

EXHIBITOR RULES & REMINDERS

NKC PRODUCT & SERVICES TRADE SHOW 2010

- **ALL EXHIBITORS must check in at the reservation desk** (just inside the gym doors) to receive your set up info, vendor buttons, etc. Exhibitor payments and all required forms must be presented prior to setup.
- If you paid to have electrical service in your booth, please remember that you are responsible for providing your own extension cords, etc. Community Center Staff will direct you to the nearest plug in. Unnecessary/excessive electrical equipment will not be allowed, breakers “trip out” due to overloads.
- **LOAD IN from 8:30 am to 11:00 am ONLY. Sorry, but NO EXCEPTIONS CAN BE MADE.**
- When loading in/out please be aware of NO PARKING signs. Don't block driveways or emergency fire lanes.
- DECA students (North Kansas City High School Students) will be on hand to assist in load in and tear down.
- Please bring your own dollies or carts for load in/out.
- **The exhibit hall will be emptied at 11:00 am of all vendors and secured until 12:30pm.** All vendors need to enter the gymnasium through the front hall of the community center. (Service/Emergency Doors will be secured at 11:00 AM and opened 4:30 pm. Alarms will sound if back service/emergency doors are opened between these times) All vendors must provide Trade Show id's upon entering the hall.
- **The trade show will open to the public at 1:00 pm.** Please have your booth up and ready for our first arrivals.
- **Drawings and giveaways are at the exhibitor's discretion.** A sound system will be setup in the NKCBC's booth from which announcements can be made. Runners will be working the aisles to collect your information and assist you as needed. Watch for them!!
- **Exhibitor's Lounge will be available for Exhibitor's.** Coffee, Water, Snacks provided by the North Kansas City Business Council.
- **NO EARLY TEAR DOWN is allowed.** Tear down will be from 4:30 pm to 6:30 pm, no earlier, no later.
- **Food Preparation is limited. Hot plates, electrical frying pans and/or other types of devices can not be allowed. If you are going to have food to give away at your booth, PLEASE check/contact us well in advance, not the morning of.**
- Please **DO NOT remove your exhibitor signage** (included in your booth package, as we will reuse these signs). Leave these signs on your table, they will be collected.