

MOVE-IN PROCEDURES

CHECK IN: Exhibitors must check in at the Show Office at Prairieland Park to receive their exhibitor passes and parking passes. **Companies with outstanding balances will not be allowed to move in until payment is made.** The show office is located in Hall D by the main entrance.

MONDAY, MARCH 6, 2017 – Move-In Schedule

HALLS D & E

12:00 p.m. 331,332,418,419,420,421

1:00 p.m. Booths 333 – 348 & 404 – 417; 530 – 534 & 621 – 625; may begin move-in

3:00 p.m. Booths 528, 529, 626 may begin move-in

8:00 p.m. Overhead doors close

***MONDAY MOVE-IN IS RESERVED FOR EXTENSIVE BUILDS ONLY AND MUST BE APPROVED BY SHOW MANAGEMENT IN ADVANCE.**

****ITEMS REQUIRING A FORKLIFT WILL BE ACCEPTED BY APPOINTMENT IN THE AFTERNOON. CONTACT THE SHOW MANAGER.**

TUESDAY, MARCH 7, 2017 – Move-In Schedule

HALLS D & E

8:00 a.m. Window Companies, hot tubs etc. (requiring fork lifts for an extended period of time)

10:00 a.m. Booths 400 - 800+ may begin move-in

4:00 p.m. Booths 232 – 330 may begin move-in (Curtains will not be assembled for these booths before 4:00pm.)

8:00 p.m. Overhead doors close

***Please note that booths 93 – 231 (Halls D & E) will not be ready for move in on Tuesday. If you require additional time for move in, please contact show management.**

MOVE-IN PROCEDURES

WEDNESDAY, MARCH 8, 2017 – Move-In Schedule

HALLS D & E

8:00 a.m. Booths 121 - 231

12:00 pm **Overhead doors in Hall D will close for the duration of the show at NOON.**

3:00 p.m. Booths 88 – 120 may begin move-in; Curtains will not be assembled for these booths before 3:00pm.

Overhead doors in Halls A & C close at 6:00pm. Aisle carpeting, vacuuming, and finishing touches will start at 8:00 p.m. on Wednesday, March 8, 2017. All Exhibit Material must be contained within the booth space by that time.

HALLS C

9:00 a.m. – 6:00 pm. All booths may move in.

EXHIBITOR REST AREA

An Exhibitor Rest Area is located in the main Hall E in the back North West Corner.

COFFEE: All Weather Windows is our coffee sponsor. The coffee cups that you have received include free coffee when they are presented by an exhibitor at: **Concessions A, E & the Terrace Concession. (Not Available from the Main Concession or Cart Vendor.)**

Free coffee refills are available to exhibitors with their All Weather windows cup and exhibitor pass only.



MOVE-IN / MOVE OUT PROCEDURES

THURSDAY, MARCH 9, 2017 – Move-In Schedule

If you wish to move in on Thursday, March 9, 2017 from 8:00 a.m. – 12:00 p.m.

please inform Show Management prior to the week of HomeStyles at (306) 955-5188

Forklifts and sign hanging will not be available on Thursday, March 9, 2017, however any exhibits that require simple set-up (i.e.) materials that can be transported by foot, must set-up before 12 Noon

A Move-in Coordinator will be on site on March 6 - 8, 2017. Exhibitors must comply with the rules and regulations of the Coordinator, Prairieland Park staff, and Handy Special Events staff. Verbal abuse will not be tolerated. Any exhibitor that does not comply with staff may not be allowed entry.

MOVE-IN DEADLINE: 100% complete by 12:00 PM THURSDAY, MARCH 9TH

Each year the Saskatoon & Region Home Builders' Association recognizes a select number of Exhibitors for their high quality presentation, enhancement of the visitor's experience, and exceptional booth design.

Judges will select the best booth presentation in the following categories based on overall attractiveness, clear signage, organization, cleanliness, and innovation (20 points per): Total 100

- | | |
|--|--|
| <ul style="list-style-type: none"> • Best Single Booth • Best Double Booth • Best Multi – Booth Display | <ul style="list-style-type: none"> • Best Product (Direct Sellers) • Best Marketplace Booth (Hall C) |
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Judging will begin at 2:00 pm on Thursday, March 9, 2017.

Exhibitor Appreciation Meal

Thursday, March 9th from 9:00 pm – 11:00 pm

Location: Hall B

Exhibitor Pass Required.

Required meal vouchers will be issued upon initial registration.

MOVE-IN / MOVE OUT PROCEDURES

SUNDAY, MARCH 12TH - MOVE OUT SCHEDULE

HomeStyles ends at 5:00 p.m. on Sunday, March 12, 2017. **NEW THIS YEAR exhibitors in Hall's D & E with carry out displays not requiring dollies or forklifts will be given from 5:00 pm – 6:00 pm to exit the hall first.**

Exhibitors in Halls D & E must clear the aisles of personnel, dollies, crates and equipment between **6:00 pm and 7:00 pm** while Handy Special Events removes aisle carpeting. **There will be no exhibitor dinner event held on Sunday. Concessions will remain open for your convenience.**

Removal and dismantling of exhibits or exhibit materials will NOT be permitted before 5:00 p.m. on Sunday, March 12, 2017. **Early dismantling of your booth will result in loss of first right of refusal in the 2018 show.** See *HomeStyles Contract*:

"Under no circumstances shall any portion of an exhibit be removed from the exhibit premises during the continuance of the exhibition without prior written permission of the Licensor."

All Exhibitors will be provided with parking passes that must be displayed at all times in the exhibitor parking lot during move in and show hours.

Loading Zone Procedure:

NEW * Vehicles will be able to access the back loading zone areas only when a move out card is presented to the exhibitor. In order to receive a loading zone move out card. Your booth must be completely dismantled and verified by show staff. Proceed to the show office when your booth is prepared for move-out. All vehicles awaiting their move out card should park in the visitor parking.**

DO NOT HAVE YOUR VEHICLES LINE UP BEFORE RECEIVING A MOVE OUT CARD AS THEY WILL BE REMOVED FROM THE LINE.

***** ALL MATERIALS MUST BE MOVED OUT ON
SUNDAY, MARCH 12, 2017*****

***** NO EXCEPTIONS WILL BE MADE*****