

Show Information Sheet

Location

Century II – Expo Hall
225 W. Douglas

Date

Tuesday, Sept. 23, 2008

Show Hours

10 a.m. – 6 p.m.

Show Contact Information

Wichita Metro Chamber of Commerce Staff:	Angie Elliott, 268-1129, aelliott@wichitachamber.org
Century II (utilities questions)	264-9121
Henry Helgerson Co. (booth décor needs)	943-1851

Booth Furnishings

Included with booth price is booth sign, 8' back drop and 3' high divider curtains on each side, one 6' skirted table and two chairs. Electric Power/Telephone/Internet Access: must be ordered from Century II Convention Center at an additional expense. *Exhibitors must supply their own extension cords and power strips.*

Payment Information/ Refunds

Booth rental is due with completed application. Exhibitors will not be placed on floor plan until payment is received. Refunds are granted as follows: 90 percent if canceled by 5 p.m. Friday, Aug. 29, 50 percent if canceled by 5 p.m. Friday, Sept. 12, 0 percent if canceled after Friday, Sept. 12. In order to be included in the Expoventure special section of the Wichita Eagle, application and payment must be received by 5 p.m. on Aug. 29. "Early Bird" payments must be received by 5 p.m. on July 31, 2008. Payments received beginning Aug 1st are subject to full pricing.

Move In Procedures

Exhibitors will need to unload their items on the **west or south side of the building at the docks**, check in with the Chamber staff/volunteers or visit the Exhibitor Registration tables located directly inside the west dock area, drop their items at their booth, park their vehicle and then enter the building on the west dock side to set up. Please bring your own hand truck or dolly for unloading. Exhibitors that do not need a dock may enter through the main Expo Hall doors in the northeast corner of the hall. ***In the case of extreme wind or weather, only the west dock will be used.***

Large equipment will be moved in first, so if you plan to bring large items, please contact the Chamber to be scheduled accordingly. Remaining booths may be loaded within assigned times based upon booth placement. All exhibits must be in place and complete by 5 p.m. Monday, Sept. 22, unless written permission is obtained by The Chamber (268-1129). **All exhibits must remain in place until the official close of the show at 6 p.m. on Tuesday, Sept. 23. Failure to do so will result in loss of opportunity to exhibit in next year's show.**

Move Out Procedures

All exhibits must remain in place until the official close of the show at 6 p.m. on Tuesday, Sept. 23. Failure to do so will result in loss of opportunity to exhibit in next year's show. All exhibits must be removed from the exhibit hall by 10 p.m. on Tuesday, Sept. 23. Century II personnel shall remove all exhibits remaining in the facility at this time and the exhibiting company shall be responsible for all labor/storage costs. The Chamber will not be responsible for any damage or loss as a result of removal by Century II personnel.

Subleases/Sharing Space

Subleasing or sharing exhibit booth area is NOT allowed. All signage, products provided, literature distributed or other activities must be directly related to the company signing the space contract. The Chamber reserves the right to demand that all non-related materials be removed.

Booth Relocation

The Chamber reserves the right to relocate or reassign an exhibitor when circumstances warrant as long as relocation/reassignment is in the best interest of the show. The Chamber reserves the right to change the floor plan without notifying exhibitor unless change involves the movement of an exhibitor's space more than 21 feet in any direction.

Paging

The facility public address system is reserved for emergencies and Chamber use only.

Noise/Use of Sound

In-booth voice amplification systems may not be used unless the Chamber gives prior written approval. While the operation of the displayed products is encouraged, such operation must be accomplished without creating a sound factor, which could be objectionable to neighboring booths. The Chamber reserves the right to cancel any space contract or prohibit any activity, without penalty, in the event that such noise becomes disruptive to the show. Exhibitor agrees to comply with any directive or request made by the Chamber in this regard.

Insurance Indemnity

All exhibitors are required to have general liability insurance and shall, upon request from the Chamber, provide proof of said insurance. Insurance shall name the Wichita Metro Chamber of Commerce and its officers, agents and employees as additional insured. Exhibitor hereby agrees to assume, defend at all times, indemnify, protect, save and hold harmless show sponsors, Wichita Metro Chamber of Commerce, and all their members, agents, and employees against all claims resulting from the use of the exhibit space, including without limitation the claim of any employee or agent of the exhibitor, the claims of anyone attending the exhibit, the claims made as result of any purchase and the claims of any other person for damages to property or for bodily injury, sickness, mental anguish, or death. The Wichita Metro Chamber of Commerce and all their members, agents, servants, employees and show sponsors shall not be liable for any loss, damage, theft or injury to the property of the exhibitor which is sustained and used by the exhibitor in space provided by the Chamber.

Vehicles

Display vehicles must have minimum gas, disconnected batteries, taped or locked gas caps and no keys in the ignition.

Freight

Shipped freight must arrive at Century II no earlier than one day in advance of the show and must be removed no later than one day following the show. Freight received earlier will be refused and freight left more than 24 hours after the show will be stored at a rate of \$50 per day, which will be paid for by exhibitor. Freight must be clearly marked "Expoventure 2008 – Expo Hall."