



**Kansas City Holiday Boutique
Exhibitor Manual
Overland Park Convention Center**

November 15-18, 2018

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
4050 Pennsylvania Ave. Suite 141
Kansas City, MO 64111

1.2 SHOW PERSONNEL:

Marc Gary	Show Manager
Ryan McCune	Show Office Administrator
Sherri Huffman	Exhibit Sales Operations
Mike Manillo	Floor Manager

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:

Marketplace Events Office	(816) 931-4686
On-site Show Office	(913) 339-3205
Overland Park Convention Center (electricity, internet)	(913) 339-3000
George Fern Company (table, carpet, chair etc. rental)	(816) 221-0525

***The Show Office will be staffed beginning 9:00 a.m. Monday, November 12th. The Show Office is located at the entrance to the exhibit hall, off the west lobby.**

PAYMENT FOR EXHIBIT SPACE INCLUDES:

- Draping: an 8’ high back drape and side drape, for smaller and connected spaces.
- I.D. Signs: A standard company identification sign, 7”x44”.
- Exhibitor Badges: Five (5) badges for every 100 square feet of exhibit space, up to 20 badges maximum.
- Listing: Company listing in the Show Program, if space is contracted for no later than September 1st.
- Tickets: Ten (10) tickets for every 100 square feet of exhibit space, max 25.
- Internet: Wifi password and network will be provided.

Exhibitors are responsible for carpeting (**all booths spaces in the Main Exhibit Hall require carpeting**), tables and chairs within their exhibit spaces. Exhibitors can bring their own items, or rent them from the Show Decorator, George Fern Company.

FOR ORDERING:

Kelly Hook: khook@fernexpo.com

Phone: 816-221-0525

Online: oe.fernexpo.com

Electrical service, water service, telephones and internet services can be obtained from Overland Park Convention Center. www.opconventioncenter.com

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

Move-In dates & hours:

Move-in letters with your designated move-in time will be sent by regular mail no later than October 18, 2018. General move-in hours are:

Monday, November 12	12:00 am – 6:00 pm
Tuesday, November 13	8:00 am – 8:00 pm
Wednesday, November 14	8:00 am – 8:00 pm

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.

Upon arrival at the facility:

- ***Go to the Show Office upon arrival*** and sign for your exhibitor badges, comp tickets, parking information, etc.
- If you have individuals helping in your exhibit space during the show and will not see them prior to the show, please leave their badges with us BEFORE Thursday for “Will Call” so they can enter the show. If you give your badge to us in the Show Office prior to the opening of the show, they will be put in “Will Call”. If you do not, your workers will not be able to get through security/tickets takers.

- 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 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 exhibitors can have their turn.

*****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 installation of carpet in the aisles, all large items must be placed inside your booth space by noon on Wednesday, November 14.

****THE SHOW BEGINS AT 10:00 AM, NOVEMBER 15, 2018****

Make sure to clear all trash, boxes, crates, etc. from the aisles by Wednesday, November 14, 8:00 pm. If you need additional time, please make special arrangements with Show Management.

Exhibitor Badges, Parking Passes and extra tickets 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.

1.6 SHOW DAYS AND HOURS:

Thursday, Nov 15	10:00 am - 9:00 pm
Friday, Nov 16	10:00 am - 9:00 pm
Girls Night Out	5:00 pm – 9:00 pm
Saturday, Nov 17	10:00 am - 9:00 pm
Saturday Night Out	5:00 pm – 9:00 pm
Sunday, Nov 18	10:00 am - 5:00 pm

***New in 2017! We will be opening the Entrance doors on the lower level at 9:00 am to shoppers for exclusive early access. They will be granted access to the escalators and elevators to proceed upstairs at 10 am. IF YOUR BOOTH IS ON THE LOWER LEVEL, YOU MUST BE PRESENT AND READY FOR SHOPPERS BY 9:00 am.**

1.7 EXHIBIT REMOVAL / MOVE-OUT DATES AND HOURS:

No vehicles will be allowed in the building until the carpet has been removed

All areas Move-Out begins:	
Sunday, November 18	5:01 pm-10:00 pm
ALL BOOTHS in the Ballroom, Foyers, Lower Level & Storage Areas MUST BE REMOVED FROM THE BUILDING BY 10:00 PM, SUNDAY November 18, 2018.	
Exhibit Hall Move-Out:	
Sunday, November 18	5:01 pm - 10:00 pm
Monday, November 19	8:00 am - Noon

1.8 DISMANTLING BOOTHS:

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 FOR 2018 HOLIDAY BOUTIQUE.

Aisle carpet will be removed on Sunday evening immediately after show closing. After aisles are clear of carpet, vehicles may enter the building for loading of heavy items. During Move-Out everything that your company brought to the show must be removed or disposed of after the show. If not, there will be a charge to your company for clean-up.

