

# REMODEL + GARDEN SHOW

## Exhibitor Guide

American Royal Center

Feb 4th – 6th, 2022

[KCRemodelandGarden.com](http://KCRemodelandGarden.com)

MARKETPLACE | **EVENTS**

# TABLE OF CONTENTS

---

## **GENERAL INFORMATION**

## **SECTION 1**

SHOW MANAGEMENT .....	1.1
SHOW PERSONNEL .....	1.2
SHOW FACILITY.....	1.3
IMPORTANT PHONE NUMBERS... ..	1.4
EXHIBITOR SET UP / MOVE IN DATES AND HOURS .....	1.5
SHOW HOURS.....	1.6
EXHIBITOR REMOVAL / MOVE OUT DATES AND HOURS .....	1.7
DISMANTLING OF BOOTHS.....	1.8

---

## **SHOW DECORATOR INFORMATION**

## **SECTION 2**

SHOW DECORATOR .....	2.1
STANDARD DRAPE POLICY .....	2.2
DIRECT SHIPMENTS... ..	2.3
SIGNAGE... ..	2.4
UTILITIES: TELEPHONE, WIRED INTERNET& ELECTRICITY... ..	2.5
CLEANING... ..	2.6

---

## **REGULATIONS**

## **SECTION 3**

BOOTH REGULATIONS... ..	3.1
BUILDING REGULATIONS... ..	3.2
PARKING REGULATIONS... ..	3.3
FIRE REGULATIONS... ..	3.4
SECURITY .....	3.5
INSURANCE.....	3.6
MICROPHONES, AUDIO EQUIPMENT & MUSIC .....	3.7
SOLICITING, SAMPLES & SOUVENIRS.....	3.8
STAFFING OF EXHIBIT .....	3.9

---

## **EXHIBITOR INFORMATION**

## **SECTION 4**

EXHIBITOR BADGES .....	4.1
EXHIBITOR PARKING .....	4.2
COMPLEMENTARY & DISCOUNT TICKETS... ..	4.3
PAYMENT OF ACCOUNT. ....	4.4
SALES TAX .....	4.5
HOTEL INFORMATION .....	4.6

---

# SECTION 1: GENERAL INFORMATION

## 1.1 SHOW MANAGEMENT:

The KC Remodel + Garden Show is produced and managed by:  
Marketplace Events, LLC  
2000 Auburn Drive, Suite 200  
Beachwood, OH 44122

## 1.2 SHOW PERSONNEL:

Shannon Nathe	Show Manager	515.244.5456		<a href="mailto:ShannonN@mpeshows.com">ShannonN@mpeshows.com</a>
Tasha Arends	Exhibit Sales Consultant	515.244.1459		<a href="mailto:TashaA@mpeshows.com">TashaA@mpeshows.com</a>
Ryan McCune	Show Coordinator	816.601.2705		<a href="mailto:RyanM@mpeshows.com">RyanM@mpeshows.com</a>

## 1.3 SHOW FACILITY:

The KC Remodel + Garden Show is held at the **American Royal Center**.  
1701 American Royal Court (18<sup>th</sup> & Genessee)  
Kansas City, MO 64102

## 1.4 IMPORTANT PHONE NUMBERS:

On-site Show Office	816.601.2705
Smart City	816.820.1178
George E Fern Company, "Fern"	800.774.1251

## 1.5 EXHIBIT SET UP / MOVE-IN DATES AND HOURS:

### Move-In dates & hours:

Assigned dates & times can be found on the map below. Exhibitors may only drive into the building during the scheduled times. Hand carry or pushcart **move-in is allowed any time during and/or after assigned times.**

### Upon arrival at the facility:

Go to the On-site Show Office to pick up your exhibitor badges. The office is located on the upper level of the American Royal Center just outside the consumer entrance to the show.

