

12th Annual Builders Association of Eastern Connecticut Home and Better Living Show

Telephone: 800-294-7469

68 Northfield Road
Longmeadow, Massachusetts 01106

FAX 413-567-7774

Dear BAEC Home Show Exhibitor:

*The Builders Association of Eastern Connecticut, our show sponsor **Overhead Door Company of Norwich**, and I are pleased that you will be joining us for the **12th Annual BAEC Home Show** at Mohegan Sun on January 7-8, 2012.*

This information will provide you with answers to questions regarding the show.

Please take a few minutes to review its contents and call if you have questions.

I especially want to call your attention to:

- a. request for current email address- page 1
- b. final booth payment- page 2
- c. exhibitor's setup and breakdown times- page 2
- d. show decorator and electrical power- page 2
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*This is important exhibitor information. It is your responsibility to read this thoroughly and be prepared to follow all of the instructions. You may also receive additional information via **email**. Please make sure the home show office has a current working email address from you.*

You may obtain also obtain this information by going to the home show website at www.baechomeshow.com

I look forward to working with you during the weeks ahead.

Sincerely,

JAY APPLEMAN
RED STONE PROMOTIONS, INC.
Jbaman42@comcast.net



FINAL BOOTH SPACE PAYMENT

Final booth space payment must be received by **December 24, 2011**. Late payments must be made by certified check or money order.

EXHIBITOR SCHEDULED SETUP HOURS AND PROCEDURE

Exhibit setup is supervised and controlled by Demers Exposition Services and Mohegan Sun personnel. Upon arrival at Mohegan Sun, follow electronic signs to the staging area (i lot) adjacent to the security shack just past the fire station. You must first check in. You will be given a load-in number and possibly searched. Once a loading dock frees up you will be instructed to proceed to the arena's load-in area.

Upon entering the load-in area, personnel will direct your vehicle to an open bay. You may then begin to transport your exhibit and equipment to your booth(s) in the arena.

During setup, please consolidate workers, tools using a minimum number of vehicles. No vehicles will be allowed to stand idle.

Exhibit setup is **Friday, January 6, 8:00AM to 8:00PM**.

The scheduled setup times for each company will be enforced. If you have **one** booth in the show, do not arrive until **noon**. Everyone has until 8:00PM to setup.

The scheduled times for companies are:

8:00 AM - 12:00 noon- setup for companies with **two** or more booths in the show.

12:00 Noon - setup for companies with only **one** booth.

If you have any questions about your setup time, please call the show office.

Exhibits are to be completed by **9:00AM** on Jan. 7. The show opens at **10:00AM**.

EXHIBIT BREAK DOWN PROCEDURE

Sunday, January 8, 5:00PM to 10:00 PM

Break down will be identical to setup. All displays must vacate the arena by 10:00PM. The i lot staging area parking lot will be closed until 4:10 PM on Sunday. No one will be allowed to park vehicles until the lot opens. Before vehicles are allowed in the load-out area, your exhibit must be packed up. Only at this time, will you receive a load-out ticket to enter the arena.

SHOW DECORATOR, ELECTRICITY, INFORMATION SYSTEMS, FORKLIFTS

Demers Exposition Services is our exclusive show decorator for tables, chairs, carpeting, etc. Call (860) 344-9919.

Included in this setup information are **electrical, plumbing & Information systems service** request forms. It is **your** responsibility to order the services you require.

The discount deadline date for these services is **December 16**. Requests for services received by Mohegan Sun after **December 16 will not** receive the discount.

There is also a service desk located at the loading docks during setup. You will be able to order essential services there. **No outside forklifts are allowed.**

HOME SHOW HOURS:

Saturday, January 7	10:00 AM - 9:00PM
Sunday, January 8	10:00 AM - 5:00PM

Exhibitors (with show credentials) will be allowed on the arena floor 30 minutes prior to the scheduled opening of the show each day, with the exception of opening day, at which time exhibitors may enter at 8:00AM.

The show's closing hour of 5:00PM on Sunday, January 8 has been established for the convenience of both exhibitors and patrons. NO displays will be allowed off the exhibit floor prior to 5:00PM.

CERTIFICATE OF INSURANCE

Exhibitors are required to carry certificates of insurance to cover them, their personnel and their property against damage or loss, and public liability insurance against injury to the person and property of others. All certificates shall have 10 days notice of cancellation and must be mailed to the show office prior to exhibit setup.

Insurance requirements for all home show vendors.

