



# NORTHWEST ARKANSAS 40/29 & ARKANSAS CW WOMEN'S EXPO

WWW.WOMENSLIVINGEXPO.COM

**T**hank You for reserving exhibit space at the 40/29 & Arkansas CW Women’s Expo being held at the **Encore Event Center** located at 1106 N Old Missouri Road in Springdale, AR 72764. Listed below is information to guide you in planning your exhibit. If you have any questions call 203-259-3351.

## MOVE-IN

**All exhibits need to be set up on Friday January 10<sup>th</sup> between the hours of 9am and 7pm.**

When you arrive at the Building for Friday Exhibitor Move-in please check in at our Exhibitor Registration Desk at the front lobby. If you have any issues with move-in day, please email Brad Walsh at Donnell Productions [brad@womenslivingexpo.com](mailto:brad@womenslivingexpo.com)

## EXHIBITOR BADGES

Each Company receives 5 Staff Badges that can be picked up on Friday January 10<sup>th</sup> when you check in at Exhibitor Registration. We will assist you in rotating them throughout the weekend at the front lobby.

## ONLINE EXHIBITOR KIT & FORMS, SERVICES

The Exhibitor Kit contains pertinent information and forms for additional services. Be sure to order in advance to receive discounted pricing. To access the Exhibitor Kit go to our website or use the following link - <https://www.womenslivingexpo.com/nwa2020/nwa-exhibitors-kit/>

## EXHIBITOR ENTRANCE AND EXHIBITOR PARKING

Parking is free for exhibitors and attendees. **On SAT & SUN: We ask that our Exhibitors park on the south side of the parking lot and leave the parking in front of the building for Attendees.**

## EXHIBITOR /SHOW HOURS

Exhibitors will have access to their booths prior to the opening of the Expo. Booths must be staffed during Expo hours.

Day/Date	Exhibitor Hours	Expo Hours
Saturday January 11	8:00am-5:00pm	10:00am-5:00pm
Sunday January 12	10:00am-4:00pm	11:00am-4:00pm

## 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.

## SECURITY

Security is provided for your protection, however, Donnell Productions is not responsible for any theft from your booth, car, etc. We recommend that during show hours you do not leave your booth unattended. When not in your booth take precautions and cover your booth and either remove or store valuable items out of sight.

## MOVE-OUT

The Expo closes Sunday January 12<sup>th</sup> at 4pm. When all attendees have left the building, we will begin move-out. Early removal of exhibits causes a liability to your company and is subject to a \$100 fine.

- Thank You!