



**March 15-March 18, 2018  
New York State Fairgrounds**

**Exhibitor Instructions for Space Request  
Returning Exhibitors ONLY**

- Go to: [www.hbrcnyc.com](http://www.hbrcnyc.com)
- Click on the events tab (2<sup>nd</sup> from right) at the top of the screen, then click Home & Garden Show Exhibitor information
- Click on the 2018 Virtual Floor plan highlighted in pink
- Find your booth space on the floor plan(s) – *use your mouse roller to move around the floor plans*
  - **Important: make note of both your booth # & the dimensions (size) of the booth**
- Click on your booth space & hit “Request space”
- Find your company name on the list provided & highlight it (*you can type in your name to search, but the name MUST be highlighted on the list for the system to allow you to move forward*)
- Type in the password provided by the HBR in your e-mail or call the office at 315-463-6261
- Click Login
- You are now logged in as your company
- Click on “Exhibition Contract” (*next to the ‘waving’ red flag*)
- Check the information on the application that is already filled out for you – and complete any missing information on the next few pages to complete the application
  - **Please be sure to update your email address and exact Company name you want listed**
  - 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
        - *Note – you can view the floor plan again here if need be*
      - 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 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 1<sup>st</sup>, no table will be provided by the HBR and you will be responsible for cost with the decorator on site or bring your own
    - Please note: You will be charged for Forklift after the first ½ hour of usage
    - As our gift, you have been awarded the Gold level digital booth (*these are added value packages that allow you to add items – such as logos, videos, etc. – to your digital (on line) booth for the public to see*) Once your space is confirmed you will be sent an email with directions for upgrading your virtual booth
    - The ‘HELP’ menu is very good at assisting you with step by step instructions.

Note – that your application will be reviewed & approved by administration and you will receive a confirmation e-mail and invoice.