**If you have individuals helping in your exhibit space during the show and you will not see them prior to the show, please leave them with us BEFORE Friday. Badges left at the On-site Show Office prior to the opening of the show will be put in Will Call. Your workers will not be able to get through security/tickets takers without an Exhibitor Badge.**

- Vehicles may NOT drive on carpeted areas. Clarify with Show Management Personnel whether or not your exhibit space is located in a carpeted area.
- If you ordered carpet, tables, or chairs from Fern (Show Decorator), make sure these are in your exhibit space. If not, go to their office at the show and speak with them. They will be at the show during move-in until 3pm, Monday through Thursday.
- If you ordered electricity or telephone service for your booth, please verify your order with the Smart City. They will also be at the show during move-in until 3pm, Tuesday through Thursday. Orders can be placed via kiosk setup near Fern Desk.
- If you are allowed to drive into the facility to unload your exhibit, it is imperative to unload quickly and move your vehicle outdoors, so that other exhibitors can have their turn.
- If you need a hand truck, cart, or dolly for moving in your exhibit, please bring one with you as they are not provided by show management. Do not expect to find one at the facility for your use

**[CLICK HERE](#) to Enlarge or Download Map**

**ABSOLUTELY NO DRIVING IN THE BUILDINGS AFTER 12:00 PM THURSDAY**

No cars or trucks will be allowed in the building after this time.

Due to the aisle carpet installation, all large items must be placed inside your booth space by Noon on Thursday, February 3rd.

Make sure to clear all trash, boxes, crates, etc. from the aisles by Thursday, February 3<sup>rd</sup>, 8:00 pm.

**1.6 SHOW DAYS AND HOURS:**

Friday, February 4 <sup>th</sup>	10:00 am– 9:00 pm
Saturday, February 5 <sup>th</sup>	10:00 am– 9:00 pm
Sunday, February 6 <sup>th</sup>	10:00 am– 6:00 pm

**1.7 EXHIBIT REMOVAL / MOVE-OUT DATES AND HOURS:**

Exhibitors may only drive into the building during the scheduled times.

6:01 pm - 8 pm

RED SECTION is last in, first out. Must move out Sunday immediately following show close to clear pathway to loading ramp. RED ZONE EXHIBITORS should stop by the Show Office Sunday afternoon for a Red Zone Pass, allowing your vehicle to proceed to the front of the line.

8:00 pm- 10 pm

ALL SECTIONS are encouraged to begin breaking down their exhibit space while the red section is cleared. Exhibit space must be COMPLETELY disassembled before vehicle will be permitted to drive into the building.

Move-out hours are:

Sunday, February 6 <sup>th</sup>	6:01 pm – 10:00 pm
Monday, February 7 <sup>th</sup>	8:00 am – 12:00 pm

All booths must be fully vacated by 12:00 pm, Monday, February 7th.

## **1.8 DISMANTLING BOOTHS:**

Aisle carpet will be removed on Sunday evening immediately after show closing. Once the aisles have been cleared, vehicles may enter the building for loading of heavy items. Everything your company brought to the show must be removed or disposed of properly. If not, your company will be charged for the cleanup.

**NO EXHIBIT CAN BE REMOVED, EVEN IN PART, UNTIL IT IS ANNOUNCED OVER THE PUBLIC ADDRESS SYSTEM THAT IT IS PERMISSIBLE. LISTEN FOR THE ANNOUNCEMENT - IT WILL BE LOUD AND CLEAR.**

Any exhibitor dismantling or packing before the show closes will not be given priority for booth placement at the 2023 show.

## **SECTION 2: DECORATOR INFORMATION**

### **2.1 SHOW DECORATOR, FURNITURE RENTAL:**

#### **George E Fern Company, "FERN"**

Exhibitors are responsible for **flooring (required for all booths.)** You may supply your own tables and chairs or rent from the show decorator. An advanced purchase discount is offered & will ensure availability of all needed items.

As an exhibitor, you will automatically receive an introduction email from Fern with instructions on creating your password in [OneView](#).

After you've logged on and created an account you will be able to order services online using OneView. Please e-mail Fern Exhibitor Services at [exhibitorservices@fernexpo.com](mailto:exhibitorservices@fernexpo.com) should you have any questions or if you need to have the introduction e-mail resent.

