

Central Arkansas'
HOME &
GARDEN
SHOW

**Produced by the Home Builders Association
of Greater Little Rock**

**February 11-12, 2023
Arkansas State Fairgrounds**

**VENDOR INFORMATION
PACKET**

WELCOME

Exciting news! After 70 years, the Little Rock Home Show is NOW the Central Arkansas' Home & Garden Show. Produced by the Home Builders Association of Greater Little Rock, we are thrilled you are interested in participating in this year's show. This Packet will give you everything you need to know about this year's show, however, please know that our staff will be onsite to help and answer any questions you have.

CONTACTS

STAFF:

Meredith Townsend, *Executive Officer*, meredith@hbaglr.com

OFFICE: 501-758-3646

CELL: 501-951-1305

FAST FACTS

What: After 70 years, the Little Rock Home Show is now Central Arkansas' Home and Garden Show. Featuring two days on experts in Home Improvement, remodeling, décor, interior design and outdoor solutions.

When: Saturday February 11th from 10:00 AM – 5:00 PM

Sunday, February 12th from 10:00 AM – 5:00 PM

Where: Arkansas State Fairgrounds, Hall of Industry, 2600 Howard Street, Little Rock

Tickets Prices:

Adults: \$5

Children (12 and Under): Free

SOCIAL MEDIA

Be sure to follow us on Social Media so that we can tag and promote you in our event marketing posts.



CARKHOMEANDGARDENSHOW



CARKHOMEANDGARDENSHOW

IMPORTANT HOME SHOW INFORMATION

GENERAL INFORMATION

- Cardboard boxes must be flattened and put in aisle.
- Pressure-adhesive stickers or decals or similar promotional items are not allowed for distribution in the facility. The facility requests that gum is not used as a decoration or giveaway to attendees while in the facility
- All exhibit move-in and move-out must be done through designated loading docks, freight doors and/or front doors unless other arrangements have been made.
- Parking at the loading docks – except for loading and unloading – is prohibited. Vehicles in violation of this policy will be towed at owner's expense.
- No animals or pets are permitted in the facility except as an approved exhibit, activity or performance requiring the use of animals. **Service animals are permitted.**
- Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibit purposes.

SHOW TIMES

Saturday, February 11th – 10:00AM – 5:00PM

DOORS OPEN FOR VENDORS AT 9:30 AM

Sunday, February 12th – 10:00AM – 5:00PM

DOORS OPEN FOR VENDORS AT 9:30 AM

VENDOR SETUP/MOVE IN

Vendor Setup/Move in will take place on Thursday (2/9/23 - 12:00 PM – 6:00 PM) and Friday (2/10/23 - 9:00 AM – 6:00 PM). Drive in Setup ends at 5:00 PM on Thursday and 3:00 PM Friday. **Each Vendor has a scheduled Move-In time. If you have NOT received your scheduled Move-in time, please contact Meredith at 501-758-3646 or 501-951-1305 ASAP.**

ALL VENDORS SHOULD BE SET UP NO LATER THAN 9:30 AM Saturday, February 11th.

BOOTH INFORMATION

Your booth will come with 1 draped 6 foot table, and two folding chairs.

CARPET & ACCESSORY ORDERS can be made here:

<https://southwestdd.com/vendor-form/>

VENDOR BADGES

Vendor Badges will be available for pickup during exhibitor move in on Thursday and Friday. Please distribute vendor badges to your staff prior to the HOME SHOW if at all possible. **VENDOR BADGES MUST BE WORN AT ALL TIMES.** If you need more than 2 Vendor Badges at the show, please email Meredith at meredith@hbaglr.com prior to February 1st. Vendor Batch request after February 1st will incur a \$5.00 charge per badge.

MOVE-OUT

Vendors should not break down their Booth until Show is Completely **CLOSED** at Sunday, 5:00 PM.

