

46TH Annual



February 22 through 25, 2017

Lebanon Valley Exposition Center & Fairgrounds

Exhibitor Information & Registration Forms

717.272.6252
www.lebcobuilders.com



The Lebanon County Builder's Show is the premier show of Lebanon County. The show encompasses over 75,000 square feet of exhibition space and includes over 150 booths with a wide array of exhibitors. Our attendees are provided with information, entertainment, and fun for all to ensure they come back year after year!

Exhibitors receive many benefits in addition to the opportunity to talk to literally hundreds of potential buyers. Exhibitors receive a listing on the LCBA Home Show page of our website that is live year round. Exhibitors are also offered the opportunity to promote their business on the LCBA website with a website linked to a company logo or banner.

SHOW LOCATION

Lebanon Valley Exposition Center & Fairgrounds
80 Rocherty Road | Lebanon, PA 17042

SHOW COORDINATOR

Ashley Fickel, Executive Officer
717.272.6252 | afickel@lebcobuilders.com

SHOW DATES & HOURS

Note: New Dates and Hours

Wednesday, February 22 5:30 to 9:00 PM
Thursday, February 23 5:30 to 9:00 PM
Friday, February 24 3:00 to 9:00 PM
Saturday, February 25 **10:00 AM to 6:00 PM**

ADMISSION

Adults: \$5

Children 16 and under FREE with adult admission.

Portions of Admission benefit the PAC Fund.

FREE Parking.

EXHIBITOR MATERIALS

Exhibitor Rules and Materials will be sent electronically after registration form is received and will also be available on the LCBA website.

ELECTRICITY

Electric must be reserved by February 1st, 2017 and it is included in your booth fee. Your reservation gives you access to one plug within the drop at your booth location. You may use your own power strip for additional plugs. All displays with electricity must be turned off every night at show's closing. **ANY displays not turned off will be accountable for any fees this may cause the Builder's Association.**

BOOTH REQUIREMENTS

ALL EXHIBIT BACK WALLS MUST BE FREESTANDING AND DRAPED OR CONSTRUCTED TO A HEIGHT OF 8 FEET. THE MAXIMUM BOOTH HEIGHT IS 12 FEET INCLUDING SIGNAGE. Back walls may not be shared. Perimeter walls (masonry) must be covered or draped. Any constructed sidewalls must be finished on both sides.

EXHIBITOR SET UP DAYS & TIMES

Tuesday, February 21 9:00 AM to 9:00 PM
Wednesday, February 22 7:00 AM to 4:00 PM

EXHIBITOR TEAR DOWN DAYS & TIMES

PLEASE DO NOT TEAR DOWN EARLY

Saturday, February 25 6:00 to 10:00 PM
Monday, February 27 7:00 AM to 2:00 PM

ALL EXHIBITORS AND SUPPLIES MUST BE OUT OF THE BUILDING BY 2 PM.

BOOTH RESERVATIONS

If you were a vendor in 2016's show, you will have the seniority to choose the same booth(s) you had in 2016 if you choose to do so. The deadline to choose the same booth is **OCTOBER 1, 2016**. If you do not reserve your booth by this deadline, it will be released and available to any show vendors on a first-come, first-served basis! In order to fully reserve your booth(s), a **\$200 non-refundable** deposit is required. All booth space must be paid in full by **January 21, 2017**. **There will be NO monetary refunds after December 21, 2016.**

Please make all checks payable to:
Lebanon County Builders Association
39 Klein Avenue
Lebanon, PA 17042

LIABILITY INSURANCE

Certificate of Insurance listing the Lebanon County Builders Association with the proper Home & Garden Show dates (February 20 - 27, 2017) is required **prior** to set up. Please call the LCBA office if you need any assistance getting the proper information.

