



Dear Exhibitor,

We are pleased to be hosting Old House Live! 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 large booths, oversized vehicles or trailers are strongly encouraged to move-in as early as possible. Move-in begins at 10am on Wednesday for 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:

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

Cordially,

A handwritten signature in cursive script that reads 'Amanda Hersey'.

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