[Click Here](#) for a video tutorial of Fern's OneView.

The decorator office will be open during move-in, show, and move-out for exhibitors requiring furniture, carpet, etc. at the show.

Certain areas within the facility are carpeted. If you are not sure if your exhibit space is in a carpeted area, contact Marketplace Events sales staff for clarification. Carpet/flooring is not required within exhibit space on carpeted areas of the facility.

### **2.2 STANDARD DRAPE DISPLAY**

Show management will provide without charge one 8' high back wall drape (excluding "island" spaces), and side rail drapes, which extend from the back of the booth to the front of the booth at a height of 3' (excluding corner booths). Any portion of an exhibit or exhibit materials exceeding 8' in height must be approved by Show management.

The standard drape equipment is the property of the official show decorator. Their permission must be obtained to attach any materials to the drape or use it for any other purpose than a backdrop.

PLEASE NOTE: Only the style and color of drapery as described will be supplied at no cost

### **2.3 DIRECT SHIPMENTS (SENDING MATERIALS TO THE SHOW):**

Shipping and storage of exhibit materials or products can be arranged with the Show Decorator. Contact George E. Fern Company for instructions.

**DO NOT SEND SHIPMENTS DIRECTLY TO THE FACILITY OR TO MARKETPLACE EVENTS. IT WILL BE REFUSED.**

### **2.4 SIGNAGE:**

Exhibitors will be supplied with one (1) standard 7" x 44" company identification sign. Your sign will read exactly as your booth was contracted.

Banner height may not exceed 8' (top of banner). Banners may be ONE sided only, and not face into another exhibitor's booth. Banners with writing or logos on both sides are NOT permitted.

Handwritten signs or banners are NOT allowed – USE PROFESSIONAL SIGNS ONLY

### **2.5 UTILITIES -- TELEPHONE, INTERNET & ELECTRICITY:**

Electrical, water, telephone, internet, & compressed air services can be obtained from Smart City for a fee. To order services, please visit <https://orders.smartcitynetworks.com>. You may call Smart City directly at 816.820.1178 or send an e-mail to [aibarra@smartcity.com](mailto:aibarra@smartcity.com)

**NOTE: Wireless service is anticipated, but may not be available in all areas of the facility.**

[Click Here](#) for Order Form

### **2.6 CLEANING:**

Aisles will be cleaned every evening during the show. Exhibitors are responsible for the upkeep and cleaning the inside of their own booths. If exhibitors have light trash, it should be bagged and placed in the aisle at the close of the show.

During Move-Out everything that your company brings to the show must be moved or disposed of after the show, if not there will be a charge to your company for clean-up.

## **SECTION 3: REGULATIONS**

### **3.1 BOOTH REGULATIONS:**

Show Management reserves the right to refuse entry or to have removed at the exhibitor's expense, any display that is not in accordance with these rules and regulations. If any doubt exists, the exhibitor must provide details and have such exhibits approved by show management. Management may require exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition and, or failure to comply, may order the immediate removal of the entire exhibit without compensation and at the Exhibitor's Expense.

Exhibits must be designed and constructed so they do not obstruct the general view of the show or detract from other exhibits. All sides and surfaces, front and back of exhibits which are exposed to view must be properly finished and decorated by exhibitor at their own expense and to the satisfaction of neighboring exhibitors and Show Management. No advertising is allowed on the reverse of an exhibit without prior approval by show management. Certain areas within the facility have ceiling height restrictions. Absolutely no tents of any kind are allowed without show management prior consent.

No exhibits will be permitted which interfere with the use of other exhibits or impede access to the free use of the aisle.

**FLOORING: ALL FLOORS WITHIN EXHIBIT SPACES ON UNCARPETED AREAS OF THE FACILITY MUST BE 100% COVERED WITH CARPETING, ASTROTURF, VINYL FLOORING, ETC. – NO EXCEPTIONS.** Flooring is NOT included in the cost of your booth. Any carpet extending into the common aisle is subject to being cut and removed.

