

# Holiday

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## B O U T I Q U E

### **Kansas City Holiday Boutique Vendor Manual**

**Overland Park Convention Center  
November 17-20, 2022**

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

MARKETPLACE | **EVENTS**

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**The 10 minutes you take now to review this information will save you time and money when setting up your display at the show.**

## **SECTION 1: GENERAL INFORMATION**

### **1.1 SHOW MANAGEMENT:**

The Holiday Boutique is produced and managed by:  
Marketplace Events, LLC  
2000 Auburn Drive, Suite 200  
Beachwood, OH 44122

### **1.2 SHOW PERSONNEL:**

Marc Gary	Show Manager	816.601.2707	<a href="mailto:MarcG@mpeshows.com">MarcG@mpeshows.com</a>
Ryan McCune	Show Coordinator	816.931.2705	<a href="mailto:RyanM@mpeshows.com">RyanM@mpeshows.com</a>
Sherri Huffman	Exhibit Sales Consultant	816.601.2704	<a href="mailto:SherriH@MPEshows.com">SherriH@MPEshows.com</a>

### **1.3 SHOW FACILITY:**

The Holiday Boutique is held at the Overland Park Convention Center (OPCC).  
6000 College Boulevard | Overland Park, KS 66211

### **1.4 IMPORTANT PHONE NUMBERS:**

On-site Show Office	913.339.3205
Overland Park Convention Center	913.339.3000
George E Fern Company, "Fern"	800.774.1251

### **1.5 SHOW DAYS AND HOURS:**

Thursday, November 17 <sup>th</sup>	10:00 am* – 9:00 pm
Friday, November 18 <sup>th</sup>	10:00 am* – 9:00 pm
Saturday, November 19 <sup>th</sup>	10:00 am* – 8:00 pm
Sunday, November 20 <sup>th</sup>	10:00 am* – 5:00 pm

**\*Entrance doors on the lower level will be opened to shoppers at 9:00 am. Shoppers will be granted access to the escalator and elevator to proceed upstairs at 10:00 am.**

**If your booth is on the lower level, you must be present and ready for shoppers by 9:00 am.**

## 1.6 EXHIBIT SET UP / MOVE-IN:

### Move-In dates & hours:

Each vendor will be assigned a specific date and time to set up their booth. These assignments will be communicated via a color-coded floor plan map posted in the online vendor guide 30 days prior to move-in. Driving into the building, if feasible, is only allowed during your assigned date and time. Hand carry or pushcart move-in is allowed any time during and/or after assigned time.

General move-in hours are:

Tuesday, November 15 <sup>th</sup>	8:00 am – 8:00 pm
Wednesday, November 16 <sup>th</sup>	8:00 am – 8:00 pm

### Upon arrival at the facility:

Go to the On-site Show Office to pick up your vendor badges & parking passes. The office is located on the upper level of the Overland Park Convention Center, in the southeast corner near the administrative offices.

**If you have individuals helping in your exhibit space during the show and you will not see them prior to the show, please leave their badges with us for Will Call BEFORE Thursday. Badges left at the On-site Show Office prior to the opening of the show will be put in WillCall located the lower level 110th St Entrance. Your workers will not be able to get through security/tickets takers without an Vendor Badge.**

- Vehicles may NOT drive on carpeted areas. Clarify with Show Management Personnel if 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 until 3pm, Monday through Wednesday.
- If you ordered electricity or telephone service for your booth, please verify your order with the Overland Park Convention Center. They will be set up at the show until 3pm, Monday through Wednesday during move-in for assistance.
- 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 vendors 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.

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

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 Wednesday, November 16th.

Make sure to clear all trash, boxes, crates, etc. from the aisles by Wednesday, November 16, 8:00 pm. If you need additional time, please make special arrangements with Show Management.

## 1.7 EXHIBIT REMOVAL / MOVE-OUT:

### Move-Out dates & hours:

Sunday, November 20 <sup>th</sup>	5:01 pm – 10:00 pm
Monday, November 21 <sup>st</sup>	8:00 am – 11:00 am

All booths in the lower level, ballroom & foyers must be fully vacated by 11:00 am, Monday, November 21st. Lower-level storage areas must also be fully cleared at this time.