RENTAL SUPPLIES

All orders and payments for rentals must be placed through the LCBA office. You are more than welcome to get your own booth rentals directly through a rental company if you choose to. **All prices will be DOUBLED for any orders placed after February 10, 2017.**

BOOTH RULES & REGULATIONS

No tape of any kind to be used on any wall, floor, door or building surface. Carpets may be secured with tape that is easily removed and **does not leave residue. Exhibitors will be billed for any tape residue, which must be removed by LCBA or EXPO staff.** Electrical bar strips for center booths (in North (Red) Hall) are for electric only. No hanging of any objects on these bars. **No** nails, screws or other fasteners shall be used on walls, floors or roof systems. Use only straps, ropes or chain to hang or secure displays. All dirt, debris, excess material, etc. must be deposited in dumpster outside North (Red) Hall. Keep your work area as clean as possible at all times.

Sponsorship Opportunities

REGISTRATION SPONSOR \$155

Includes sign at registration area, recognition in LCBA Blueprint, LCBA website and social media.

COLORING CONTEST SPONSOR \$175

Includes sign at Coloring Contest area, Coloring contest designed to incorporate your company/logo, recognition in LCBA Blueprint, LCBA website and social media.

SHOW BANNER SPONSOR \$255

Includes banner hung in the Center Hall (registration area), recognition in LCBA Blueprint, LCBA website and social media.

TOYS FOR TOTS SPONSOR \$255

Includes sign at Toys for Tots area, recognition in LCBA Blueprint, LCBA website and social media.

LEGO COMPETITION SPONSOR \$275

Includes sign at Lego Competition area, company representative as a guest judge, company logo featured on all Lego Competition promotions, recognition in LCBA Blueprint, LCBA website and social media.

ZOO AMERICA SPONSOR \$325

Includes sign at Zoo America presentation area, recognition in LCBA Blueprint, LCBA website and social media.

COFFEE & DONUTS SPONSOR \$375

Includes sign at donuts and coffee area during both set up days, sign in buffet line during show week, recognition in LCBA Blueprint, LCBA website and social media.

GREETING SPONSOR \$425 *Exclusively limited to 1 Sponsor*

Includes up to two representatives from your company to welcome attendees and hand out company bags/handouts near the main entrance, recognition in LCBA Blueprint, LCBA website and social media.

GRAPES & HOP NIGHT SPONSOR \$575 *Exclusively limited to 1 Sponsor*

Includes sign at wine/beer sampling areas for all 4 days of the show, company logo and name on 100 Wine Bottle Bags, recognition in LCBA Blueprint, LCBA website and social media.

EVENT SILVER SPONSOR \$1555 (Value of \$2,030) *Exclusively limited to 1 Sponsor*

Includes 10x10 Booth, Banner hung in Center Hall (registration area), Sign at following areas: Coloring Contest, Toys for Tots, Lego Competition, Zoo America, recognition in LCBA Blueprint, LCBA website and social media.

EVENT GOLD SPONSOR \$2155 (Value of \$2,755) *Exclusively limited to 1 Sponsor*

Includes 10x20 Booth, Banner hung in Center Hall (registration area), Sign at following areas: Coloring Contest, Toys for Tots, Lego Competition, Zoo America, recognition in LCBA Blueprint, LCBA website and social media.

Special Events

GRAPES & HOPS NIGHT

FRIDAY, FEBRUARY 24TH

4:00 TO 9:00 PM

Experience the taste of local flavors with our Wine, Beer, & Distillery Sampling.
First 100 Customers will receive a complimentary wine bag.

FAMILY FUN DAY

SATURDAY, FEBRUARY 25TH

10:00 AM to 6:00 PM

- Coloring Contest for grades K through 4th
 - Zoo America Program
 - Boy Scouts Woodworking Project
- Scavenger Hunt for kids 12 and under
 - LEGO Building Competition

Direct Sales Booths

Direct Sales Section

Yellow Hall

Any exhibitors who are demonstrators having direct sales will be placed in a reserved section of the Southeast Hall. Absolutely no microphones will be permitted. These booths will be on a first-come, first-serve basis. Each direct sales booth will be 10'x10' and cost is **\$800**. Any vendors in our main halls that would like a *secondary* booth to conduct sales out of will be able to purchase a direct sales booth at half price - **\$400**.

