

### Home Show Hours

Friday, February 21, 4:00 to 8:00 p.m.

Saturday, February 22, 10:00 a.m. to 6:00 p.m.

Sunday, February 23, 10:00 a.m. to 3:00 p.m. (please note the change of hours)

### Location

Hawkeye Downs Expo Center, 4400 6<sup>th</sup> Street SW, Cedar Rapids, IA 52404

### Move-In Hours

Wednesday, February 19, 12:00 to 5:00 p.m. (Reserved for larger exhibitors)

Thursday, February 20, 8:00 a.m. to 7:00 p.m.

Friday, February 21, 8:00 a.m. to 4:00 p.m.\*

\* If the outdoor surfaces are wet by snow, rain, or melting on Friday, no vehicles will be allowed to be driven inside the Expo Center after 12:00 p.m., noon, to allow the floors to dry before our guests arrive to ensure safety, so please plan accordingly.

### Move-Out Hours

Sunday, February 23, 3:00 to 8:00 p.m.\*

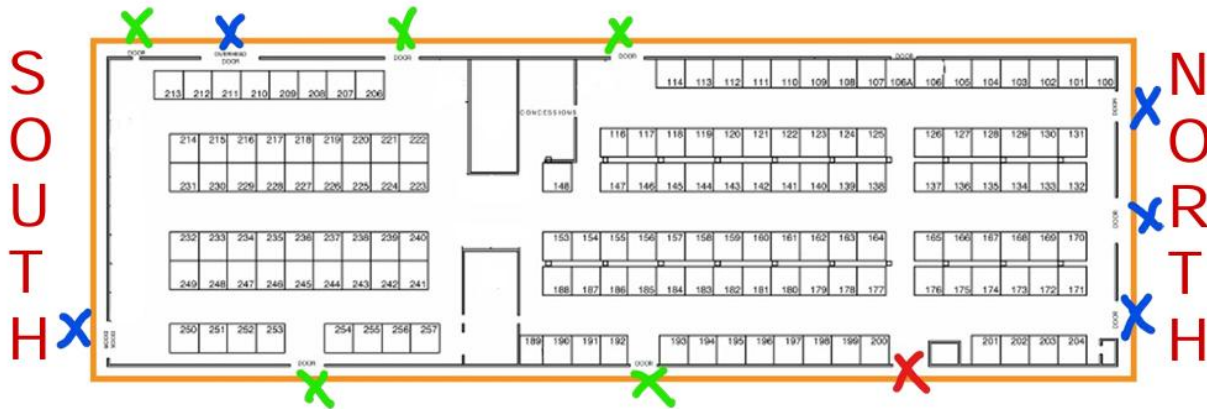
Monday, February 24, 8:00 a.m. to 4:00 p.m.

\*Unless directed by the Home Show Producer, exhibitors are not allowed to move-out prior to the end of the show. We need to ensure that all guests have exited the building before exhibitors start the move-out process.

## Floor Plan

Below is the floor plan. Please look at your email for a list of exhibitors and assigned exhibit space number(s).

All Exhibit Space Number(s) are a standard 10x10 exhibit space. Please look at your space numbers to ensure you have the correct space size (for example, if you requested a 10x20, you should have 2 Exhibit Space Numbers listed).



## Loading and Unloading

Before arrival, please note your exhibit space number so you can use the closest door(s). On the attached floor plan, the doors are marked accordingly:

- The 5 green X's are standard doors.
- The 5 blue X's are overhead doors. These need to be opened from inside the building.
- The 1 red X is the Main East Entrance (northeast corner of the Expo Center) door where our guests will enter.

When you arrive at the Expo Center, please note each exhibit space will be marked with the exhibitors' name. North and South are marked on the floor plan accordingly.

### Expo Center Doors

During move-in and move-out, all doors will be unlocked. Please be mindful of keeping all doors shut when possible.

During the show hours, all doors except the Main East Entrance door will be locked from the outside. We want to make sure everyone is coming through the same entrance, so we know who is in the building to ensure everyone's safety.

If you are located next to doors, please ensure they are shut throughout the show.

### Expo Center Lights

All lights will be turned off and doors locked Friday at 8:15 p.m. and Saturday at 6:15 p.m. If you are with a guest after the show ends, please make sure to come to the ticket booth to let someone know.

### Parking

It is important to keep the main parking lot open in order to provide ample and easy parking for our guests to enter the Main East Entrance.

Below is a map of the venue. Please use the North Entrance and park in the 2 parking lots marked with a red X.



## Vendor Order Form

Please remember that only space is provided with your completed Exhibit Space Contract, no equipment such as tables, chairs, banners, or signs will be provided or available at the venue. If you are interested in ordering any items for the show, please [click here](#) for the vendor order form from R&D Events. Please contact R&D Events directly with any questions or to make an order along with payment (contact information is provided in form). In addition, exhibitors are responsible for their own setup. The Home Show Producer is not responsible for additional items or setup for your exhibit space.

## Insurance

Reminder a Certificate of Insurance (general liability) naming Greater Cedar Rapids Housing & Building Association as additionally insured must be provided to the GCRHBA by February 18, 2025.

## Exhibitor Entry

Each exhibitor will be allowed 4 exhibitor entries each day of the show. Exhibitors with more than one booth will receive 2 extra entries for each extra booth. For example, 1 booth will receive 4 entries, 2 will receive 6, 3 will receive 8, and so on.

Upon arrival, all exhibitors must check-in at the Main East Entrance ticket booth. No passes will be distributed, exhibitors will be checked-in at the ticket booth.

Exhibitors are allowed to enter one hour early on Saturday and Sunday - please make sure to enter through the Main East Entrance door, so we can check you in.

## Marketing

We handle the marketing for the show; however, we strongly encourage you to do any additional advertising for your exhibit.

On our Facebook page, Greater Cedar Rapids Housing & Building, we have created a Home Show event that you can share on your business and personal pages.

## Concession Stand

There will be a concession stand open during all hours of the show.

## GCRHBA Reception

You are cordially invited to our reception on Friday, February 21, 8:00-9:00 p.m., for complimentary hot pizza and cold beverages in the concession stand area, thanks to our sponsor Budget Blinds!

## Daily Promotions

Each day we will have a daily promotion to help bring in new guests to our show, so please plan accordingly for our extra guests and families:

1. Friday Night Out - Our guests can join us Friday night from 4:00 to 8:00 p.m. for half-priced tall boys!
2. Saturday Family Fun Day - From 10:00 a.m. to 4:00 p.m., families are invited to fun and free activities including a caricature, face painter, balloon twister, coloring station, and games! Plus, all children 12 and under will receive a FREE hot dog!
3. Sunday 2 for 1 - Guests will receive 2 for 1 on admission all day!

## Questions

If you have any questions, please call 319-395-0778.