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

## SECTION 2: DECORATOR & UTILITIES

### 2.1 SHOW DECORATOR, FURNITURE RENTAL:

#### George E Fern Company, “FERN”

Vendors 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 a vendor, 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 vendors 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 extends from the back of the booth to the front of the booth at a height of 8' (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. Arrangements can be made using their OneView online platform. See Section 2.1 for additional details

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

## 2.4 SIGNAGE:

Vendors 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 vendor'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:

Electricity, telephone service, cable, water for exhibits (filling and draining services) and compressed air connections are provided through the Overland Park Convention Center for a fee. By pre-ordering these items, vendors can take advantage of discounted pricing. Contact the OPCC for specifics at (913) 339-3000, or visit <https://opconventioncenter.com/consumer-show-space-in-overland-park-kansas/>

## 2.6 CLEANING:

Aisles will be cleaned every evening during the show. Vendors are responsible for the upkeep and cleaning the inside of their own booths. If vendors 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 vendor's expense, any display that is not in accordance with these rules and regulations. If any doubt exists, the vendor must provide details and have such exhibits approved by show management. Management may require vendors 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 Vendor'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 vendor at their own expense and to the satisfaction of neighboring vendors 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 vendor's expense.

**IT IS REQUIRED THAT VENDORS 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!

Vendors 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:

- Smoking is prohibited inside the Overland Park Convention Center. Anyone in violation is subject to a fine by the City of Overland Park.
- 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 CANNOT be taped with duct tape, by order of the Overland Park Convention Center. Gaffers tape can be obtained from the show decorator.
- Adhesive-backed decals and stickers are prohibited in the OPCC. They are not to be used or distributed anywhere on the premises.
- Please do not place cement directly on the floor. Place paper or plastic under any cement 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 with removable tape, not glued. Please do not bore holes in the floors, walls, or ceilings, or chip the concrete in any way.
- 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 Overland Park Convention Center.
- **HELIUM FILLED BALLOONS ARE NOT ALLOWED IN THE BUILDING.**
- All decorative fountains, etc. must be waterproofed and may be tested by Overland Park Convention Center Engineering prior to installation.
- 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 Overland Park 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 vendor will be permitted on the roof of the building for the purpose of installing aerials or for any other reason.

## **YOUR COMPANY WILL BE RESPONSIBLE FOR ALL DAMAGES TO THE FACILITY.**

### **3.3 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 and the OPCC Security for corrective measures. The information contained in this outline is a summary of standard operating procedures in cooperation with the Fire Marshal of Overland Park.

- All material used in the construction and decoration of an exhibit must be flame retardant. This includes scenery, backdrops, drapes, table, and dust covers.
- All exits, hallways and aisles are to be kept clear and unobstructed at all times.
- A 20 ft. roadway shall be maintained for fire equipment access to all parts of the building displays.
- No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony, or bridge leading to a stairway or exit, shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.
- Storage of any kind is prohibited behind the back drapes or display walls inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The OPCC inspects all exhibits to ensure compliance.
- Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the OPCC. Items such as brochures, literature, giveaways, etc. within the booths are limited to a one-day supply. Consideration will be given for the storage of crates outside the facility.
- No exit door shall be locked, bolted, or otherwise fastened or obstructed at any time the OPCC is open to the public. Moreover, it shall be unlawful to obstruct, or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
- All sawdust and shavings shall be thoroughly treated with an approved flame-retardant product, stored and maintained in a manner approved by the Overland Park Fire Marshal. Hay and straw are not allowed in the OPCC.
- The use of liquefied petroleum gasses inside building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the OPCC and the Overland Park Fire Marshal. Maximum LBG allowed for exhibition purposes is a 16-oz non-refillable cylinder. There may be a maximum of 24 containers stored in any one location.
- All trash and refuse shall be removed daily from the OPCC.
- Approved fire extinguishing equipment shall be provided and maintained in areas designated by the OPCC and the Overland Park Fire Marshal.
- All standpipe and hose cabinets shall be kept clear and unobstructed at all times.