**TABLE SKIRTING: IT IS MANDATORY THAT ALL TABLES ARE PROPERLY SKIRTED.** Skirting must go from the edge of the table to the floor on all four sides. All skirting must be pressed and neat. Use of plastic tablecloths, sheets, shower curtains or any type of makeshift tablecloths is NOT permitted. We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.

**IT IS REQUIRED THAT EXHIBITORS ALWAYS HAVE A STAFF MEMBER IN THEIR EXHIBIT DURING SHOW HOURS. SHOW MANAGEMENT DOES NOT ASSUME ANY RESPONSIBILITY FOR LOSSES.**

**BOOTH PERSONNEL, INCLUDING DEMONSTRATORS, RECEPTIONISTS AND MODELS ARE REQUIRED TO CONFINE THEIR SALES ACTIVITIES WITHIN THEIR OWN BOOTH SPACE.**

No spraying of scented fluids is allowed during the show

All inventory and personal items must be stored **COMPLETELY OUT OF SIGHT**. Your booth should look professional and inviting to the attendee. Holiday décor is welcome and makes your booth more appealing to consumers!

Exhibitors must make arrangements to dispose of any shipping crates or other rubbish created through the building or dismantling of their individual display

### **3.2 BUILDING REGULATIONS:**

**ADA service animals (i.e. Guide dog, signal dog) or any other animal individually trained to aid an individual with a disability are allowed in the facility. All sanitary needs for animals are the responsibility of the owner. Animals are NOT permitted within 50 ft. of any food prep or service area, unless they are ADA service animals. Personal pets are not permitted in the facility.**

No one may tape, nail, tack, or otherwise fasten to ceilings, glass, doors, painted surfaces, columns, walls, **finished floors**, or window decorations of any kind. Anything that is taped to an **unfinished floor** must be taped with duct tape, or tape obtainable from the decorator, by order of the American Royal Center.

Adhesive-backed decals and stickers are prohibited in the American Royal Center. They are not to be used or distributed anywhere on the premises.

Glitter & confetti may not be used in carpeted areas of the building.

Candles may be used only on tables when securely supported on substantial noncombustible bases, and properly located to avoid danger of ignition of any combustible materials. Candle flames must be protected and enclosed in glass.

**NO HELIUM, PROPANE OR GAS CONTAINERS ARE ALLOWED BY ORDER OF THE AMERICAN ROYAL CENTER.**

**HELIUM FILLED BALLOONS ARE NOT ALLOWED IN THE BUILDING.**

Landscapers: Heavy plastic sheeting must be put down on the facility floor before constructing exhibits. There is a special dumpster on the east dock for the disposal of large landscaping materials. DO NOT put heavy materials in regular dumpsters. If you need to cut stone MUST be done outside the facility and the door should be closed to prevent excessive dust indoors. No water exhibits are allowed on carpeted areas of the facility.

All pools, decorative fountains, etc. must be waterproofed and may be tested by American Royal Center Engineering prior to installation.

Please do not place cement directly on the floor. Place paper or plastic under any cement will be poured for your display. Linoleum is **NOT** to be cemented to the floor. Do not paint on the floors. Carpet should only be taped to the floor, not glued. Please do not bore holes in the floors, walls or ceilings, or chip the concrete in any way.

Do not use any floor drains in the facility, as they may not be operable. Contact Show Management for guidance if you need to dispose of liquid.

**Cars and trucks are not allowed to remain inside the building unless they are deemed as part of an exhibit. Vehicles used as an exhibit must have less than ¼ tank or five (5) gallons of fuel in the gas tank. All fuel tanks shall be locked or effectively sealed in accordance with the Fire Marshal, and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.**

No exhibitor will be permitted on the roof of the building for the purpose of installing aerials or for any other reason.

**SMOKING IS PROHIBITED INSIDE THE AMERICAN ROYAL CENTER.** Anyone in violation is subject to a fine by the City of Kansas City.

