

**47<sup>TH</sup> Annual**



**February 21 through 24, 2018**

**Lebanon Valley Exposition Center & Fairgrounds**

## **Exhibitor Information & Registration Forms**

**717.272.6252**  
**[www.lebcobuilders.com](http://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 21 5:00 to 9:00 PM

Thursday, February 22 5:00 to 9:00 PM

Friday, February 23 3:00 to 9:00 PM

Saturday, February 24 **9:00 AM to 4:00 PM**

### **ADMISSION**

Adults: \$5

Children 16 and under FREE with adult admission.

FREE Parking.

### **EXHIBITOR MATERIALS**

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

### **SALES**

Any exhibitors who are direct sales will be PERMITTED to sell during the show. Absolutely no microphones or megaphones will be permitted.

### **ELECTRICITY**

Electric must be reserved by February 1st, 2018 and it will cost \$10/ per drop for the entire show week. Your reservation gives you access to one plug drop within the booth location. You may use your own power strip and extension cords 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 WALLS MUST BE FREESTANDING AND DRAPED OR CONSTRUCTED TO A HEIGHT OF 8 FEET.** The maximum booth height is 12 feet including signage. ALL perimeter walls must be covered or draped. Any constructed walls must be finished on all sides.

## EXHIBITOR SET UP DAYS & TIMES

Tuesday, February 20 8:00 AM to 9:00 PM

Those who assist marking floors at 7 am, will have the ability to set up early.

Wednesday, February 21 7:00 AM to 4:00 PM

## EXHIBITOR TEAR DOWN DAYS & TIMES

**PLEASE DO NOT TEAR DOWN EARLY**

Saturday, February 24 4:00 to 9:00 PM

Monday, February 26 7:00 AM to 2:00 PM

**ALL EXHIBITORS AND SUPPLIES MUST BE OUT OF THE BUILDING BY 2 PM. IF YOU ARE NOT FULLY OUT OF THE BUILDING BY 2 PM, YOU WILL BE CHARGED \$100.**

## BOOTH RESERVATIONS

If you were a vendor in 2017's show, you will have the seniority to choose the same booth(s) you had if you choose to do so. The deadline to choose the same booth is **AUGUST 1, 2017**. 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 and **MUST** be received by August 1<sup>st</sup> to hold any space. All booth space must be paid in full by **January 31, 2018**.

**There will be NO monetary refunds.**

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 18 - 26, 2018) 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 placed through the LCBA must be paid in full by January 31, 2018. 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 through the LCBA after February 12, 2018.**

## BOOTH RULES & REGULATIONS

**No tape of any kind to be used on any wall, floor, door or building surface.** Exhibitors will be billed \$25 per space 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 \$200**

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.

## **BAG - LOGOSPONSOR \$300**

Includes FULL COLOR logo on 500 bags that will be handed out each night of our show, the opportunity to add a handout to each bag will be given (LCBA will not be responsible for stuffing the bags), recognition in LCBA Blueprint, LCBA website and social media

## **ZOO AMERICA SPONSOR \$355**

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.

## **WINE NIGHT SPONSOR \$325 *Exclusively limited to 2 Sponsors***

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 \$1585 (Value of \$2,060) *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 \$2395 (Value of \$3,105) *Exclusively limited to 1 Sponsor***

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

# **Special Events – TO BE UPDATED CONTINUOUSLY**

## **WINE TASTING NIGHT**

FRIDAY, FEBRUARY 23<sup>rd</sup>

4:00 TO 9:00 PM

Experience the taste of local flavors with our Wine Sampling & Sales.

## **FAMILY FUN DAY**

SATURDAY, FEBRUARY 24<sup>th</sup>

9:00 AM to 4:00 PM

Coloring Contest Award Ceremony for grades K through 4<sup>th</sup>

Zoo America Program

Scavenger Hunt for kids 12 and under (all week)

LEGO Building Competition

Face Painting

Charactures Drawings

# 2018 BUILDERS SHOW REGISTRATION

COMPANY NAME \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

HALL: CENTER \_\_\_\_\_ NORTH \_\_\_\_\_ WEST \_\_\_\_\_

BOOTH NUMBER(S): \_\_\_\_\_

ELECTRICITY NEEDED FOR \$10/DROP: YES/QTY \_\_\_\_\_ NO \_\_\_\_\_

## MEMBER PRICING

BOOTH SIZE: \_\_\_\_\_ SQUARE FT x \$5.50 SQ. FT \$ \_\_\_\_\_

CORNER BOOTH: \_\_\_\_\_ SQUARE FT x \$5.65 SQ. FT \$ \_\_\_\_\_

## NON-MEMBER PRICING

BOOTH SIZE: \_\_\_\_\_ SQUARE FT x \$8.00 SQ. FT \$ \_\_\_\_\_

CORNER BOOTH: \_\_\_\_\_ SQUARE FT x \$8.15 SQ. FT \$ \_\_\_\_\_

TOTAL COST OF BOOTH SPACE/ELECTRIC \$ \_\_\_\_\_

TOTAL COST OF RENTALS(ITEMS BELOW) \$ \_\_\_\_\_

TOTAL COST OF RENTALS & BOOTH \$ \_\_\_\_\_

DEPOSIT (MIN. \$200 REQUIRED) \$ \_\_\_\_\_

BALANCE DUE BY JANUARYY 31, 2018: \$ \_\_\_\_\_

## RENTAL SUPPLIES AVAILABLE:

\*ONE 6' OR 8' TABLE & 2 CHAIRS INCLUDED IN COST OF BOOTH

	QUANTITY	TOTAL \$
EXTRA 6' TABLE @ \$15	_____	_____
EXTRA 8' TABLE @ \$17	_____	_____
60" X 120" TABLE CLOTH (WHITE/ BLACK ONLY) @ \$15	_____	_____
13' TABLE SKIRT @ \$28 (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 @ \$24	_____	_____
ONE 3'X10' DRAPE ONLY @ \$15	_____	_____
(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 .

# 2018 SPONSORSHIP REGISTRATION FORM

## Check the appropriate sponsorship(s):

- \_\_\_\_\_ Registration Sponsor \$155
- \_\_\_\_\_ Coloring Contest Sponsor \$175
- \_\_\_\_\_ Show Banner Sponsor \$200
- \_\_\_\_\_ Toys for Tots Sponsor \$255
- \_\_\_\_\_ Lego Competition Sponsor \$275
- \_\_\_\_\_ Zoo America Sponsor \$355
- \_\_\_\_\_ Bag – Logo Sponsor \$300
- \_\_\_\_\_ Coffee & Donuts Sponsor \$375
- \_\_\_\_\_ Greeting Sponsor \$425\* (exclusively limited to 1 sponsor)
- \_\_\_\_\_ Wine Night Sponsor \$325\* (exclusively limited to 2 sponsors)
- \_\_\_\_\_ Event Silver Sponsor \$1585\* (exclusively limited to 1 sponsor)
- \_\_\_\_\_ Event Gold Sponsor \$2395\* (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 31<sup>st</sup>, 2018.**

Please call or email the LCBA office with any questions.