



Exhibitor Instructions for Space Request – New Exhibitors March 15-18, 2018 at the New York State Fairgrounds

- Go to: www.hbrcnyc.com
- Click on Events tab at top of screen (2nd from right), click Home and Garden show Exhibitor information
- Hit: Digital Floorplan 2018 Home & Garden Show
- Find booth space on the floor plan(s) you would like to request – *use your mouse roller to move around the floor plans*
- **Important: make note of both the booth # & the dimensions (size) of the booth**
- Click on the booth space & hit “Request space”
- Click on: “Go to Exhibit Space Application”
- Click on: “Not on the list? Click here to access space application.”
- You are now in the application
- Complete the application
 - Special notes on page 2:
 - Double check your booth number under ‘Booth Choices’
 - Under ‘Exhibit Space Selection’:
 - this is where you will need to use the drop down to select your booth size
 - leave the ‘Number of Booths’ at 1
 - enter the number of corners your space has (*this will be double checked when space is reviewed for approval, so if you are unsure – leave it at 1*)
 - then click ‘Add’
 - Enter Additional Services you require
 - Please if you do not plan to utilize the free table offered to you, do not order one (*it is only free to you, the HBR pays for every table*)
 - If you do utilize the free table & do not order by March 1st, no table will be provided by the HBR and you will be responsible for the cost with the decorator on site or bring your own
 - As our gift to you, you have been upgraded to the Gold digital booth level (*these are added value packages that allow you to add items – such as logos, videos, etc. – to your digital booth for the public to see*) you will receive instructions on upgrading once your boothspace is confirmed
 - The ‘HELP’ menu is very good at assisting you with step by step instructions.
 - Please note: You will be charged a fee for forklift usage after the first ½ hour- The HBR of CNY pays the charges by the fairgrounds for the first ½ hour
- Note – that your application will be reviewed & approved by administration and you will receive a confirmation e-mail.

Thanks for exhibiting with us – we are looking forward to a great show in March of 2018!