**YOUR COMPANY WILL BE RESPONSIBLE FOR ALL DAMAGES!**

### **3.3 PARKING REGULATIONS:**

Vehicles may unload their product, equipment, etc. at the building, but quickly move to these designated areas after unloading. Throughout the scheduled event, if trucks need to restock, opportunities for unloading will be accommodated.



**No parking will be allowed adjacent to occupied buildings.** Painted striping along the asphalt and other measures will assist in designating no parking areas.

**A parking pass is required by the city-controlled lots during show hours. Lot A will be designated for Exhibitors Only. Each company will receive 2 complimentary passes to park in Lot A. These parking passes can be obtained during check-in, at the on-site show office, located on the upper level of the American Royal Center just outside the consumer entrance to the show. Any additional company vehicles will need to follow directions to park with general public and pay parking fees to lot attendants directly.**

For any questions concerning parking, contact Show Management.

### **3.4 FIRE REGULATIONS:**

The safety of all occupants of the facility is of primary concern. Any unsafe conditions or activity should be IMMEDIATELY reported to Show Management for corrective measures. The information contained in this outline is a summary of standard operating procedures in cooperation with the Fire Marshal of Kansas City.

- 1) Exhibit hall floor plans must be submitted to the Director of Facilities prior to the scheduled opening for Fire Marshal approval.
- 2) All exhibit floor or registration plans are to include the following information:
  - a) Perimeter aisles of fifteen (15) feet must be included on all four (4) sides of the floor plan.
  - b) Area must be clear (20) feet directly in front of the entrance/exit point of an escalator.
  - c) Official name of the show, sponsoring organizations, dates, and names of service providers must be provided.
  - d) All plans are to be drawn to scale.
  - e) Primary entrance doors and emergency exits must be readily determined.
  - f) Service desk locations should be indicated.
  - g) Service provider storage areas or “bone yards” must be clearly marked if located on the floor.
  - h) Specify if aisles are to be carpeted.
  - i) Distinction between pipe and drape or hard walls is to be clearly indicated.
  - j) Temporary exhibit floor food service areas are to be clearly indicated.
  - k) Fire floor ports are to be clearly identified.
  - l) Hard copies of plans are available through the KCCEC Sales or Event Services Departments. Plans may also be downloaded, in AutoCad or AutoCadLT format. Consult the Facility Manager to receive a link.
- 3) Submit plans to the Kemper Arena Director of Facilities before erecting a structure as a display inside an exhibit building, unless the decorative and construction materials are non-combustible or flameproof.
- 4) Heavy equipment operators must be licensed and at least 18 years of age.
- 5) Forklifts are not allowed to be in motion when general public is present in area.
- 6) Forklifts emitting smoke or visible exhaust are subject to testing and may be prohibited from use. Exhaust fans will be used for removal of exhaust or smoke at the discretion of Director of Facilities.
- 7) All exit doors serving any occupied areas of the building must remain unlocked, unobstructed, and in