2017 BUILDERS SHOW REGISTRATION

COMPANY NAME _____

CONTACT PERSON _____

ADDRESS _____

PHONE _____

EMAIL _____

HALL: ___ BLUE ___ RED ___ YELLOW ___ DIRECT SALES ___ ORANGE

BOOTH NUMBER(S): _____

ELECTRICITY NEEDED: _____ YES _____ NO

MEMBER PRICING

BOOTH SIZE: _____ SQUARE FT x \$5.25 SQ. FT \$ _____

CORNER BOOTH: _____ SQUARE FT x \$5.40 SQ. FT \$ _____

NON-MEMBER PRICING

BOOTH SIZE: _____ SQUARE FT x \$7.25 SQ. FT \$ _____

CORNER BOOTH: _____ SQUARE FT x \$7.40 SQ. FT \$ _____

TOTAL COST OF RENTALS (ITEMS BELOW): \$ _____

TOTAL COST OF RENTALS & BOOTH: \$ _____

DEPOSIT (MIN. \$200 REQUIRED): \$ _____

BALANCE DUE BY JANUARYY 31, 2017: \$ _____

RENTAL SUPPLIES AVAILABLE:

*ONE 6' OR 8' TABLE, 2 CHAIRS, AND 1 ELECTRIC OUTLET INCLUDED IN COST OF BOOTH

	QUANTITY	TOTAL \$
EXTRA 6' TABLE @ \$12	_____	_____
EXTRA 8' TABLE @ \$14	_____	_____
60" X 120" TABLE CLOTH (WHITE ONLY) @ \$12	_____	_____
13' TABLE SKIRT @ \$25 (Please circle color below)	_____	_____
Colors Avail: Black, Ivory, White, Royal, Navy, Burgundy		
10'X10' BOOTH DRAPE (ONE 8'X10' & TWO 3'X10') @ \$40	_____	_____
ONE 8'X10' DRAPE ONLY @ \$22	_____	_____
ONE 3'X10' DRAPE ONLY @ \$14	_____	_____
(Please circle color below)		

Colors Avail: White, Blue, Red, Gold, Silver, Black, Green, Burgundy

*ALL DRAPES INCLUDE MOUNTING & BASES . RENTAL PACKAGES PROVIDED FROM TENTS & EVENTS .

2017 SPONSORSHIP REGISTRATION FORM

Check the appropriate sponsorship(s):

- _____ Registration Sponsor \$155
- _____ Coloring Contest Sponsor \$175
- _____ Show Banner Sponsor \$255
- _____ Toys for Tots Sponsor \$255
- _____ Lego Competition Sponsor \$275
- _____ Zoo America Sponsor \$325
- _____ Coffee & Donuts Sponsor \$375
- _____ Greeting Sponsor \$425* (exclusively limited to 1 sponsor)
- _____ Grapes & Hops Night Sponsor \$575* (exclusively limited to 1 sponsor)
- _____ Event Silver Sponsor \$1555* (exclusively limited to 1 sponsor)
- _____ Event Gold Sponsor \$2155* (exclusively limited to 1 sponsor)

**The Exclusive Sponsorships will be on a first-come, first-serve basis. Please do not send payment for those sponsorships until the LCBA office confirms it with you that it is available.*

Payment Method: _____ Check Enclosed _____ Invoice Me _____ Credit Card

Credit Cards Accepted: Visa, Mastercard, Discover, and American Express.

NOTE: Please add 3% for all credit card payments.

Name on Card: _____

Credit Card Type: _____

Card #: _____

Expiration: _____ / _____ Security Code: _____

Billing Address: _____

Signature: _____

Company Name (to display on all signage): _____

Contact Name: _____

Email Address: _____

Phone #: _____

Make Checks Payable to:
Lebanon County Builders Association
39 Klein Avenue | Lebanon, PA 17042

To guarantee signage for all sponsorships – reservations due by January 31st, 2017.

Please call or email the LCBA office with any questions.