

North Kansas City Business Council  
2010 PRODUCT & SERVICES TRADE SHOW  
**Exhibitor Information Sheet & Agreement**

**Date of the Show:** Thursday, April 22, 2010

**Time of the Show:** 1:00 – 4:30 PM

**Location:** NKC Community Center, 1999 Iron Street

**Load in/Set Up:** You have 2-1/2 hours for load in and set up; from 8 to 11:00 am on Thursday, April 22nd. Exhibit Hall doors will be closed and locked from 10:30 am thru 1 pm for security reasons. Set up must be complete by 11:00 am.

All exhibitors must load in thru the double doors on the SOUTH side of the building. These doors are accessible from the far side of the parking lot off Iron.

**Registration/Payment:** Exhibitor registration will take place during set up. A table will be just inside the doors for registration. Table fees must be paid and the Community Center release form (we will have them on hand) and this agreement must be signed prior to set up.

**Booth Space:** Each standard booth will have blue and white drape behind it, an 8' draped table, two chairs and a sign with your business name on it that we will provide. You can move the table and chairs or even break them down if you'd like. Your space is your space.

**Electricity:** Electricity is available in the hall, but it may be some distance from your particular booth. Please let us know at the time you reserve your booth. If you require electricity, let us know at the time you reserve your booth. All vendors need to supply their own long extension cord(s).

**Working the show:** We have set up a stage and sound system for the event. We can make announcements from that stage. A good idea is for you to have a give-a-way at your booth and collect business cards or drawing slips (you must provide the slips). Whenever you decide to have a drawing (once for the show, once an hour, etc.) you can bring us the winners name and we will announce the winner and your business from the stage. You may give away anything you wish from your booth.

**No alcohol is permitted in the community center or its grounds.**

**For your convenience:** The Council will provide a hospitality area with light snacks and refreshments for the enjoyment of our exhibitors.

**Conclusion of event:** The event ends at 4:30 pm. Tear down can begin at that time (**no sooner**), and must be completed by 6:30 pm. We cannot allow any early tear downs, but you may leave your booth unattended if you wish. Of course then you must return to have it removed by 6:30 pm. Once one booth starts tearing down, it generally starts a mass exodus and makes the show less than professional.

You may cancel your registration prior to the event and we will happily refund your money if you cancel 2 weeks prior to the Trade Show by April 16, 2010.

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_ Signature: \_\_\_\_\_