



**East Texas Builders Association**

# MEMO

**ATTENTION: 2018 Home & Design Show Exhibitors**  
**FROM: East Texas Builders Association**

## **REMINDERS**

All Home & Design Show balances are due by January 27, 2018.  
You will not be allowed to set up your booth- if your balance is not paid in full.

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## **SET UP**

Thursday	February 8	8:00 AM – 10:00 PM
Friday	February 9	8:00 AM – 5:00 PM

The large overhead doors will close Friday at 2 PM-  
All large items must be inside by 2 PM Friday, Feb. 9

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## **OPEN TO THE PUBLIC**

Friday	February 9	5:00 PM – 8:00 PM (Private Builder & Vendor Social 4-6 PM)
Saturday	February 10	10:00 AM – 5:00 PM
Sunday	February 11	12:00 PM – 4:00 PM

You must have someone working in your booth at all times.  
If you must leave your booth, have someone to stand in for you.

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## **TEAR DOWN**

Sunday, February 11	4:00 PM – 10:00 PM
Monday, February 12	8:00 AM - 5:00 PM

*For questions and information, call the ETBA office at 903-758-6416*