



## April 26-28, 2024

Dear Exhibitors,

We are looking forward to a great event in **Burlington, April 26-28**, and want to make sure your experience is a pleasant one. Enclosed are the forms and information necessary to plan your schedule. Should you have any questions please feel free to call us at (866) 607.4108.

Please pay careful attention to the announcements on this sheet as well as the contents of your manual. Once again thank you for exhibiting at The Log & Timber Home Design-Build Expo, and we look forward to seeing you all in Burlington!

Regards,

Eric

- All Exhibitors are required to submit an insurance policy naming Solid WOOD Promotions, LLC as an additional insured for no less than 1M. Please see the Terms & Conditions on the reverse side of the contract. Also, we have forms to purchase single/multiple event insurance should you require it-please call us for details.
- Please pay **CAREFUL** attention to move-in/out times, Overhead Door Clearances etc. Your cooperation and patience are always appreciated.
- Should you be selling products off the floor, please be aware of VT Sales and Use Tax. You may need to adhere to "Temporary Sales and Use Tax" laws.
- Please bring your own Carts: due to theft/liability carts are at a premium if at all available
- Please read and understand the move-in/out times and guidelines listed in the Essential Information and Rules and Regulations that are attached.





**Burlington Badge Request and Company Listing Form**

This form is for exhibitor badges and PROPER company listing for the show program for **The Log & Timber Home Design-Build Expo**. Please fill in the spaces below and return by Friday, April 12, 2024. Thank you and we look forward to seeing you in Burlington.

Company Listing: Please choose one of the following- Log Home Company, Timber Frame Company, Builder, Handcrafted Furniture, Décor & Accessories, Financing, Real Estate, Fireplaces & Stoves, Flooring, Lighting, Heating & Air Conditioning, Log Home Handcrafter, Care & Maintenance, Restoration, Windows & Doors, Cabinets, Hot Tubs & Saunas, Tools & Equipment, Structural Insulated Panels, Stairways & Railings, Associations, Publications (category not listed- add your own)

**Company name:** \_\_\_\_\_

**Company listing:** \_\_\_\_\_

**Exhibitor badges:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

**Please fax back form @ (518) 618.1413 or email: [ejohnson@loghomedesign.com](mailto:ejohnson@loghomedesign.com)**



## Burlington Call for Seminars and Demonstrations

**We are offering both ½ hour and 1-hour presentations.**

We're getting ready for a great show in **Burlington** and need to fill our seminar **AND** demonstration slots.

**SEMINARS:** As you know this is an opportunity to get in front of these people and leave an impression that says 'these people know their stuff', **what it is not is a sales pitch**...we are looking for informational, diverse, and well put together "neutral" presentations. We will provide an LCD projector; you provide the presentation and handouts if applicable.

We are looking for presentations that encourage thought and feedback, you need not be a professional speaker, but one who is knowledgeable in their chosen field. Ideas of some topics we are looking for include: designing your log/timber frame, financing, selecting a company, understanding the log/timber frame package, finish and maintenance, heating systems, foundations, construction, interior design, the process, etc. and any other ideas you may have.

**DEMONSTRATIONS:** We're looking for demos on all products like: log stacking, building an insulated log wall, timber frame joinery, making furniture, maintenance (application techniques) etc. Like the seminars, this is an opportunity to get in front of these people and leave an impression that says 'these people know their stuff', what it is not is a sales pitch...we are looking for informational, diverse, and well put together "neutral" demonstrations.

There is also the chance that you may be asked to do multiple presentations per day- there will be a box below to check if you are ok with that. Please fill out the information below and provide an outline of your presentation if possible. Thank you for participating in this very important part of the show:

Title of Presentation: \_\_\_\_\_

Name of Presenter and Title: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEW**-Choose 1: ½ hour \_\_\_\_\_ 1 hour \_\_\_\_\_

AV needs: LCD \_\_\_\_\_ None \_\_\_\_\_

Yes \_\_\_\_\_ I would love to present more than once a day: No \_\_\_\_\_ Once is enough!

Preferred Times (please circle): **Friday**-early, mid, late afternoon, evening. **Saturday**-morning, early, mid, late afternoon, evening. **Sunday**- morning, early, mid, late afternoon.

**Please respond no later than **Friday, April 12, 2024**, via fax at 518.618.1413 or email**

**ejohnson@loghomeshows.com**

866.607.4108 ■ 518.618.1195 ■ fax 518.618.1413 ■ loghomeshows.com



## BURLINGTON GUEST LIST REQUESTS

We encourage you to invite your customers to the show! Your first ten (10) guests are free. You may invite an unlimited number of additional guests for \$5 each (70% off ticket price). You will be invoiced based on the number of guests who actually attend the event. Couples count as separate guests.

Please provide us with the names of your guests. Guests will need to check in at the Will Call desk when they arrive. There are **NO** physical guest passes mailed in advance. Your Guests will need to provide your company name in order to receive entry into the event and will be given a guest receipt to present at the entrance.

Please fax, email or mail this form to us **AT LEAST ONE WEEK PRIOR TO THE SHOW DATE**, if you miss this deadline, bring the list with you to the show and leave it at the Will Call desk. Changes or additions can be made at the Will Call desk at any time during the show.