- proper operating condition. Exit signs must function properly and be visible from all areas.
- 8) All exits, hallways, and aisles leading from buildings or tents are always to be kept clear and unobstructed.
  - 9) All curtains, table skirts, drapes, and decorations must be either be constructed of flameproof material, treated with an approved flame proofing material, or treated with an approved flame proofing solution. (Treatment shall be renewed as often as necessary to maintain the flame proofing effect.) All such material is subject to inspection and flame testing by the Fire Marshal. No combustible materials, merchandise, or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of booths, or attached to table skirting facing aisles, unless flame proofed.
  - 10) All sawdust and shavings shall be stored and maintained in a manner approved by the Fire Marshal.
  - 11) All evergreen used for decorating must be flame retardant, live, and growing (no cut trees) and balled in burlap. No pine boughs or cuttings are allowed.
  - 12) Automobiles, trucks, boats, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than five (5) gallons of fuel, or one-fourth (1/4) of a tank, whichever is less. All fuel tanks shall be locked or effectively sealed, and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Vehicles, boats, or other motor craft equipment are not to be fueled or defueled within the building. Any vehicles requiring battery power for demonstration must use an auxiliary power source.
  - 13) The storage of combustible shipping containers must be confined to areas approved by the Fire Marshal.
  - 14) The use of open flames, burning, or smoke-emitting materials as part of an act, display, or show must have prior approval from the Fire Marshal.
  - 15) Combustible waste is to be collected as it accumulates and stored in noncombustible covered containers which are emptied at least once each day.
  - 16) The use of liquefied petroleum gases inside buildings, tents, or any other areas is restricted, except by special permit, and is subject to field inspection. Plans to use liquefied petroleum gases must be submitted for approval.
  - 17) Approved fire extinguishing equipment must be provided and maintained in all areas as designated by the Fire Marshal.
  - 18) All booths having cooking demonstrations that use liquid propane gas equipment must have a 2A-10BC fire extinguisher.
  - 19) All standpipes and hose cabinets shall be kept clear and unobstructed at all times.
  - 20) The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
  - 21) The demonstration or use of equipment using liquid fuel in the building is restricted and is subject to plan review and permit. Cylinders of compressed gases are prohibited, unless approved by the Fire Marshal, and shall be secured in an upright position.
  - 22) Propane tanks may not exceed five (5) pounds LPG capacity and require Fire Marshal approval. All tanks must be turned off and disconnected at the end of every day. Show management must always provide appropriate fire extinguishers and have them readily available. LPG is in the building.
  - 23) There shall not be obstruction, such as vehicles parked in doorways or barricades across sidewalks, blocking exit doors from the outside of any building.
  - 24) No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs.
  - 25) No vehicles shall be parked in fire lanes outside of buildings.

- 26) No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
- 27) Artificial lighting, such as lanterns and candles, requires prior approval of the Facility Manager.
- 28) The use of sterno-gel is prohibited.
- 29) Each exhibitor shall provide an approved, noncombustible container with an approved cover for daily accumulation of waste material.
- 30) The use of all gas-fired heating units, either portable or stationary, shall be in accordance with the City Code. The use of the "Salamander" stove is strictly prohibited.
- 31) Firefighting and emergency equipment, including fire extinguishers, fire hose cabinets, floor fire ports, fire alarm pull stations, and standpipes, may not be hidden or obstructed. If fire floor ports are in a carpeted area, the carpet must be marked and cut to allow for access.
- 32) Combustible waste, such as broken crates, empty boxes, packing material, etc., may not be stored in exhibit halls, meeting rooms, or exit areas.
- 33) Under no circumstances will box/crate storage or equipment storage be permitted to obstruct emergency exits from any area of the building.
- 34) Crate storage is the responsibility of the appropriate service provider. Limited crate storage is allowed in the exhibit hall if there is at least ten (10) feet of space between the trade show floor and all other walls. There should also be appropriate cross aisles to allow access to fire exits. Service providers need to submit all crate storage plans to the Director of Facilities for approval.
- 35) All electrical equipment must be UL approved. All gasoline engines must be AGA approved.
- 36) All emergency exits, hallways, and aisles leading from the building are to be kept clear and unobstructed. Vehicles in fire lanes or blocking exhibits, etc. will be removed at the owner's expense.
- 37) The use of welding equipment, open flames, or smoke-emitting material as part of an exhibit must be specifically approved on an individual basis by the Director of Facilities.
- 38)
- 39) Written specifications may be submitted to Kemper Arena management to require Fire Marshal approval.
- 40) Fire lanes must always be maintained on the loading dock and in the parking garages.
- 41) For more information on fire code regulations, call the Fire Marshal's office at (816) 784-9100.

THE KANSAS CITY FIRE MARSHAL RESERVES THE RIGHT TO MAKE ANY FINAL DECISION REGARDING THE ABOVE REQUIREMENTS.

