



VENDOR FAQ's

NO HELIUM BALLOONS, DUCT TAPE, or ALCOHOL in your booths.

What time may I set up for the KGBX Women's Show?

Vendor set up time is 8a-8p on **Friday, February 16, 2018**. You may also enter the E-Plex at 6:30 am on Saturday before the show to finish your booth display. Please have your booth set up and ready to go by 7:45 am. Doors open promptly at 8am for our guests.

Will there be a dolly available for use on set-up day?

We **DO NOT** provide dollies. Please plan accordingly and bring one if you will need it.

Where can I find banner hooks?

Visit the KGBX info booth in WEST Hall. We will have them available for your use. After tear-down on Saturday, please leave the hooks on your table.

Where can I find electricity in my booth?

Walk to the back of your booth. The electricity will be along the back curtain wall. The electricity is shared between booths, so you may need to run an extension cord in order to reach it. Please plan accordingly.

I need an extra table.

Extra tables can be purchased directly from Horst-Tymon on set-up day for \$25. They accept check and credit card.

How can I get Wi-Fi?

The charge for Wi-Fi is \$25 and is payable directly to the Ozark Empire Fairgrounds. Go into the Fairgrounds office and pay the \$25 fee during set-up day. They will then give you the Wi-Fi code.

What does my booth include?

Your booth Includes:

- 1-8' skirted table
- 2-folding chairs
- 8' pipe and drape behind booth
- 3' side curtain walls
- Electricity

When/where can I get my "badges or vendor passes" for the Show?

Pick up your vendor badges on Friday during set-up day. Visit the KGBX Info Booth in West Hall at any time between 8a-8p. If you have helpers that will be working throughout the show, please let them know to tell the people at the entrance that they're working at your booth. **They WILL be able to get in without a badge if they are working at your booth.**



VENDOR FAQ's (cont.)

What door do we go in to set-up? Can I go through the back doors?

All of the side/back doors will be unlocked during set-up time from 8a-8p on Friday. If you need assistance in opening the large overhead doors, please visit the KGBX info booth in West Hall. There is a loading dock on the East and West side of the E-plex if you need to back a truck up to unload. Please move your vehicle immediately after unloading so others may use the loading dock. If you are unloading in front of the building, please move your car to a parking spot when you are finished so other vendors may have access.

Am I allowed to walk around and pass out flyers during the show?

It is the policy of the Ozark Empire Fairgrounds that you **CANNOT** walk around the show handing out flyers. Please only hand out information from **INSIDE** your booth space.

I want to promote an event or contest I'm doing with competing media. It is against our policy for anyone to promote any event or contest that they may be doing with competing media.

How much is admission for kids?

Children under 12 are free.

I'd like to sample food/beverages. What are the sample sizes?

Food limit is 1 oz. The beverage limit is 3oz. You must fill out a Sampling Form for all food/beverage sampled from your booth 1 week prior to the show. The Health Department may contact you in advance to go over safety guidelines for sampling.

Is there designated parking for vendors?

There is not a designated parking area for vendors. **However, we do ask that you park in the back of the lot by Norton Road so we leave the front spaces for our show guests.**

Is there somewhere to eat lunch during the show?

We highly recommend that you **use the exhibitors lounge to eat your lunch**, instead of your booth. There will be an **Exhibitors Lounge in CENTER Hall**. Lunch will NOT be provided. You will find iced tea and water between 9am & 2pm.

When can I tear down my booth?

The show ends at 4pm. **Please do not tear down your booth prior to that time.** When you tear down early, others begin to tear down and it causes a chain reaction. Please stay set up through the entire show. You will have until 8pm on Saturday night to tear down and remove any display items, signage, and merchandise from your booth. Please do not leave anything behind.

Relax, have fun and make the most of this exciting event designed to help grow your business! It is "Showtime" from 8-4. Stay fresh and in the moment with attendees, be enthusiastic for your business, smile and have fun! If you have any questions ask a staff member.