We request that you print first and last names carefully. Feel free to attach additional sheets as necessary. Please **DO NOT** forget to include your company name.

### COMPANY NAME:

\_\_\_\_\_

- |          |           |
|----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |

Please fax back form @ (518) 618.1413 or email: [ejohnson@loghomeshows.com](mailto:ejohnson@loghomeshows.com)



## Burlington, VT/ Table & Chairs Request Form

NOTE: Table (6'x30) and 2 chairs are a part of your booth if you need them. (We have plenty of skirted standard height 6' tables and few of the others that are counter height. If you require counter height I would ask that you bring your own. You may request additional tables and chairs, types etc. OR if don't need either please check that box.

### Available Table Types:

- 6' x 30" with black skirt (standard height)
- 6' x 18" with black skirt (standard height)
- 3' round cocktail table (counter height)
- 2'x3' adjustable height (standard to counter height)

Please fill out the form below and send it to [ejohnson@loghomeshow.com](mailto:ejohnson@loghomeshow.com) or fax to **(518) 618-1413** by Friday, April 12.

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

*Please choose the option that best applies to your request :*

<input type="checkbox"/>	I do not need the 6 ft Skirted Table & 2 Chairs
<input type="checkbox"/>	I do not need the 6 ft Skirted Table
<input type="checkbox"/>	I do not need the 2 Chairs
<input type="checkbox"/>	I need ___ 6' x 30 tables      I need ___ 6' x 18 tables
<input type="checkbox"/>	I need ___ cocktail tables      I need ___ 2'x4' tables
<input type="checkbox"/>	<u>Other request:</u>

Have any additional questions?

**Eric Johnson**

[ejohnson@loghomeshow.com](mailto:ejohnson@loghomeshow.com)

518-618-1195



## Essential Information- Exhibitors

The Log & Timber Design-Build Expo, Burlington,VT- April 26-28

**Show Manager:** Eric Johnson, (866) 607.4108 Cell: 518 321-7438

**Dates/Show Hours:**

April 26 (Friday):	1pm - 7pm
April 27 (Saturday):	10am - 6pm
April 28 (Sunday):	10am - 4pm

**Location:** **Doubletree by Hilton Hotel Burlington**  
870 Williston Road  
South Burlington, VT 05403  
**Phone: 802-865-6600**

**Host Hotel:** **DoubleTree by Hilton Hotel Burlington Vermont**  
870 Williston Road  
South Burlington VT 05403

**Connected to Convention Center**  
**Group Rate: \$169- [ONLINE LINK-CLICK HERE](#)**  
**Cutoff Date: March 22, 2024**  
**Group Code: Log Home Show**  
**Reservations Department at (800) 774-1500**

**Exhibitor Badges  
(Onsite Registration):**

Exhibitors must provide show manager with a list of badge holders by Friday, April 12. Pick up your badges at the Will Call desk. Exhibitor Check-in:  
(Will Call Desk in Registration Area)

**Set-up Hours: We  
NEED your patience  
and support here to  
facilitate a smooth  
move-in/out.**

**NOTICE:** 10am-6pm (1) Overhead Door-NO Dock. Carry In Only-  
(newly renovated-Fully Carpeted) April 25 (Thursday)

All others: April 26 (Friday)**8am - 12pm** (NO Drive-on access)  
All exhibits must be ready for inspection by show management and Fire Marshal by 1pm, Friday, April 26

**Dismantle Hours:**

April 26 (Sunday): 4:01pm – 9:00pm



**Forklift/ Freight Handling**

Ship directly to facility. For outbound freight please have freight wrapped, labeled and scheduled for pickup.

**Show Colors:**

Black Drape/Show floor is carpeted  
Solid WOOD Promotions

**Show Company:**

6 Loren Drive  
Queensbury, NY 12804  
866.607.4108 fax- 518.618.1413

**Travel Information:**

Directions From Burlington International Airport:

Turn left out of the airport and continue to the first traffic light. Turn right onto Route 2 and proceed approximately 1.2 miles. The hotel is located on the right.

From Canadian Border:

Drive on Interstate 89 South, take Exit 14W. The hotel is on the right, just off the exit.

From New York:

Follow Route 7 North to Interstate 189 to Interstate 89 North. Take Exit 14W and the hotel is on the right, just off the exit.

From New Hampshire or Massachusetts:

Proceed on Interstate 89 North to Exit 14W. The hotel will be just off the exit on the right.

From Burlington and the Ferry Dock:

Follow state Highway 2 for approximately 1.5 miles to Williston Road. The hotel will be on the left.





Use these labels for shipping  
**Direct to Show Site**

From: \_\_\_\_\_  
Exhibiting Company/Organization

To: Doubletree Burlington Hotel  
870 Williston Road  
South Burlington, VT 05403

c/o

Show: Log Home & Timber Frame Show

Booth# \_\_\_\_\_

Carrier \_\_\_\_\_

Piece # \_\_\_\_ of \_\_\_\_\_

**DELIVERY DATE:**  
**April 24-26, 2024 ONLY**

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