

*Lehigh Valley Builders Association Springhome Show
March 31, April 1-2, 2017*

PROCEDURE FOR GETTING EXHIBITOR PASSES

You will need to pick up your Exhibitor Passes inside the front entrance to Rauch Fieldhouse during the show's setup at the following times:

- **Thursday, March 31 from 11am – 3pm**
- **Friday, April 1 from 9am – 1pm**

Someone from your company will have to sign for them and distribute them among your workers. If this creates a hardship for you, you may pick them up at the LVBA office prior to Wednesday, March 29th. Please call ahead (610-432-4101) and we'll have them ready for you.

Please note: Total set-up times are listed in the Exhibit and Show Regulations. The above times are only for picking up Exhibitor Passes.

During the hours of the show, all exhibitors are to use the front lobby entrance (the same entrance that patrons will be using). Exhibitor Passes allow you to enter the show without paying admission; no exhibitor pass—no free entrance.

Due to the show traffic at the entrance, we will not hold badges for exhibitors during the show. It is your responsibility to get the passes to those working the booth before they arrive. Persons arriving without an exhibitor's pass will be required to pay regular admission to get in. Admission will not be reimbursed if that person returns later claiming they have a pass. Please see a ticket taker for admittance (do not give the ticket taker your Exhibitor Pass since no replacements passes will be available. There are no exceptions to this policy.

These policies are instituted in the best interest of the smooth operation of the show and we apologize for any inconvenience they may be to you.

Thank you in advance for your cooperation and we look forward to a successful show.