Move-Out Schedule

Drive Out/Carry Out: 5:30 pm – 8:00 PM, Sunday, February 12th

Drive Out: 8:00am – 11:00am, Monday, February 13th

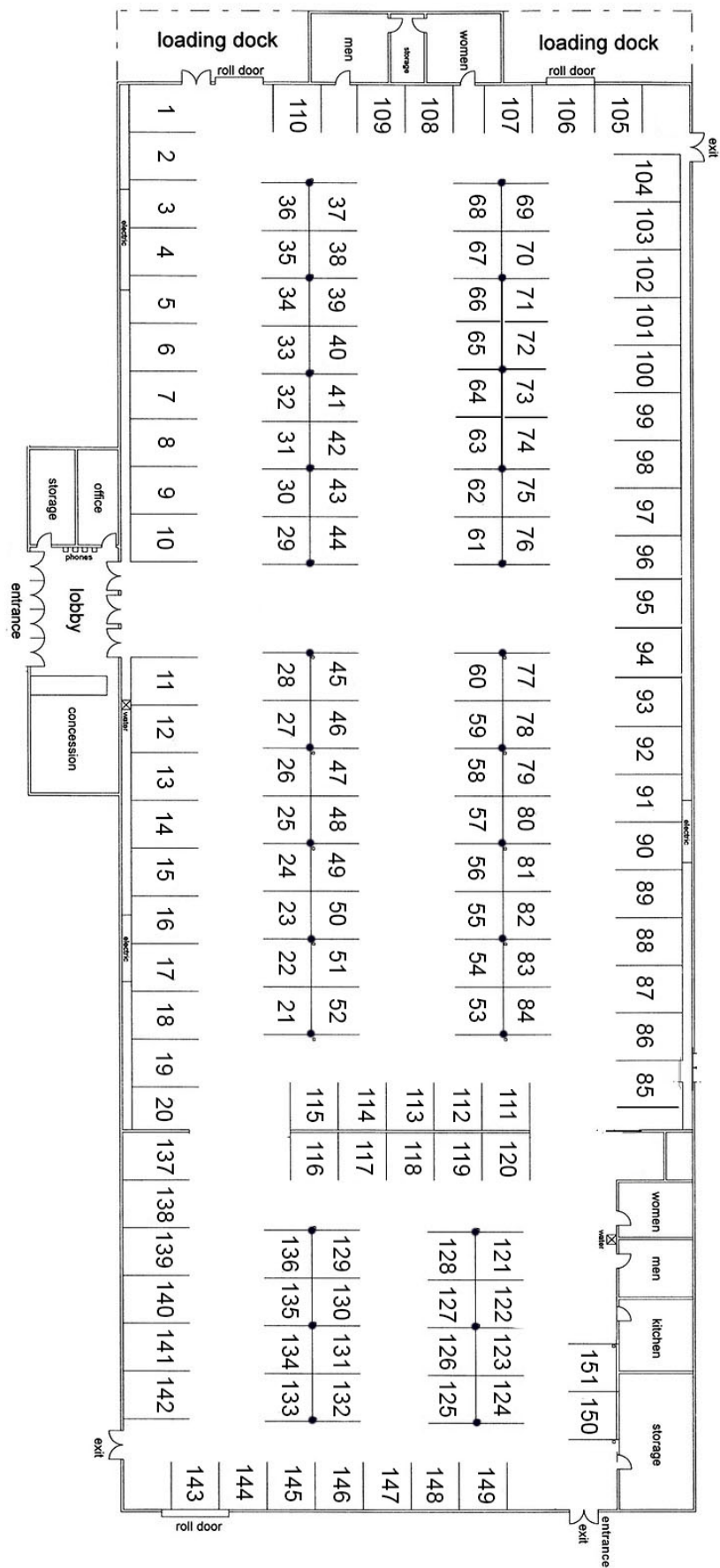
Carry Out: 8:00am -12:00pm, Monday, February 13th

All Vendors should be fully moved out by Noon on Monday, February 13th

If you need other Move Out Arrangements – Please contact us ASAP.

Thank you for your interest
in this year's Home & Garden Show!
We look forward to seeing you there!

2023 Floor Layout



2023 HOME & GARDEN SHOW VENDOR APPLICATION

Please complete All Applicable Information:

COMPANY INFORMATION

Company Name:

Mailing Address:

City:

State:

Zip:

Phone: ()

Email:

Website:



Are you a current member of the HBAGLR: ☐ Yes ☐ No

Only products and services related to home & garden can be displayed. Please briefly describe your products and services:

AUTHORIZED CONTACT INFORMATION

This person will receive ALL communication regarding billing and payments and must be authorized to commit your company to an exhibit space.

Authorized Contact:

Title:

Email:

Phone: ()

EXIBITOR CONTACT INFORMATION

This person will receive ALL Exhibitor information.

Exhibitor Contact:

Title:

Email:

Phone: ()

ACKNOWLEDGEMENT

Applicant acknowledges receipt of the Rules & Regulations for the 2023 HOME & GARDEN SHOW and agrees to fully comply. This Application/Contract for Exhibit Space and the Rules and Regulations for the 2023 HOME & GARDEN SHOW becomes a binding contract upon the signature by the authorized representative of the Exhibitor and upon issuance of the confirmation by the Home Builders Association of Greater Little Rock.

