out hours on Monday are from 8:00 am to 5:00 pm.

The overhead doors will not be opened until 8:00 am on Monday, no exceptions.

*Thank you for your cooperation!*



# Show Hours and Show Entry

## SHOW HOURS:

Friday, February 4th - Senior's Day  
2:00 pm to 8:00 pm

Saturday, February 5th - Hero's Day  
9:00 am to 6:00 pm

Sunday, February 6th - Educator's Day  
10:00 am to 4:00 pm

## ADMISSION:

Adults (13 and over) = \$6

Kids 12 & Under = Free

\$1 off w/ canned good donation or admission discount days

## SHOW ENTRY:

The doors to the show floor will open 30 minutes prior to show hours.