SECTION 2: DECORATOR INFORMATION

2.1 SHOW DECORATOR, FURNITURE RENTAL:

The official show decorator is:

George E Fern Co. "FERN"

Phone: 816-221-0525

Fax: 816-471-1602

FOR ORDERING:

Kelly Hook: khook@fernexpo.com Online: oe.fernexpo.com

Chairs, tables and carpet can either be ordered through the show decorator, George Fern Company, or you can bring your own. Order what you need well in advance of the show to ensure availability of all needed items and to take advantage of the decorators discounted rates. Speak with Geo. Fern about specifics.

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 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.

Drapes & Aisle Carpet: **Black drape & Red carpet**

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

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.

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 Geo. 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.

Hand written 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, exhibitors can take advantage of discounted pricing. Contact the OPCC for specifics at (913) 339-3000, or visit www.opconventioncenter.com

A wi-fi code will be provided by Marketplace Events

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:

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. Contact Marketplace Events sales staff if you need specifics.

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 table cloths, sheets, shower curtains or any type of makeshift table cloths is NOT permitted.** We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.

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!

No exhibits will be permitted which interfere with the use of other exhibits or impede access to the free use of the aisle. **BOOTH PERSONNEL, INCLUDING DEMONSTRATORS, RECEPTIONISTS AND MODELS ARE REQUIRED TO CONFINE THEIR SALES ACTIVITIES WITHIN THEIR OWN BOOTH SPACE. ABSOLUTELY NO TENTS OF ANY KIND ARE ALLOWED WITHOUT SHOW MANAGEMENT PRIOR CONSENT.**

NO SPRAYING OF SCENTED FLUIDS IS ALLOWED DURING THE SHOW.

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.

Exhibitors will make arrangements to dispose of any shipping crates or other rubbish created through the building or dismantling of their individual displays.

3.2 BUILDING REGULATIONS:

ADA service animals (i.e. Guide dog, signal dog) or any other animal individually trained to provide assistance to 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 Overland Park Convention Center.

Adhesive-backed decals and stickers are prohibited in the OPCC. 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 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.

Please do not place cement directly on the floor and 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.

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 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 OVERLAND PARK CONVENTION CENTER. Anyone in violation is subject to a fine by the City of Overland Park.

YOUR COMPANY WILL BE RESPONSIBLE FOR ALL DAMAGES!

3.3 PARKING REGULATIONS:

All box trucks and trailers (not vans) are required to park in the Black & Veatch parking lot, located just south of College Blvd. on Lamar. This lot can be used at specific dates and times; please see our website for hours. **No parking is allowed in the North parking lot or in the covered lot, unless you have a reserved space. See order form on page 16 for parking pricing.**

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.

There will be a shuttle continuously running during the show. 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.

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 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 of 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 candles 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.

THE OVELAND PARK 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 KANSAS.

3.5 SECURITY:

While the Holiday Boutique has 24-hour security, Marketplace Events and the OPCC does not assume responsibility for lost, stolen or damaged merchandise. Exhibitors 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.

3.6 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.

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.

PHOTOGRAPHS AND OTHER COPYRIGHTED MATERIAL-

Each exhibitor is responsible for obtaining all necessary licenses and permits to use photographs or other copyrighted material in exhibitor's booth or display. No exhibitor will be permitted to use any 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 GUIDELINES

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

<https://energov.opkansas.org/CSS/SelfService#/home>

- **no later than October 18, 2018** and will require inspection before the show opens. **Exhibitors sampling food must be present before the show opens on Thursday, November 15 for the inspection.** Securing of all necessary licenses, permits, etc. is the responsibility of the exhibitor. Please contact Show Management for more details.
- 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 exhibitor clean-up areas. The Exhibitor is responsible for all costs associated with the disposal of trash, waste, grease, etc. from exhibitor 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 an exhibitor at their booth may be exempt, so long as the candy is bite sized and individually packaged.
- Exhibitors are responsible for complying with all Overland Park and Johnson County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If an exhibitor 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.
- **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 BADGES, TICKETS & COMPLIMENTARY PASSES

4.1 EXHIBITOR BADGES:

Exhibitor badges will be available for pick up during move-in. Exhibitor badges allow each exhibitor admittance to the show each day. All personnel working the show must be registered and supply exhibitor badges provided by Show Management for daily admittance to the show. Exhibitor badges are only for principals and employees who are actually working in the exhibit.

AN ORDER FORM IS ENCLOSED FOR ADDITIONAL EXHIBITOR BADGES.

Exhibitor Badges, Parking Passes and extra tickets 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.

For Security reasons, each individual working a booth is required to have SHOW CREDENTIALS, ie: Exhibitor Badge. **EXHIBITORS ARE STRICTLY FORBIDDEN TO DISTRIBUTE CREDENTIALS IN THE LOBBIES OR PARKING LOTS OF THE SHOW. EXHIBITORS BREAKING THIS REGULATION WILL NOT BE INVITED TO RETURN IN FUTURE EVENTS AND MAY BE ASKED TO LEAVE THE SHOW IMMEDIATELY.**

- Five (5) badges for every one hundred (100) square feet of booth space will be issued to each exhibitor, with a maximum of twenty (20) exhibitor badges.