**NOTE: ALL ABOVE REGULATIONS ARE REQUIRED UNDER THE FIRE CODES OF THE STATE OF MISSOURI.**

### **3.5 SECURITY:**

While the KC Remodel + Garden Show has 24-hour security, Marketplace Events and the American Royal Center does not assume responsibility for lost, stolen or damaged merchandise. Exhibitors should be prudent and not leave valuables unattended within exhibit space.

#### **Security Suggestions:**

Do not leave your booth unattended during the set-up, show or move-out period.

Do not leave small items, one-of-a-kind special samples, prototypes, generated leads, or extremely valuable merchandise in your booth overnight.

### **3.6 INSURANCE:**

Neither Show Management nor the OPCC will accept responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decorations by fire, accident, theft, or any other cause while in the building.

The Insurance clause is #5 on the Terms and Conditions page of all booth space contracts. For easy reference, exhibitors are required to have:

- Comprehensive General Liability and All Risk Property insurance
- Coverage must be from the start of move-in to the end of move-out
- Coverage of at least \$1,000,000 for each separate occurrence
- Name Marketplace Events LLC and the venue as additional insured
- Provide a copy of certificate of insurance to MPE

### **EXHIBITORS MUST PROVIDE ADEQUATE INSURANCE FOR THEIR OWN PERSONNEL, EXHIBITS AND MATERIALS AGAINST ALL SUCH HAZARDS.**

No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Service Manual and/or on posted signage by the show facility/convention center. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees, or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

### **3.7 MICROPHONES, AUDIO EQUIPMENT AND MUSIC:**

Use of microphones, audio equipment and musical instruments is NOT permitted at any time during the show.

#### **MUSIC, PHOTOGRAPHS AND OTHER COPYRIGHTED MATERIAL-**

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitor's booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to Marketplace Events proof that the exhibitor has, or does not need, a license to use such copyrighted material. Marketplace Events reserves the right to remove from the exhibit all or any part of any booth or display which incorporates photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses. The exhibitor shall remain liable for all claims, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation of infringement (or claimed violation or infringement) by exhibitor, exhibitor's agent or employees of any patent, copyright or trade secret rights or privileges.

### **3.8 SOLICITING, SAMPLES AND SOUVENIRS:**

#### **FOOD SAMPLING**

- 1) **NOTE: It is the exhibitor's responsibility to arrange for a temporary food permit.**  
The cost for the 3-day permit is currently \$177 when application is submitted at least 14 days prior to the event. Your application & payment should be sent directly to the KCMO City Treasurer. The permit fee will gradually increase for any applications not received at least 14 days prior to the event.

## **FAILURE TO OBTAIN A TEMPORARY PERMIT DOES NOT NULLIFY AN EXHIBITOR'S CONTRACTUAL AGREEMENT WITH MARKETPLACE EVENTS.**

### **FOOD SAMPLING GUIDELINES**

- 2) All alcohol, with the exception of wine served with a plated-meal function, concessions, and novelty sales must be arranged through the in-house caterer/concessionaire who is the exclusive provider of these services.
- 3) Catering at Kemper Arena allows clients to select from an approved list of caterers.
- 4) In general, donated food will not be allowed. Requests for the use of donated food and beverages must be approved, in advance, by the Director of Facilities and coordinated through the in-house caterer/concessionaire
- 5) Due to liquor licensing laws (Missouri Statute 311.200 and City Charter Section 10- 335), no alcohol is permitted beyond the premises specified in the liquor license.
- 6) Sample-size food, of one (1) ounce or less, and/or beverage products consisting of three (3) ounces or less may be distributed by exposition sponsoring organizations and/or their exhibitors upon authorization of the Show Manager and the Director of Facilities. Samples of *alcoholic beverages* require special arrangement through the Director of Facilities.
- 7) Backstage catering is for hired talent, stagehands, and to allow for rider requirements. Backstage catering is not subject to our exclusive catering contract.
- 8) All food and/or drink served require a **Temporary Event Permit** issued by the Kansas City Missouri Health Department. All exhibitors, vendors and caterers must comply with all Kansas City, Missouri Health Department permit requirements. It is the responsibility of the vendor to secure the permit. Permits applications submitted within 14 days of the event is subject to an additional fee. Any vendor or exhibitor serving food or drink without a proper Health Department Temporary Event Permit will not be authorized to open. All servers and food handlers must exhibit a clean and professional appearance. **Additional information can be found online at [www.kcmo.org](http://www.kcmo.org)**