1. A. The limit of General Liability has at a minimum \$1,000,000 per occurrence.
B. Property Damage Liability in the minimum amount of \$1,000,000.
C. Workers Compensation Insurance \$100,000 / \$500,000 / \$100,000
2. **The Builders Association of Eastern Connecticut, Inc.** 20 Hartford Road, Suite 18, Salem, CT 06420 is to be listed as additional insured.
3. **Red Stone Promotions, Inc.**, 68 Northfield Road, Longmeadow, Ma. 01106 to be listed as additional insured.
4. The Mohegan Tribe of Indians Connecticut and Mohegan Tribal Gaming Authority, dba **Mohegan Sun Casino**, 1 Mohegan Sun Blvd, P.O. Box 548, Uncasville, CT 06382 is to be listed as additional insured.

LICENSES AND VENDOR PERMITS

The Builders Association of Eastern CT (BAEC) requires every new home construction contractor and every home improvement contractor participating in this home show to be registered with the State of CT. Your registration # is to be displayed at your booth.

It is the responsibility of exhibitors to be registered as a vendor in the state of Connecticut and collect sales tax when applicable. Exhibitors selling or distributing food samples must complete a Mohegan Sun Health Department application.

FIRE REGULATIONS

- * All fabrics and booth materials used for decoration must be flameproof.
- * Balloons or other inflatable objects are prohibited.
- * **SMOKING IS PROHIBITED AT ALL TIMES IN THE ARENA!**

SECURITY

The BAEC Home Show provides security on a 24-hour basis from move-in through move-out. Every reasonable precaution is taken to safeguard and protect the property of exhibitors. Show management, the BAEC and its officers, its contractors, Mohegan Sun or any of their officers, staff members or directors assume no responsibility for any damage, loss, harm or injury to the person or property of the exhibitor or any of its officers, agents, employees, or other representatives in the event of theft, damage by fire, accident, vandalism or other causes. All property of the exhibitor is to remain under his or her custody and control in transit to, from or within the confines of the arena.

LIABILITY

Exhibitors are responsible for space leased to them and shall not mar, deface or injure same. Exhibitor shall not drive nails, hooks, tacks, screws or pins nor permit them to be driven into any part of the arena. In addition, exhibitor shall not affix to windows or walls any advertisements, signs, etc. or use any adhesive-type material on building surfaces. All vehicles shall have drip pan and/or protective material under them to safeguard the building floor from dirt, oil stains, etc. Anyone using chemicals is required to provide arena with an MSDS sheet. By signing the show contract to exhibit, you assume responsibility for all of your employees' actions including all damages they may cause and agree to reimburse show management and / or Mohegan Sun for any damage you or your personnel may cause. All boxes and trash are to be disposed of in dumpsters.

EXHIBITOR AND FREE VIP PASSES

Exhibitor passes may be picked up during setup on Friday, January 6. VIP passes will be emailed to you in a PDF file two weeks prior to home show. You may email passes to customers, clients, friends and family members to come see you at the show.

WWW.BAEC HOMESHOW.COM WEBSITE

The home show website has been up and running for months. This website has important information for both consumers and exhibitors. Show advertising will drive consumers to baechomeshow.com for show promotions, information and any discounts.

We encourage all exhibitors to link their company's website to the home show website FREE of charge. Send your web address to deanna@designworkshopinc.com

DIRECTIONS TO MOHEGAN SUN – take route 395 to exit 79A in Uncasville, CT and follow the signs. For more detailed directions, go to mohegansun.com



ELECTRICAL & PLUMBING SERVICE REQUEST

BAEC Homeshow January 6-8, 2012

Discount Deadline Date December 16, 2011

Company Name _____ Booth Number _____

Street _____ City: _____ State _____ Zip _____

Phone: _____ Fax: _____ email: _____ Date: _____

Cardholder Name: _____ Authorized Contact: _____

Credit Card Type: American Express Mastercard Visa Discover Diners Club

Cardholder Signature _____ Card Number _____ Expires _____

MOTOR & EQUIPMENT OUTLETS

		Quantity	24 Hour/ Dedicated	Advance Rate	Regular Rate	Total
120V	1000 Watts			\$117.00	\$157.00	
	2000 Watts			\$147.00	\$196.00	
208V 1Ø	10 Amps			\$150.00	\$266.00	
	20 Amps			\$195.00	\$345.00	
	30 Amps			\$254.00	\$450.00	
	40 Amps			\$330.00	\$588.00	
	50 Amps			\$430.00	\$765.00	
208V 3Ø	10 Amps			\$245.00	\$343.00	
	20 Amps			\$320.00	\$448.00	
	30 Amps			\$414.00	\$580.00	
	40 Amps			\$540.00	\$756.00	
	50 Amps			\$650.00	\$910.00	
Accessories	25 Ft Extension			\$32.00	\$50.00	
	50 Ft Extension			\$63.00	\$79.00	
	100 Ft Extension			\$96.00	\$111.00	
	Outlet Strip			\$27.00	\$43.00	

PLEASE READ CAREFULLY

Dedicated and 24-hour power will be at double the listed price. Please indicate these requirements in the 24 hour column at double the appropriate rate.