There will be a \$10.00 charge for each additional Exhibitor Badge ordered.

Exhibitor Badges **MUST BE PRESENTED TO DOOR GUARDS STARTING AT 8:00 A.M. NOVEMBER 15 AND THROUGHOUT THE DURATION OF THE SHOW.**

4.2 EXHIBITOR PARKING:

Parking is free. The covered lot will be for exhibitors on a first come first serve basis. Once that lot is full, additional parking is available in the Black & Veatch lot. The north parking lot is for shoppers only. **EXHIBITOR PARKING IS NOT PERMITTED IN THE NORTH LOT.**

4.3 COMPLIMENTARY & DISCOUNT TICKETS:

Exhibitors will be provided a total of ten (10) complimentary tickets for booth spaces under two hundred (200) square feet, twenty (20) complimentary tickets for booth spaces two hundred one (201) to three hundred ninety nine (399) square feet, and twenty-five (25) complimentary tickets for booth spaces over four hundred (400) square feet. Additional tickets are available for purchase in advance or on-site at the Show Office.

An order form is enclosed for additional tickets. Discount tickets are **\$7.00** each compared to the regular adult admission price of \$14.00 per ticket.

Discounted tickets are to be used for your special customers, friends and family members. **Discount tickets or complimentary 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 exhibitor will not be allowed to exhibit in future events and may be asked to leave the current show immediately.**

WILL CALL is at the Ticket Booth ONLY. Please do not leave any tickets at the Show Office.

4.4. PAYMENT OF ACCOUNT:

Full and final payment for exhibit space must be made by October 18, 2018.

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:

Overland Park, KS sales tax is 9.1%. Additional information regarding sales tax rates can be obtained from the Kansas Department of Revenue. Please complete the form on page 20 to obtain a tax clearance letter.

2018 Holiday Boutique Order form for Additional Exhibitor Badges, Discount Tickets, Parking, & On-Site Storage Space

EXHIBITOR BADGES AND DISCOUNTED TICKETS

To purchase additional discounted single day tickets or exhibitor badges please complete this form and return to the Show|Office Administrator. Additional discounted single day tickets and exhibitor badges purchased can be picked up in the on-site show office. These will not be mailed out.

_____ Exhibitor Badges (good once each day) at \$10.00 \$ _____
_____ Discounted single day tickets at \$7.00 each \$ _____

RESERVED PARKING

There are a limited number of parking spots in the covered lot on the northeast corner of the Overland Park Convention Center that may be reserved for trailers, vans and small trucks. It has a 9'6" clearance. Each spot will be numbered and will be assigned to a vendor.

20' parking spot is \$150 _____ spot(s) @\$150 \$ _____
• 30' parking spot is \$200 _____ spot(s) @\$200 \$ _____

ON-SITE STORAGE

There is a limited amount of on-site storage on the lower level of the convention center. While it is secured and access limited to exhibitors reserving space, the Holiday Boutique is not liable for items or materials stored in this area. If you purchase storage all items must be removed from your storage by 10:00 pm on November 18th.

• 10' x 10' space is \$165 _____ spot(s) @\$165 \$ _____
• 5' x 10' space is \$90 _____ spot(s) @\$90 \$ _____

Company Name: _____

Company Contact: _____

Street Address: _____

Phone: _____

Submit this form via e-mail, fax, or mail using the information listed below. Checks can be made payable to **Marketplace Events** or attach a fully executed copy of the credit card form provided in this manual.

Marketplace | Events
4050 Pennsylvania, Suite 141
Kansas City, MO 64111
(816) 931-4686 phone | (816) 931-4782 fax
RyanM@mpeShows.com

MARKETPLACE | EVENTS

Credit Card Authorization Form

Date: _____

Exhibitor Name: _____

Payment For: Exhibit Space Parking Tickets Exhibitor Badges Other: _____

Show: KC Remodel + Garden Johnson County Home + Garden Holiday Boutique

Credit Card: Visa Master Card Discover American Express (15 digits)

Card Number: _____ - _____ - _____ - _____

Expiration Date (MM/YYYY) _____ / _____

Cardholder Name: _____ Billing Zip Code: _____

Payment Amount: \$ _____ (\$15 minimum)

SIGNATURE AUTHORIZATION

I authorize Marketplace Events to charge my credit card as indicated above:

Signature: _____

Date: _____

PLEASE SIGN AND FAX THIS FORM TO: 816-931-4782

Marketplace Events
4050 Pennsylvania Ave. Suite 141
Kansas City, MO 64111

Ph: 816-931-4686
Toll Free: 855-931-7469
Fax: 816-931-4782

Office Use

Accepted: _____

Declined (message): _____

Initials & Date: _____