Signature:

Date:

BOOTH INFORMATION

Will you be taking orders or selling a product? ☐ Yes ☐ No

BOOTH SELECTION

Full Consideration is given to sponsors first, then on receipt of vendor applications. If your request is unavailable, you will be contacted prior to assignment.

Payments:

- (Cash/Check) 50% Deposit REQUIRED with Registration application. ALL Balances must be paid in full by January 15th, 2023.
- (Credit Cards) FULL Payment +3% REQUIRED with Registration application.
- No Space Assignments will be made unless payment is received. **THERE WILL BE NO REFUNDS AFTER JANUARY 15th, 2023.**

Booth Fees:

All Booths are 10x10, and come with 1 – 6 foot draped table and two chairs.

Type	1st Booth	2nd Booth	3rd Booth or more
Member	\$600.00	\$450.00	\$300.00
Non Member	\$750.00	\$600.00	\$450.00

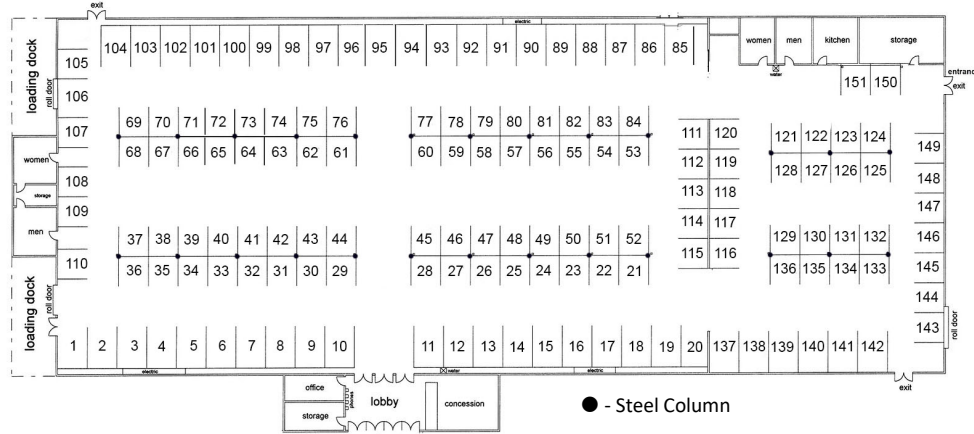
FOR Non-Profit/At-Home Business Rate, please email meredith@hbaglr.com.

COMPANY INFORMATION

Company Name: _____

BOOTH SELECTION

Full Consideration is given to sponsors first, then on receipt of vendor applications. If your request is unavailable, you will be contacted prior to assignment.

**Booth Preference(s):**

Number of Booths (10x10) Needed: _____

Electricity Needed: ☐ No ☐ Yes

Preferred Booth #(s): _____

1ST: _____2ND: _____3RD: _____

If your request is unavailable, you will be contacted prior to assignment.

Booth Price Calculator:

Are you an HBAGLR Member:

☐ No ☐ Yes1st Booth \$ _____2nd Booth \$ _____3rd Booth \$ _____4th Booth \$ _____5th Booth \$ _____

TOTAL COST: \$ _____

Additional Booth Details**Preferred Move-In Day:**All booths requiring LARGE box trucks must move in on Thursday.☐ Thursday ☐ Friday**Carpet Needed:**

You will receive a separate invoice for carpet.

☐ No ☐ Yes**Vendor Badges Needed:** _____

Each booth comes with 2 badges. Additional Badge requests made after Feb 1 will incur a \$5.00 per badge charge.

☐ Check Enclosed ☐ Credit Card PaymentMinimum of 50% Payment due with all check payments required. Remaining payment due by January 15th, 2023.

FULL PAYMENT + 3% REQUIRED WITH ALL CREDIT CARD PAYMENTS.

Applications received AFTER January 15th require FULL PAYMENT.

Name as it appears on Card: _____

VISA/MC/AMEX #: _____ Exp: _____ CVC: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Authorized Signature: _____ Print Name: _____

CHECKS MADE PAYABLE TO: HBA-GLR

MAILING ADDRESS:

HBAGLR

P.O. Box 755

North Little Rock, Arkansas 72115

EMAIL ADDRESS: Meredith@HBAGLR.comPhone: 501-758-3646 WWW.HBAGLR.COM**For HBA-GLR USE ONLY:**

Date Recd: _____ Deposit Amt Recd: _____ CK/CC#: _____ BALANCE DUE: \$ _____ BALANCE RECD: _____

NOTES: _____