

**EXHIBITOR MANUAL
FOR
FOX 61 FAMILY FUND FESTIVAL FOR KIDS
JANUARY 19 & 20, 2008
CONNECTICUT CONVENTION CENTER, HARTFORD, CT**

SHOW OFFICE

North East Expos, Inc.
34 Notch Road
Granby, CT 06035
Telephone: 844-8461
Fax: 860-844-8457
E-mail: kristie@northeastexpos.com
www.festivalforkids.com

SHOW LOCATION

Connecticut Convention Center
100 Columbus Blvd.
Hartford, CT
Telephone 860-249-6000
www.ctconventions.com

Directions to facility can be found by visiting www.ctconventions.com/directions .

This manual should be read by all personnel setting up and responsible for staffing your exhibit.

Move In Time: Friday, January 18th, 12Noon - 7 PM

You may finish setting up your exhibit Saturday, January 19th from 8 AM to 9 AM.

Move-Out Time: Sunday, January 20th 5:30 PM - 9 PM

The Show will be open to the public:

Saturday,	January 19th, 2008	10 AM - 5 PM
Sunday,	January 20th, 2008	10 AM - 5 PM

Set up completion and Fire Marshal inspection will take place at 9:00 AM Saturday, January 19th, 2008.

FOX FAMILY FUND FESTIVAL FOR KIDS
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CONNECTICUT CONVENTION CENTER
HARTFORD, CT

Dear Exhibitor:

Welcome as an exhibitor to the Fox Family Fund Festival for Kids to be held at the **Connecticut Convention Center** on January 19 & 20, 2008. Following is the exhibitor manual detailing your scheduled move-in and move-out dates and times and all other important information needed for exhibiting.

Below is a checklist for your convenience. It is designed to insure you have covered all details to make exhibiting easier for you. Even if you've exhibited with us before, we ask you to please read your manual. It contains important information about the Connecticut Convention Center.

- Please return exhibitor name badge form to North East Expos, Inc **WE CAN NOT ISSUE NAME BADGES UNLESS WE HAVE THE FORMS IN ADVANCE.**
- Please return the electrical form to the Connecticut Convention Center if you require electricity. **Late orders are nearly double in price.**
- Please return decorator form to Demers Expo Services if you need tables, chairs, stools, etc. **Late orders are nearly double in price.**
- Please contact your insurance agency for certificate of insurance. There is a sample certificate enclosed to forward to your insurance agency. Certificate must read **exactly** as sample and returned to North East Expos a minimum of ten (10) days prior to move-in day. If you have questions regarding insurance, please contact Kristie at 860-844-8461.

Thank you for joining us and we look forward to seeing you at the show.

Sincerely,
Kristie Gonsalves Harrington
President of North East Expos, Inc.

BALLOONS:

Helium balloons are not allowed to be given away at the show. They may be used for display only. If you intend to pass out balloons, you will need to use compressed air to fill them.

CLEANING:

The janitors are responsible for cleaning the aisles only. You should clean your booth and put the debris in the aisle nightly after closing. Cleaning for your booth can be arranged through the show decorator.

DIRECTIONS:

<http://www.ctconventions.com/Directions/default.asp>

EXHIBITOR PARKING:

The exhibitor parking lot is located in the Convention Center garage. Please remember, there are many other lots and garages in the vicinity and may offer different pricing. Parking on the street is free on Saturday & Sunday.

FIRE REGULATIONS:

Rugs, curtains, crepe paper, etc. must be fire retardant. One hour prior to the opening of the show, there will be an inspection by the Fire Marshal.

SALES TAX:

All vendors selling products on a cash and carry basis must have a valid Connecticut sales tax number and certificate on display at the show. For further information, please contact the Connecticut State Tax Department at (800) 382-9463 or www.ct.gov

SHOW OFFICE:

The show office will be located on the show floor at the main entrance. For your convenience, this office will be staffed beginning at 12 Noon, Friday, January 18th, through move-out. Please check in first upon your arrival to receive exhibitor credentials. Electrical and decorator services will all have representatives near the show office.

STAFFING OF EXHIBITS DURING SHOW HOURS:

Exhibit staff with show identification will be allowed to enter exhibition area at 9 AM Sunday, and may remain one half hour after closing in order to tidy up their booth on Saturday. All exhibitors may enter through the main entrance, exhibitor door.

SIGNS & MATERIAL HANGING:

Taping of signs on walls and columns or hanging any materials, signs, etc. from ceiling is not allowed at The Connecticut Convention Center.

2008
EXHIBITOR DISCOUNT TICKETS

Exhibitors may purchase adult discount tickets in advance or at the show office up until 5 PM on Saturday evening.

Family, friends or customers that wish to attend the show can use these tickets.

Tickets must be surrendered at door and are good for admitting one adult.

Orders received by January 1st will be returned to you by certified mail. Orders received after the 1st can be picked up at the show office during move-in.

Ticket purchases at the show must be paid for in cash. Neither company check nor personal checks will be accepted at the show.

No refunds or exchanges...no exceptions.

Please return the attached form below.

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EXHIBITOR DISCOUNT TICKET FORM
FOR THE 2007 FOX FAMILY FESTIVAL FOR KIDS

Number of adult tickets _____ X \$5.00 ea. = Total \$ _____ Check # _____ Date: _____

No refunds or exchanges...no exceptions. Tickets at "Will Call" must be left under a last name.

Please make checks payable North East Expos, and mail with this form to North East Expos, Inc., 34 Notch Road, Granby, CT 06035 (860) 844-8461.

Exhibitor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of person ordering tickets: _____ Phone: _____

FOX 61 FAMILY FUND FESTIVAL FOR KIDS
PRODUCT/SERVICE
INFORMATION FORM

COMPANY NAME: _____

Type of products/services to be exhibited: _____

All items planned to sell on a cash and carry basis: _____

Items to be given away: _____

***Helium balloons are not allowed to be given away at the show.**

Hands on activity or demonstration: _____

Any other details about your exhibit: _____

Any product information you can provide for media relations would be helpful so we can promote special attractions in advance.

Please fill out this form and return it to:

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