57th Tri-State Annual Home Show, Load in instructions.

Thank you for participating in the 57th Annual Home Show. What an honor to work with each of you!  We have attached the booth assignments by Company name.

Below, you will find some basic information for the Home Show as well as move-in/move-out times.

NO VEHICLES will be allowed inside the Convention Center on Thursday after 1 pm unless you are in Row A or O.

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| Monday, February 12th | Drive-in loading door will be open from 1:00 pm until dark, but you may stay until 8:00 pm. |
| Booths B, C, D, E, F, G, H, I, J, K, L, M, N, O |   |
| Numbers 13-24 only |   |
| Booths M7-M11 and O7-O17 Only |   |
| Tuesday, February 13th | Drive-in loading will be open from 7:00 am until dark, but you may stay until 8:00 pm.  |
| Booths B, C, D, E, F, G, H, I, J, K, L, M, N, O |   |
| Numbers 13-24 only |   |
| Booths M7-M11 and O7-O17 Only |   |
| Wednesday, February 14th | Drive-in loading will be open from 7:00 am until 1 PM. You may stay as late as 8:00 pm.  |
| TINY COMMUNITY ONLY |   |
|   |   |
|   |   |
| Wednesday, February 14th | Drive-in loading will be open from 1:00 pm until dark, but you may stay until 8:00 pm.  |
| Booths B, C, D, E, F, G, H, I, J, K, L, M, N, O |   |
| Numbers 0-12 Only |   |
| Booths A 4-A10 Only |   |
| Thursday, February 15th | Drive-in loading will be open from 7:00 am until dark. |
| Booths B, C, D, E, F, G, H, I, J, K, L, M, N, O | AT 5:30 PM, THERE WILL BE A VIP NIGHT FOR ALL HBAGC MEMBERS TO WALK EXHIBIT FLOOR |
| Numbers 0-12 Only | THIS IS RSVP ONLY. EACH EXHIBITOR WILL BE ALLOWED 1 ATTENDEE PER BOOTH. PLEASE LOOK FOR YOUR INVITATION COMING BY EMAIL LATER THIS WEEK. (SPONSORS WILL BE NOTIFIED OF TICKETS INCLUDED IN THEIR SPONSORSHIP) |
| Booths All "A" Booths |   |

General Information:

1. **Plan to set up on your assigned date and time.**
2. **Your booth fee includes a drape that will separate you and your neighbors. All other booth furnishings (carpet, tables, chairs, etc) must be provided by you or rented from All Conventions. Click** [**here**](https://homeshowchattanooga.com/exhibitor-information/onsite-expo-services) **for a link to their website if you need to order any items for your booth. NOTE- WE SUGGEST YOU RENT THESE ITEMS IN ADVANCE.**
3. **Banners can be hung over your booth with prior arrangements with the Convention Center. To order water, electricity, banners, etc, click** [**here**](https://homeshowchattanooga.com/exhibitor-information/convention-center-services)**. ORDER BY FEBRUARY 9TH, THIS MUST BE ORDERED IN ADVANCE.**
4. **Your booth must stay in your booth space, any booths built over their allotted space will be asked to correct.**
5. Each exhibitor will receive five (5) wristbands for one booth and 10 wristbands for 2 or more booths for employees in your booths. You will need to sign for them under your company name at Exhibitor Registration, located in the entrance hallway. **Both you and your employees will need wristbands to get in and out of the show and the Exhibitor Lounge. Wristbands will be available for pick-up beginning on Tuesday from 1 pm until 7 pm until Thursday at 5 pm.**
6. **Please bring your name badge to the show. Please note that name badges do not take the place of a wristband.** Wristbands must be present to enter the show.
7. **REPLACEMENT WRISTBANDS ARE AVAILABLE FOR $10 AT THE TICKET BOOTH.**
8. Move-out does not start until 5:00 pm on Sunday, February 18th. Any booth packed up before 5:00 pm is subject to a fee that must be paid before participating in another Home Show. This is for safety reasons as well as a courtesy to Home Show attendees still enjoying the event. The final Move out day is Monday the 19th from 7:00 am – 3:00 pm.  All booths/exhibits must be completely removed by 3 pm on Monday the 19th. Exhibitors must remove all trash from their both during set up and tear down.

Again, thank you for being a part of the 57th Annual Tri-State Home Show. If you have any questions, please let us know. Please email dkarnes@hbagc.net if you need any help.