



# Vendor Info

## Home Expo 2023

**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)



# 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.***

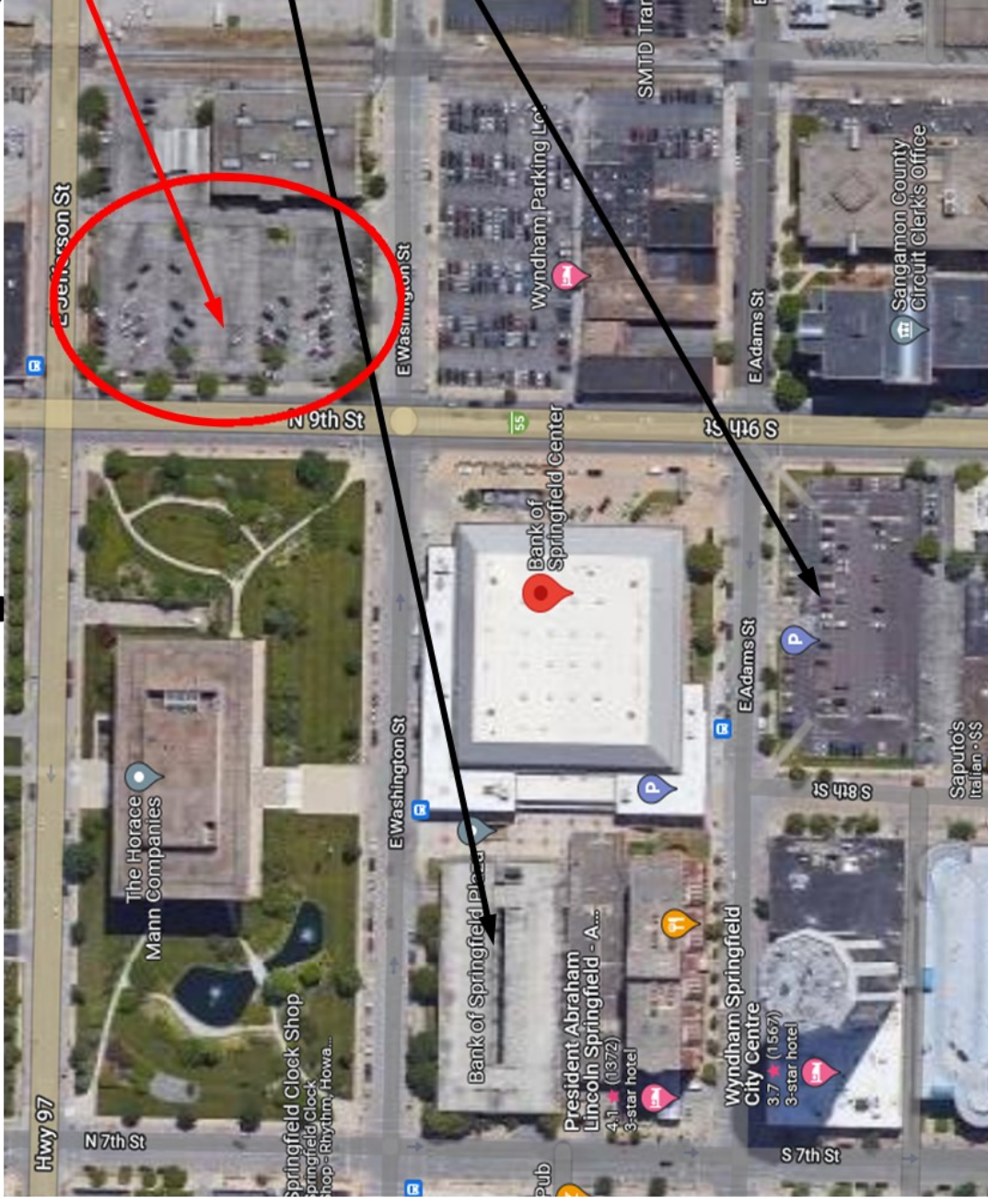


# Home Expo Parking

- ◆ Once you unload, please MOVE YOUR VEHICLE.
- ◆ Vendors are allowed to park in the Horace Mann parking lot for free. This lot is located on 9th St. between Washington St. and Adams St. (See map on next page)
- ◆ No littering in this parking lot!
- ◆ Stay off the landscaping in this lot!
- ◆ Do NOT park in a no parking zone or fire lane - you will be ticketed and/or towed.
- ◆ Do NOT park on the plaza (at the entrance to Lobby).
- ◆ Meters will be bagged on Washington St. and Adams St. directly next to the building. You may park here during set up days.
- ◆ If a meter is not bagged, you must pay for it.
- ◆ ***DO NOT take all the close places during show hours - this eliminates potential customers for all of you. Attendees notice, and they do complain.***

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

# Home Expo Parking Options



Horace Mann Parking Lot  
Weight Limit 20,000 lbs  
*Must be out of lot by 10 am  
on Monday or be towed*

Parking Garage located at  
7th Street and Washington

County Lot on Adams Street

There are many metered spots  
throughout the downtown area  
which are free after 5:00 pm  
Friday.

**VENDORS PLEASE  
PARK AT THE  
(Circled) Horace Mann Lot**

**NO LITTERING!!!  
Stay off Landscaping!!**

***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.**

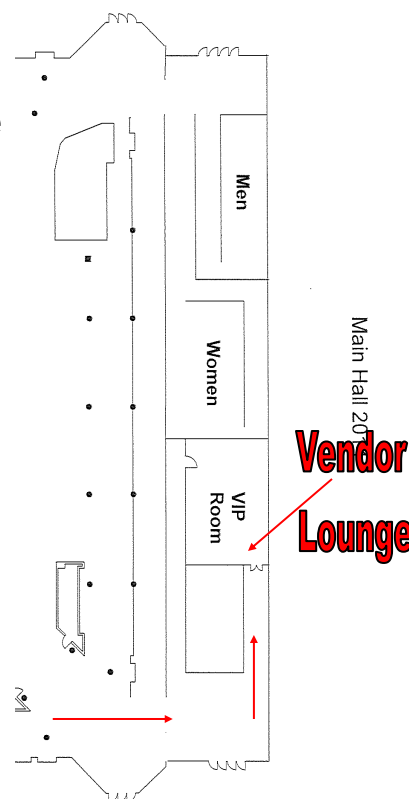
Your electrical: See list





# 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:





# 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:





### *Lego Contest*

Lego Contests will be held on  
Saturday at 1pm and 4pm  
Sunday at 11am and 2pm

Winners from each age group will be posted on our Facebook page for public voting and one Grand Champion for each age group will be selected



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

Also, the Building Trades students will be on-site with hands-on activities for kids.

**Kids Construction  
Zone Sponsored By:**







# 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 17th - Senior's Day  
2:00 pm to 8:00 pm

Saturday, February 18th - Hero's Day  
9:00 am to 6:00 pm

Sunday, February 19th - 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 FOR VENDORS:

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