

Welcome to



**Lafayette Veterans Memorial Center
3780 Mt. Diablo Blvd Lafayette, CA
94549**

"Exhibitor Packet"

Date/Time

**Sunday, January 28th
10am-4 pm**

Contact Information

TheHomeMag

925-418-4221 (Office)

925-418-4224 (Fax)

Email

info@homeexpoevents.com

About Your Exhibitor Space

Set-Up Hours: 8:00am-9:45am

Take Down Hours: 4:00pm-4:30pm

- 1) Booth must be paid in full prior to the show.**
- 2) Email or fax your registration Form by December 29th. Please fax or mail the form contained in this kit.**
- 3) Please unload from the Lafayette Veterans Memorial Building parking lot. Once you have unloaded, please move your vehicle(s) one block east to 3685 Mt. Diablo Blvd. (parking is both in the front and back of the building.)**
- 4) The table space in the Veteran's Memorial Bldg is a 6ft rectangular table. If you do NOT want the table in your "space" please let us know so that we can setup accordingly. You can use your own booth setup. Chairs will also be provided. You will need to supply your own table cloth or rent one of ours.**
- 5) If you did not order a white full length table cloth and would like one, please let us know by end of day Wednesday, January 24th. There is a \$20 rental charge.**
- 6) Balloons are not allowed in the Veterans Memorial Bldg.**
- 7) Only 3M "Froggy" tape is allowed on the tables and the floor. Do not hang anything on the walls or windows. If damage is done, you will be solely responsible for the cost to fix it.**
- 8) If you requested electrical, please bring extension cords and power strips clearly marked with your name. Secure with 3M tape.**
- 9) Please have each of your booth participants wear a name tag. This helps us know who is coming in/out of the facility before and after the show. You can simply use a business card in a name badge holder if you do not have a name tag.**
- 10) There will be a Food Truck on site 11am-3pm serving lunch. We are very close to Downtown Lafayette for other food options. You are also welcome to bring your own lunch.**

**EMAIL OR FAX Registration Form by
December 29th, 2017**

info@homeexpoevents.com

FAX# 925-418-4224 CALL

We Are Here to Help!

**PLEASE CALL 925-418-4221 WITH
QUESTIONS OR FOR ADDITIONAL
INFORMATION**

MARKETING AND SPONSORSHIP OPPORTUNITIES

- **Website Link Special Promotion (place the [www.homeexpoevents](http://www.homeexpoevents.com) link on your web page to let your patrons know you will be at the show!)**
- **Newspaper Advertisements**
- **Radio Advertisements**
- **Event Sponsorship Spots**
- **Prize Giveaways**
- **Event Guide Handouts**

**Thank you again for participating. We are looking forward to a
great show!**