- All hydrants and fire department connections shall be unobstructed at all times.
- All electrical connections shall be in accordance with the Electrical Code.
- All electrical cords, sound cable or other trip hazards shall be safeguarded.
- Automobiles, trucks, tractors, machinery, and other motor vehicles utilizing flammable fuels and are used as part of 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 Overland Park 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.
- All appliances fired by natural gas shall be approved by the Facility Operations Manager, the OPCC and the Overland Park Fire Marshal, and installed in accordance with NFPA 54 National Fuel Gas Code before being used.
- The OPCC and the Overland Park Fire Marshal must approve the use of welding and cutting equipment for demonstration purposes.
- Cylinders of compressed gasses are prohibited unless approved by the Fire Marshal and secured according to the requirements outlined in the 1997 Uniform Fire Code. The Facility Public Safety Manager along with the OPCC and the Overland Park Fire Marshal shall check egress of the facilities before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
- There shall be no obstruction blocking exit doors from the outside of the OPCC, such as vehicles parked in front of the doorways or barricades across sidewalks, etc.
- No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs.
- No vehicles shall be parked in fire lanes outside the OPCC. Such vehicles will be subject to towing at the owner's expense.
- No flammable liquid or material shall be used or admitted inside of the OPCC except by approval of the OPCC and the Overland Park Fire Marshal. Prohibited materials include, but are not limited to kerosene, motor fuel, explosives, cryogenic gasses, etc.
- No person shall cause or permit any open flame, candles, and torches, etc. to be used in any place of assembly, except that candle may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. The candle flames shall be protected.
- All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the City Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from each other by a minimum horizontal distance of 2 ft. Countertop fryers not exceeding 288 square inches and single well may be used without the necessary ventilating hood and surface protection requirement, provided there are two (2) ten (10) pound B.C. extinguishers positioned on each side of said fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Manual.

- All cooking equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies.
- All aisles in the exhibit hall shall be maintained at a minimum of ten (10) feet clearance.
- All covered structures in excess of one hundred (100) square feet in area shall be protected by an automatic smoke detection system approved by the Fire Marshal.

**ALL ABOVE REGULATIONS ARE REQUIRED UNDER THE FIRE CODES OF THE STATE OF KANSAS.**

**THE OVERLAND PARK FIRE MARSHAL RESERVES THE RIGHT TO MAKE ANY FINAL DECISION REGARDING THE ABOVE REQUIREMENTS.**

### **3.4 SECURITY:**

While the Holiday Boutique has 24-hour security, Marketplace Events and the OPCC does not assume responsibility for lost, stolen or damaged merchandise. Vendors should be prudent and not leave valuables unattended within exhibit space. Secured storage spaces are the OPCC may be available to purchase during the show, on a first come first serve basis. Storage space is very limited, so it is highly recommended that you purchase your space well in advance. Contact Show Management for questions about storage spaces.

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.

### **3.5 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.

**VENDORS 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 Vendor Guide 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 vendors, 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.

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

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

### **3.7 PHOTOGRAPHS & OTHER COPYRIGHTED MATERIAL:**

Each vendor is responsible for obtaining all necessary licenses and permits to use photographs or other copyrighted material in vendor's booth or display. No vendor will be permitted to use any copyrighted material, such as photographs or other artistic works, without first presenting to Marketplace Events proof that the vendor 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 vendor fails to produce proof that the vendor holds all required licenses. The vendor 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 vendor, vendor's agent or employees of any patent, copyright or trade secret rights or privileges.

### **3.8 SOLICITING, SAMPLES (INCLUDING FOOD) & SOUVENIRS:**

Displays, demonstrations or distribution of samples, souvenirs, promotional material and soliciting of business must be confined to the vendor's booth space. Such activities are not permitted in the aisles, restaurants, entrance areas, hallways, or other exhibits.

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

#### **FOOD SAMPLING GUIDELINES**

Securing of all necessary licenses, permits, etc. is the responsibility of the vendor.

The City of Overland Park is enforcing anyone distributing non-pre-packaged food to follow specific guidelines for preparation and sanitation in a public show. Each vendor must submit a temporary food service application to directly to their website at **NO LATER THAN OCTOBER 21, 2022**. Once approved, the City of Overland Park will contact to you via e-mail to remit payment online.

<https://www.opkansas.org/city-services/permits-licenses-inspections-directory/permits-inspections-for-restaurants-liquor-food-trucks/#foodpermits>

Securing of all necessary licenses, permits, etc. is the responsibility of the vendor.

- Food and Beverage samples must not be greater than two (2) ounces, and must be manufactured, processed, or distributed by the exhibiting firm and must be related to participation in the event.
- The OPCC will provide hand washing stations for vendors who require food inspections. The stations will need to be placed within twenty (20) feet of each food vendor.
- For public health reasons, restrooms, concession stand and/or facility kitchens may not be used as vendor clean-up areas. The Vendor is responsible for all costs associated with the disposal of trash, waste, grease, etc. from vendor sampling.
- Items such as candy bars and bottled water must be purchased from the food and beverage department. Outside food is prohibited in the OPCC. A hard candy dish provided

complimentary by a vendor at their booth may be exempt, so long as the candy is bite sized and individually packaged.

