

48TH Annual



February 20 through 23, 2019

Lebanon Valley Exposition Center & Fairgrounds

Exhibitor Information & Registration Forms

717.272.6252
www.lebcobuilders.com

LCBA 
Lebanon County Builders Association

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 COORDINATORS

Ashley Fickel, Executive Director | 717.272.6252 | afickel@lebcobuilders.com
Haley Miller, Event Coordinator & Assistant | hmillier@lebcobuilders.com

SHOW DATES & HOURS

Wednesday, February 20 5:00 to 9:00 PM

Thursday, February 21 5:00 to 9:00 PM

Friday, February 22 3:00 to 9:00 PM

Saturday, February 23 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, 2019 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 19 8:00 AM to 7:00 PM

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

Wednesday, February 20 7:00 AM to 4:00 PM

EXHIBITOR TEAR DOWN DAYS & TIMES

PLEASE DO NOT TEAR DOWN EARLY

Saturday, February 23 4:00 to 8:00 PM

Monday, February 25 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 2018'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, 2018**. 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 1st to hold any space. All booth space must be paid in full by **January 31, 2019**.

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 17-26, 2019) 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, 2019. 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 11, 2019.**

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 \$175

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

COLORING CONTEST SPONSOR \$200

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.

BAG - LOGOSPONSOR \$350

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 \$375

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.

WINE NIGHT SPONSOR \$355 *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 \$1595 (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.

2019 HOME 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 \$ _____

New Membership Cost: \$ _____

TOTAL COST OF BOOTH SPACE/ELECTRIC \$ _____

TOTAL COST OF RENTALS (ITEMS BELOW) \$ _____

TOTAL COST OF RENTALS & BOOTH \$ _____

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

BALANCE DUE BY JANUARY 31, 2019: \$ _____

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 .

2019 SPONSORSHIP REGISTRATION FORM

Check the appropriate sponsorship(s):

- _____ Registration Sponsor \$155
_____ Coloring Contest Sponsor \$175
_____ Show Banner Sponsor \$200
_____ Zoo America Sponsor \$355
_____ Bag – Logo Sponsor \$300
_____ Coffee & Donuts Sponsor \$375
_____ 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 note – approx. 3% for all credit card payments will be applied.

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, 2019.

Please call or email the LCBA office with any questions.