

# 2019 HOME SHOW

## EXHIBITOR NAME BADGE ORDER FORM

This form **MUST** be completed by  
**Monday, February 11th**

**PLEASE PRINT LEGIBLY:**

Exhibitor Company: \_\_\_\_\_ Booth Number(s): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

These are your credentials to enter the show. Each exhibiting company will receive up to five (5) FREE name badges. Additional badges are \$5.00 each (see below for more details).

**INCLUDED BADGES (FREE):**

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ |          |

**ADDITIONAL BADGES (\$5/each):**

- |           |          |
|-----------|----------|
| 6. _____  | 7. _____ |
| 8. _____  | 9. _____ |
| 10. _____ |          |

Check here to have **ONLY** your company's name listed on name badges

Number of Additional Badges: \_\_\_\_\_ @ \$5/each  
 Total Amount Enclosed: \$ \_\_\_\_\_

Checks payable to: HBA-GLR  
 Mail to: HBA-GLR, PO Box 755, North Little Rock, AR 72115  
 Or email to [sandy@hbaglr.com](mailto:sandy@hbaglr.com)

- **Name Badge Order Forms are due on or before February 11th. If no form is received, badges will be printed with company name only.**
- Badges will be available for pick-up the week of the show at the following locations:  
     Monday 2/18-Wednesday 2/20 –HBA-GLR Office (address listed below)  
     Thursday 2/21-Friday 2/22--Verizon Arena upon move-in
- If badges are not picked up by 5:00 pm on Friday, February 22nd, they will be placed in your booth space. **The HBA is not responsible for lost or stolen packets.**
- Badges **WILL NOT** be printed during move-in or SHOW hours. **NO EXCEPTIONS.**

**Home Builders Association of Greater Little Rock**  
 (physical address)  
 2901 Main Street, NLR 72116  
 \*Please contact the HBA for directions—501-758-3646

# 2019 HOME SHOW

## Supplier Forms and Policies



### **GENERAL LIABILITY INSURANCE COVERAGE**

Your certificate indicating Proof of General Liability Insurance Coverage for your exhibit area is mandatory for all companies. **Exhibitors will not be allowed to set up until this information has been received.** Be sure you have submitted Proof of Insurance to HBA-GLR as stated in Item No. XIII of the 2019 HOME SHOW Rules and Regulations.



### **BOOTH ACCESSORIES VIA SUNBELT CONVENTION SERVICES**

One 6 foot skirted table, 2 chairs, pipe/drape, and exhibitor ID sign will be included for each exhibitor. If your company has purchased multiple booths and needs an additional table and 2 chairs, these may be provided upon request. If you need additional rentals/furnishings (such as carpet), please see the Sunbelt Convention Services form which is **available on the HBA-GLR website ([www.hbaglr.com](http://www.hbaglr.com))**. **You will return this form directly to Sunbelt Convention Services.**



### **ELECTRICITY VIA BYLITES, INC.**

**\*\*Absolutely NO WALL PLUG-INS are allowed!\*\*** If you need electricity, you *must* order through Bylites, Inc. They will be checking all exhibit booths before and during show. **This form is available on the HBA-GLR website ([www.hbaglr.com](http://www.hbaglr.com))**. **You will return this form directly to Bylites, Inc.**



### **WATER VIA VERIZON ARENA**

If water is needed for your booth, please contact the HBA-GLR office to request a form. Please note, approximate gallonage is required to provide an estimate. **You will return these forms directly to Verizon Arena.**



### **EVENT INTERNET/PHONE LINE VIA VERIZON ARENA**

Phone lines and WIFI may be ordered through Verizon Arena if you would like to have an electronic credit card hookup at your booth or internet access. Verizon Arena does *not* supply card machines, only the phone line. **This form is available on the HBA-GLR website ([www.hbaglr.com](http://www.hbaglr.com))**. **You will return these forms directly to Verizon Arena.**



### **EXHIBITOR PARKING**

Overnight parking is **NOT ALLOWED** on the Verizon Arena grounds. The Verizon Arena parking lot on Washington St. is available for automobiles and passenger trucks only; no large trucks, vans or trailers allowed. All transport vehicles must be returned to your business during the show. Violators will be towed at their own expense.



### **DESIGNATED SMOKING AREAS**

Verizon Arena is a smoke-free facility. Outdoor smoking areas are identified.



### **VERIZON FOOD/DRINK POLICY**

Verizon Arena is the **sole supplier** of food and beverages during show hours. Verizon **DOES NOT allow any outside food or beverages** during show hours. This includes bottled water, breakfast/lunch, etc. Dispensing or serving beverages or food from the booth (with exception of candy) is not allowed. Only booths demonstrating equipment that pertains to food/beverages are allowed to serve (sample size only). **Please refer to your rules and regulations for further details.**

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## EXHIBITOR MOVE-IN AND MOVE-OUT Schedules & Rules

- **Only Authorized Vehicles Allowed on the Show Floor.**
- Fork lifts are available for transporting your exhibit and show materials from the loading docks to your booth site.
- It is also recommended that you provide extra manpower and/or equipment (i.e. dollies, two-wheelers, etc.) to facilitate a more expedient transport to and from your booth.

PLEASE MAKE  
NOTE OF THE  
FREIGHT  
ELEVATOR  
DIMENSIONS  
AND MAXIMUM  
CAPACITY!

### Verizon Arena Planning Specifications:

- 3 loading docks 8'w x 10'h
- Freight Elevator to upper level is 7'w x 7'h x 12'd - 10,000 lb. max capacity
- Freight Elevator loading specifications are strictly enforced

### Move-In Schedule

#### **Thursday, February 21st:**

This move in date is for exhibitors with two or more booth spaces. You will be contacted to schedule a specific time between 7:00am-4:00pm to begin move-in. *Exhibitors have until 7:00 pm to finish set-up.*

#### **Friday, February 22nd:**

This move in date is for exhibitors with a single booth space *or* for those multi-booth exhibitors who are unable move-in on Thursday. **Trucks WILL NOT be allowed to drive on the show floor on Friday.** *Exhibitors have until 7:00 pm to finish set-up.*

**•All booths must be completed no later than 7:00pm  
Friday, February 22nd•**

### Move-Out Schedule

**All booths must remain completely intact until show closes at 5:00 pm on Sunday  
February 24th.**

Move out times are as follows:

Sunday, February 24th from 5:30pm-8:00pm

Monday, February 25th from 7:30am-11:00am

**\*Exhibitors are strongly encouraged to utilize the Sunday evening move-out time.**

**ALL EXHIBITS MUST BE REMOVED FROM VERIZON ARENA NO  
LATER THAN 11:00 AM MONDAY FEBRUARY 25th**

Please call the HBA office at 501-758-3646 if you have any questions regarding the Move-In and Move-Out schedule.

**THANK YOU for your participation in the  
67th Annual Home Show!**

**2019 HOME SHOW - Open to the Public**  
Saturday, February 23rd 9:00 am - 6:00 pm  
Sunday, February 24th 10:00 am - 5:00 pm

### **IMPORTANT:**

Loading docks will  
close at  
5:00pm on Thurs 2/21  
&  
5:00pm on Fri 2/22

Vehicles are **NOT** al-  
lowed to park  
inside main loading  
dock entrance at any  
time.

Loading docks will  
**NOT** be open  
Saturday morning