



The  
LOG & TIMBER  
HOME SHOW  
West Springfield

Dear Exhibitor,

We are pleased to be hosting The Log & Timber Home Show in West Springfield, Massachusetts! As you prepare to exhibit at the show, please carefully review the information provided in this Exhibitor Service Kit to help you make your participation as smooth and successful as possible. Please be sure to note the following important items:

- **MOVE-IN & OUT PROCEDURES** - Exhibitors with structures, oversized vehicles or trailers are strongly encouraged to move-in as early as possible. Move-in begins at 10am on Wednesday for structures and booths 20'x20' or larger. Move-in for remaining exhibitors will begin at 8am on Thursday. While we cannot guarantee that you will be able to drive up to your booth space, we will do the best we can to facilitate the move-in process. All vehicles will need to be removed from the show floor by 3pm on Thursday so the decorator can begin to lay the carpet. If necessary, move-out guidelines will be handed out prior to show closing on Sunday. *Please be aware that there will be NO Monday move-out at this show.*
- **EXHIBITOR PARKING** - Event parking is \$5 for non-fair shows held at Eastern States Exposition. Please call us in advance or speak to an event staff member onsite for information about trailer parking or with any other questions.

We are committed to doing everything possible to ensure that you have a successful show and hope this Exhibitor Service Kit provides you with all of the information you will need. If there is anything else we can do to be of assistance to you, please do not hesitate to contact me or one of our show operations team members:

**Lora Lewis**  
Sr. Events Coordinator  
800.826.3893 x 2290  
llewis@homebuyerpubs.com

**Dana Hartung**  
Events Coordinator  
800.826.3893 x 2293  
dhartung@homebuyerpubs.com

**Tammy Clark**  
Bookstore Manager  
800.826.3893 x 2264  
tclark@homebuyerpubs.com

Thank you for your continued participation and support! We look forward to seeing you in West Springfield!

Cordially,



**Amanda Hersey**  
Events Director  
800.826.3893 x 2289  
ahersey@homebuyerpubs.com