

2018 St. Thomas Home Show

Brought to you by:
St. Thomas & Elgin Home Builders Association

Dear Exhibitors;

I want to thank you for attending this year's show and helping us make this another great show for St. Thomas and area. Below is some specific information that you will require for the show. Please take a look over and if you have any questions please do not hesitate to email me or give me a call.

1. Set-up Hours:

Main Show

Thursday March 22nd 9am - 9pm

Friday March 23rd 9am - 3pm

- to make things go smoothly we ask that all items that need to be moved in with a cart or dolly be done by 9pm on Thursday night so the carpet can be laid for the show

- if you need special timing for set-up please contact me so we can arrange

2. Show Hours:

Friday March 23rd 5pm - 9pm

Saturday March 24th 10am - 8pm

Sunday March 25th 11am - 5pm

During the show hours each of your staff will be required to have one of the exhibitor wristbands on. I will be getting these to each of you before the show starts. Each booth will get 6 wristbands per 10 x 10 booths. If you require more they can be purchased for \$4.00 each but I need to know a head of time.

3. Tear Down:

Sunday March 25th 5:30pm - 10pm

Monday March 26th 9am – 11am for Pad A, and 9am - 2pm for Pad B

- at the end of the show Sunday night please allow 15 - 30 minutes for our conversion staff to remove the aisle carpet before you start to move items out of your booth

- if you are on Pad A the tear down time is earlier on the Monday so we can remove the floor and the arena staff can start to work on it and get it back into playing order

4. Parking:

Once again we ask that ALL VENDORS park at the Elgin Country Railroad Museum or if the weather permits the large open space between the Timken Centre and the Museum to allow the customers attending the show the use of the paved parking lot at the Timken Centre. We will have the shuttle bus running an hour before the show opens until the last person leaves after show hours. Of course if you are dropping people off you can do that in the paved lot but DO NOT park here.

NOTE: If your vehicle is caught being parked in the paved lot reserved for show visitors you will be asked once to move the vehicle and if it is not the vehicle will be removed from the parking lot at the Owners Expense. We need to ensure we have enough parking for your customers to attend the show.

Thanks

Chris Cox
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www.stthomashomeshow.org

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