Mohegan Sun is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by Mohegan Sun personnel. Mohegan Sun will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by person other than a Mohegan Sun technician. Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.

OUTLET LOCATION & DISTRIBUTION

All electrical outlets will be installed on the floor at the draped back wall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. Any additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.

MOHEGAN SUN JURISDICTION

(Requires labor and/or material)
Operation of fork lifts - No exhibitor provided fork lifts will be permitted. All fork lifts must be operated by licensed Mohegan Sun personnel.

All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.

All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

PLUMBING

ONE TIME FILL & DRAIN -- Water

	Quantity		Advance Rate	Regular Rate	Total
Up to 200 Gallons			\$100.00	\$150.00	
201 - 500 Gallons			\$250.00	\$375.00	
Topping Off			\$50.00	\$50.00	

Includes Labor for Fill & Drain Only

FORK LIFT

	Quantity		Advance Rate	Regular Rate	Total
Per Pick			\$75.00	\$100.00	

FULL PAYMENT IS REQUIRED TO PROCESS THIS ORDER

Return Completed Forms To:

Arena Show Electric
Sports & Entertainment
Mohegan Sun
1 Mohegan Sun Boulevard
Uncasville, CT 06382

Telephone (860) 862-8162 / Fax (860) 862-8656

Email: arenapower@mohegansun.com

Please make checks payable to Mohegan Sun



INFORMATION SYSTEMS REQUEST FORM

GROUP/CONVENTION INFORMATION:

Today's Date: _____

Group/Convention Name: _____
 Group/Convention Dates (Arr./Dep.): _____
 Technical Contact Name: _____

BILLING INFORMATION:

Company: _____
 Address _____
 City _____ State _____ Zip _____

PAYMENT DETAILS: _____ Check _____ Check Number # _____
 _____ **Master Account** _____ **Master Acct:** _____
 _____ Credit Card _____ Name on the Card _____
 _____ Credit Card # _____
 Conv. Services Manager: _____ Expiration Date _____
 Ext.: _____ Card Holder Signature _____
SIGNATURE

SERVICE ITEMS	#	Advance Rate*	Standard Rate	Total	Location #	Date / Time In	Date / Time Out
Telephone Line Service							
Analog – Fax / modem / credit card line - NO PHONE		0	0				
Analog – With Phone – in-house / local calling only		\$132.52	\$196.10				
Analog – With Phone – no calling restrictions		\$185.52	\$249.10				
Analog - With Polycom Speaker Phone –no calling restrictions		\$291.50	\$397.50				
Voice mail		\$53.00	\$79.50				
Call Roll Over		\$53.00	\$79.50				
Internet Access							
High Speed Internet Access (Ethernet Card Required)		\$636.00	\$748.00				
High Speed VPN Internet Access (Ethernet Card Required)		\$636.00	\$748.00				
Additional High Speed Internet Access (same location)		\$212.00	\$265.00				
Dial-up Internet Access (ISP and Modem Required)		\$159.00	\$212.00				
Networking							
Private Network		Call for Quote	Call for Quote				
Private network with Internet Access		Call for Quote	Call for Quote				
Equipment							
Network Equipment Rental		Call for Quote	Call for Quote				
All other Services / Equipment		Call for Quote	Call for Quote				

*** IMPORTANT NOTES: FEES FOR SERVICES NOT LISTED ABOVE WILL BE DETERMINED AT THE TIME OF ORDER**

- All setup and rental fees are per event plus usage unless otherwise indicated. 6% tax is included in the price.**
- Direct Dial Long Distance calls billed on a per minute basis (AT & T operator assisted plus 40%).
- Orders cancelled with less than 48 hours notice will incur a 50% cancellation charge.
- Advance Rate, Order must be received a minimum of 15 Days prior to first (1st) scheduled move-in date.**
- Technical Assistance charges \$50.00 per hour. Minimum of 1 hour required. 15 days advance notice required. Standard Rate \$100 per hour with 3 hour minimum
- High Speed Internet Access requires PC with operational Ethernet card.
- ISDN lines are ordered through 3rd Party Vendor.
- Provision 3rd party circuits @ \$200 plus standard labor of \$50 per hour.
- Digital telephones are required for multi conference call, speed dialing and other specially programmed features.
- For all quoted services please call (860) 862-4002 or email at: ISconventionservices@mohegansun.com

FORM RETURN INFORMATION:

Please send completed request form to:

Carrie Arteaga, CMP
 Mohegan Sun
 1 Mohegan Sun Blvd.
 Uncasville, CT 06382
 Telephone (860) 862-3714 / Fax (860) 862-3253
carteaga@mohegansun.com

Or e-mail to: