

# EXHIBITOR KIT



Online Exhibitors Kit Page - All Forms

[http://www.womenslivingexpo.com/NWA2020/exhibitors\\_kit.php](http://www.womenslivingexpo.com/NWA2020/exhibitors_kit.php)

# WELCOME !

**Your Exhibitor Kit contains information to assist you in planning for your participation in the 40/29 & The Arkansas CW NWA Women's Expo With A Cause. All Service Forms are available on our website: Exhibitor Kit webpage. We welcome your participation and look forward to working with you.**

## **CONTACT INFORMATION**

**Donnell Productions:** Phone: 203-259-3351, Fax: 259-3354  
Expo Manager: Brad@womenslivingexpo.com

## **EXPO LOCATION**

The 40/29 & Arkansas CW NWA Women's Expo will be held at the Encore Center located at 1106 N Old Missouri Rd in Springdale, AR 72764.

## **HOST HOTEL**

The Residence Inn located at 1740 S 48<sup>th</sup> Street in Springdale, Arkansas, 72762 is our Host Hotel. Exhibitor Rates are \$94 and include a continental breakfast and parking. The hotel is fully equipped with guest laundry, convenience store, fitness room, lounge and indoor pool. Make your reservations on our website or you can call the hotel reservation desk at (479)-872-9100. Be sure to say you are with the Women's Expo to receive the discounted rate.

## **APPLICATION & CONTRACT/TERMS OF APPLICATION**

Executed copies of these forms must be returned to our office prior to the Expo for you to be able to set up. Return via E-mail to [wlexpos@womenslivingexpo.com](mailto:wlexpos@womenslivingexpo.com) or fax to 203-259-3354.

## **FINAL BALANCES ARE DUE BY DECEMBER 11, 2019**

Companies must have a zero balance to set up their booth. For companies that commit to the Expo after December 11th full payment must be made with a credit card.

## **CANCELLATION POLICY**

All Cancellations must be in writing. Cancellations received by six months prior to the show date will have their payment refunded in full less a \$100 cancellation fee. Cancellations received between three and six months prior to the show date will be refunded any sum paid over the 50% deposit. Cancellations received less than three months prior to the show will receive no refund and the Exhibitor is responsible for full payment.

## **FAILURE TO SET UP**

Failure to set up within specified move-in times will result in forfeiture of exhibit space and all monies paid to date. Exhibit space can be reassigned at Show Management's discretion.

## **SHOW INSURANCE AND LIABILITY**

Exhibitors shall assume all responsibility for damages to the Exposition facility and property, and it shall indemnify and hold harmless Donnell Productions from all liability that might result from any cause whatsoever including accidents or injuries to exhibitors, their agents and their employees.

## **CERTIFICATE OF INSURANCE**

All companies conducting demos, providing a service, or sampling food in their booth must provide a Certificate of Insurance naming Donnell Productions as a co-insured.

## **STAGE SCHEDULES**

Scheduled stage presentations are listed on the Expo website and in the Official Expo Program. Please note that times and titles cannot be changed once they are confirmed.

## GENERAL INFORMATION

### MOVE-IN

Move-in will be conducted **on Friday, January 10, 2020** between the hours of **9:00am and 7:00pm**. All exhibits must be moved in by 7:00pm unless prior arrangements have been made with Expo Management

### EXHIBITOR HOURS /EXPO HOURS

Day	Date	Exhibitor Access To The Building	Expo Hours- Booths Must Be Staffed
Friday (Move-In)	January 10	9:00 am - 7:00pm	
Saturday	January 11	8:00 am	10:00am-5:00pm
Sunday	January 12	10:00 am	11:00am-4:00pm
Sunday (Move-Out)	January 12	4:00 pm - 6:00pm	

### MOVE-OUT

The Expo closes Sunday at 4:00pm and that is when we will begin move-out. **Early removal of exhibits and displays is strictly forbidden and subject to a \$100 fine as it poses a liability.** All exhibits must be moved out by 6pm.

### ADVANCE TICKETS

To order your tickets complete the Advance Ticket Form on our Exhibitor's Kit web page. Tickets ordered after January 4<sup>th</sup> will be held for pickup at the Exhibitor Registration Desk.

### SANITATION GUIDELINES

Exhibitors sampling or selling any food products must follow our Sanitation Guidelines as posted on our Exhibitors Kit web page. Exhibitors are responsible for compliance with all local Health Department requirements.

### SHIPPING

Boxes may be sent for **arrival on January 10<sup>th</sup>** only and must be marked with the Company Name and Booth number.

### PARKING

Parking is free for both exhibitors and attendees. Please leave prime spaces for attendees

### EXHIBITOR BADGES/COMPLIMENTARY TICKETS

Exhibitors will receive 5 badges and 10 Complimentary Tickets for each 10'x10' booth. Badges are to be picked up at Exhibitor Registration when you check-in on Friday January 10<sup>th</sup>. They are to be worn by booth personnel as a means of identification to gain entry to the Expo. Your Complimentary Tickets are for you to distribute as you wish entitling the recipient to one free entry.

### LOCATION OF YOUR EXHIBIT

All measurements and exhibit space layouts shown on the floorplan are as accurate as possible. Donnell Productions reserves the right to make modifications and change exhibit space assignments as may be necessary and to adjust the floor plan at anytime to meet the needs of the sponsors, exhibitors, exhibits and traffic flow.

### BOOTH COLORS

The 8' high back-drape and 3' high side-drape is black. The 6' tables are covered in black spandex.

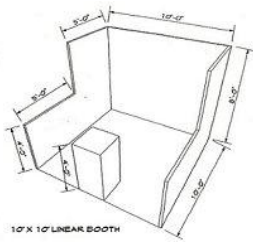
### STANDARD BOOTH EQUIPMENT

Booths include (1) 6' skirted table, (2) chairs and Company ID sign measuring 7"Hx 44"W.

### BOOTH SETUP LIMITATIONS

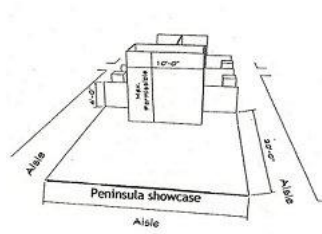
In order not to block the booths on your aisle the booth displays are limited in height to 8' on the back wall and 8' for the back half of the side wall (5'). The remaining 5' of the side wall is limited to 4' in height . Please refer to the drawings below for size limits for different spaces.

### Inline Booth Space



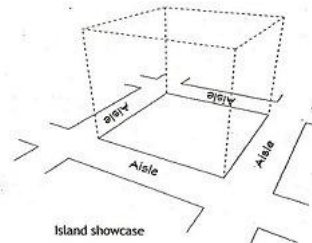
Height is limited to 8' in the rear half and to 4' in the front half of the booth space.

### End Cap Booths



Height is limited to 8' high in the rear and 4' high for all areas within 5' from an aisle.

### Freestanding Booths



Island booths exposed to aisle on all 4 sides can have displays up to the building limit of 8'.

Exposed areas of your display are not permitted to have unfinished surfaces. Floor covering must be taped to the floor. Lighting & other display effects cannot interfere with neighboring booth space. Boxes must be stored under the table.

## ELECTRIC ORDERS

The Electric Order Form is listed under Building Services for Exhibitors on our Exhibitors Kit web page. **There will be no electric orders taken at the Expo – all electric must all be pre-ordered.**

## HANGING SIGNS AND GRAPHICS

Please bring your own hooks or ties to hang your signage from the pipe at your back drape. It is your responsibility to retrieve your banners or signs when the expo is dismantled.

## SECURITY

Security is provided for your protection however, we are not responsible for merchandise missing from your booth or personal theft. We suggest that you take precautions and not leave valuable items in your booth overnight. Door guards and perimeter guards are on duty during the hours that the doors are open with hotel security in place overnight. As a safety precaution your exhibit should not be left unattended during open hours.

## SHOW REGULATIONS AND REQUIREMENTS

1. Exhibit booths must be staffed and fully operational during published Expo hours.
2. Exhibitors must wear badges to gain entry and on the floor during Expo hours.
3. Exhibits that include sound equipment or audio/visual equipment must be arranged so the noise level does not disrupt the activities of neighboring exhibitors. Show management reserves the right to lower all sound equipment.
4. Exhibit space must be large enough to contain a reasonable audience if presentations are planned within your exhibit space. The aisles cannot be blocked.
5. Only services and products listed on your "Application & Contract for Exhibit Space" may be marketed or sold in your booth.
6. Promotional materials may not be distributed outside your exhibit space.
7. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
8. The sale, sampling or distribution of food for consumption on the premises must be approved by Expo Management and licenses or permits required by the Health Dept. obtained by the Exhibitor.
9. Stage shows or seminars using products or services of a non-exhibiting company must have written approval from Expo Management.
10. All exposed parts of displays must be finished so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Side walls taller than the 3' side drape of exhibit booths may not come out past 5' from back drape.
11. Signs in inline booths will not be permitted to extend more than 8' above the floor. Signs in island showcases will not be permitted to extend more than 16' above the floor.
12. Exhibitors may not share booth space without the approval of Expo Management.
13. Exhibit space should be kept in good order with storage boxes placed under tables or in designated storage areas.
14. Helium balloons may only be used when they are permanently affixed to the physical booth display. Helium tanks must be stored in an approved stand.
15. Fire regulations prohibit the use of sterno or an open flame including candles.
16. Your booth must be equipped with at least one 20BC fire extinguisher if you are using any cooking or food warming appliances.
17. Booth decorations must be flame-retardant and electrical wiring and displays must conform to the National Electrical Code safety rules.
18. No LP gas, bottled gas or bottled gas tanks are permitted in the building.
19. All display vehicles must have less than ¼ tank of gas, at least one battery cable disconnected from each set of batteries, and the gas tank sealed or locked. A set of keys need to be given to Show Management.
20. It is expressly understood and agreed by the Exhibitor that no claim of any kind against Expo Management for loss, damage, theft or destruction of goods or exhibit; nor any injury that may occur to himself or his employees while at the show; The exhibitor shall be solely responsible to his own agents and employees and to all third persons, including invitees and the public for all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the custody, possession, operation, maintenance or control of leased space or exhibit. Exhibitor is also held responsible for agents and employees performing on show Stages.
21. Exhibitor's conducting demos, services or product sampling shall provide an Insurance Certificate naming Donnell Productions as a co-insured. This certificate shall indemnify and hold harmless Expo Management against any and all claims as may be asserted against it.