**If the website does not provide complete answers to your questions, please call the Kansas City Missouri Health Department, Public Health Program at (816) 513- 6315.**

### **ALL FOOD SAMPLING MUST BE APPROVED BY SHOW MANAGEMENT**

Displays, demonstrations or distribution of samples, souvenirs, promotional material and soliciting of business **MUST BE CONFINED TO THE EXHIBITOR'S BOOTH SPACE. SUCH ACTIVITIES ARE NOT PERMITTED IN THE AISLES, RESTAURANTS, ENTRANCE AREAS, HALLWAYS OR OTHER EXHIBITS.**

### **3.9 STAFFING OF EXHIBITS:**

It is required that exhibitors require a staff member in their exhibit at all times during the hours of the show. Show Management does **NOT** assume any responsibility for losses.

## **SECTION 4: EXHIBITOR INFORMATION**

### **4.1 EXHIBITOR BADGES:**

For security reasons, all personnel working a booth is required to have credentials in the form of an Exhibitor Badge. Exhibitor badges allow admittance to the show each day. These credentials are only for principals and employees who are working in the exhibit space.

Exhibitors will be provided (5) badges per company. Additional badges can be pre-ordered at a cost of \$10.00 each. To place and order, please contact the Show Coordinator, Ryan McCune, via e-mail at [RyanM@mpeshows.com](mailto:RyanM@mpeshows.com)

### **4.2 EXHIBITOR PARKING:**

A parking pass is required by the city-controlled lots during show hours. Lot A will be designated for Exhibitors Only. Each company will receive 2 complimentary passes to park in Lot A. These parking passes can be obtained during check-in, at the on-site show office, located on the upper level of the American Royal Center just outside the consumer entrance to the show. Any additional company vehicles will need to follow directions to park with general public and pay parking fees to lot attendants directly.

### **4.3 COMPLIMENTARY & DISCOUNT TICKETS:**

Exhibitors will be provided a total of (40) complimentary e-tickets per company or 10 paper tickets. Paper tickets can be mailed or picked up in the show office when you arrive on-site.

Each exhibitor can receive an online ticket redemption code valid for 40 complimentary e-tickets upon request. Tickets will only be emailed out if your account has been settled in full. Pass your unique code along to your customers, who can go online and use it as a coupon code to redeem free tickets to the show using our online ticketing system.

If you would like to receive e-tickets, contact [RyanM@mpeshows.com](mailto:RyanM@mpeshows.com).

If you wish to leave tickets at Will Call, you may redeem and print tickets using your unique code. See Will Call section below for how to leave them for your guests at the show. **COMPLIMENTARY TICKETS ARE NOT PERMITTED TO BE DISTRIBUTED AT THE ENTRANCE TO THE SHOW.** Use your tickets to invite potential customers to the show, as a thank you to good customers or for friends and family.

#### **4.4 PAYEMENT OF ACCOUNT:**

**Full and final payment for exhibit space must be made by January 15, 2022.**

Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full. Any exhibitor not paid in full by the deadline will NOT appear in the official show program listing.

#### **4.5 SALES TAX:**

**Kansas City, Missouri sales tax rate is 8.85%.** Additional information regarding sales tax rates can be obtained from the Missouri Department of Revenue.

#### **4.6 HOTEL INFORMATION:**

We have negotiated discounted rates at the following hotel during the show:

**Home2 Suites Kansas City Downtown**

2001 Main Street

Kansas City, MO 64108

816.987.7300

[Click here to reserve your room for \\$129/night](#)

**Discount Deadline is 5pm CST, Sunday, January 16, 2022**