- Vendors are responsible for complying with all Overland Park and Johnson County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If a vendor is not in compliance or does not obtain the proper permits, the Johnson County Health Department reserves the right to shut down said booth for the duration of the show.

## **SECTION 4: VENDOR BADGES, TICKETS & COMPLIMENTARY PASSES**

**Vendor Badges & Parking Passes will be held at the show office and can be picked up during move-in. Please do not wait until the morning of show open to come get them, as you won't be able to get through security to enter the building without a badge.**

### **4.1 VENDOR BADGES:**

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

Vendors will be provided (5) badges for every (100) square feet of contracted booth space, with a maximum of (20) vendor badges. Additional badges can be pre-ordered at a cost of \$10.00 each. To place an order, please contact the Show Coordinator, Ryan McCune, via e-mail at [RyanM@mpeshows.com](mailto:RyanM@mpeshows.com)

**VENDOR BADGES MUST BE PRESENTED TO DOOR GUARDS STARTING AT 8:00 AM THURSDAY, NOVEMBER 17TH AND THROUGHOUT THE DURATION OF THE SHOW.**

### **4.2 VENDOR PARKING:**

**VENDOR PARKING IS NOT PERMITTED IN THE NORTH LOT DURING SHOW HOURS.** The north parking lot is for shoppers only. Please remember, your shoppers must be able to park and get to you!

Parking is free. The covered lot is designated for vendors on a first come first serve basis. You must have a parking pass placed on your vehicle's dashboard to enter this covered lot. One pass per company will be provided during move-in. Once that lot is full, additional parking is available in the Black & Veatch lot.

A limited number of reserved parking spots are available for purchase. The 20' parking stalls can accommodate cars, trailers, vans, & small trucks for restocking. Entrance clearance to the lot is limited to 9'6". Stalls will be assigned & a reserved parking designation issued at check-in.

There will be a shuttle service to the two remote parking lots running on show days. The shuttle will begin 1 hour prior to the start of the show, and end 1 hour after the show closes daily. For any questions concerning parking, contact Show Management.

**Trucks and Trailers:** You must provide your vehicle information to us at check-in to receive your vendor badges. If you do NOT have a paid/reserved parking spot, you are required to park your trailer and/or oversized truck in the last two aisles of the 110<sup>th</sup> St. parking lot on the far west side behind the Sheraton. This area will be marked clearly so you can find it. **ALL TRUCKS AND TRAILERS MUST BE MOVED TO THE DESIGNATED PARKING AREA BEFORE THE SHOW OPENS AT 9 AM ON THURSDAY NOV. 17<sup>TH</sup>.** We apologize for this inconvenience, but we know you will agree we need the main parking area for shoppers. This will be monitored, and you will be asked to move immediately.

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.

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

Vendors will be provided a total of (25) complimentary e-tickets per company.

Each vendor will receive online ticket redemption codes valid for 25 complimentary e-tickets. These will be emailed out 30 days prior to the show. 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 do not receive your tickets or you would like to request more, contact [RyanM@mpeshows.com](mailto:RyanM@mpeshows.com). Discounted tickets are \$7.50 each compared to the regular adult admission price of \$15.00 per ticket.

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. Use your tickets to invite potential customers to the show, as a thank you to good customers or for friends and family.

**Complimentary and discounted tickets are NOT to be distributed in the LOBBIES, FOYERS or PARKING LOTS of the OPCC. If complimentary or discounted tickets are given to visitors in these areas, the vendor will not be allowed to exhibit in future events and may be asked to leave the current show immediately.**

#### **4.4 PAYMENT OF ACCOUNT:**

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

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

#### 4.5 HOTEL INFORMATION:

We have negotiated discounted rates at the following hotels:

##### **Sheraton Overland Park Hotel at the Convention Center (attached to OPCC)**

6100 College Blvd

Overland Park, KS 66211

913.234.2100

[Click Here](#) to reserve your room for \$123/night

**Booking Deadline is 5pm CST October 31, 2022**

#### 4.6 HOTEL INFORMATION:

Overland Park, KS sales tax is 9.1%. For additional information regarding sales taxes prior to the event please visit the [Kansas Department of Revenue Division of Taxation](#) website. The Special Event Tax Account Number will be available at the On-site Show Office.