

February 20 - 23, 2014

**Kansas Pavilions Valley Center, KS** 

# EXHIBITOR KIT



#### **Exhibitor Fast Facts**

Below are the answers to a few "frequently asked questions:"

#### When is final payment due for exhibit space?

Final payment is due prior to show opening. All balances on accounts must be paid in full before exhibitors will be allowed to enter or set up in the exhibit hall, no exceptions.

#### Am I allowed to share a booth with another exhibitor?

No. Booth sharing is absolutely not allowed.

#### Does the show provide free parking?

Show management does not provide parking. There are various pay lots in the vicinity of the venue.

#### What about shipping freight to the show?

All freight must be delivered either by Helgerson, the official show decorator, or another freight carrier to the center during the contracted move in times. There are no warehousing facilities onsite.

Please see form at back of this kit.

#### What comes with my exhibit space?

Each space is designated with pipe/drape (4ft high side rails, 8ft. high backdrop). Tables, chairs, etc. are available through the show decorator for an additional charge – please see order form at the back of this kit. Each booth comes with one standard electric unit. Anything over and above will be an additional charge to the exhibitor.

#### May I bring my own tables and chairs?

Yes. No additional charge will apply.

#### Do I need to present my Punch Card for the duration of the show?

Yes, each exhibitor MUST present their Punch Card credentials in order to be admitted on the show floor. These are non-transferable and no one will be admitted onto the show floor without proper credentials.

#### Do I need to charge sales tax on purchases made at the show?

Yes. Appropriate sales tax must be charged on items sold during the show.

We appreciate your support of this year's show. Please remember that this is a family show and all exhibitors should reflect this in their displays.

Please refer any additional questions to Show Management--thank you.



#### **GENERAL INFORMATION**

**Show Dates:** February 20 – 23, 2014

**Show Location:** Kansas Pavilions

1229 E. 85<sup>th</sup> Street North Valley Center, KS 67147

**Show Times:** Thursday: 3:00pm - 9:00pm

Friday: Noon – 9:00 pm Saturday: 10:00 am – 8:00 pm Sunday: 10:00am – 5:00pm

**Move-In:** Tuesday, February 18: 9:00am – 5:00pm – bulk exhibitors

Wednesday, February 19: 9:00am – 4:00pm – bulk exhibitors Thursday, February 20: 9:00am – 2:00pm – 10x10, 10x20,

**Move-Out:** Booth teardown is not to start until close of the show at 5:00 pm on

Sunday, February 24 and runs until 10:00pm. Move-out will resume on

Monday, February 21 from 8:00am – Noon

**Reservations:** Hotel information can be found on page 12 of this kit

**Security:** Show security will be in force during move-in and show hours.

**Promoter:** GS Media & Events

250 Parkway Drive, Suite 270, Lincolnshire, IL 60069

Telephone: 800-848-6247, Fax: 270-438-4723

**Show Decorator:** Henry Helgerson Company

2900 S. Hydraulic Wichita, KS 67216 316-943-1851 Phone 316-267-4804 fax

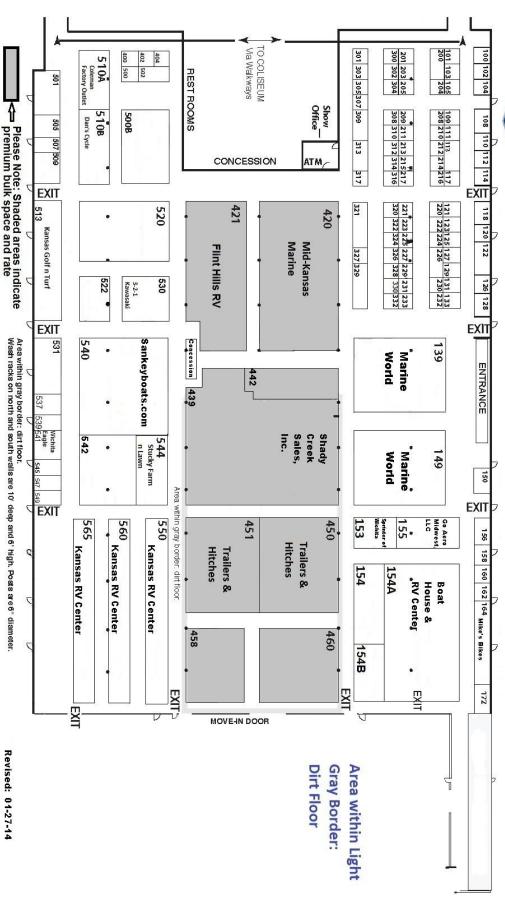
dede@henryhelgerson.com

**EXHIBITOR HOTLINE: 800-848-6247** 



# February 14 - 17, 2013 Kansas Pavilion 1





Note: Ceiling height in Pavilion varies from 11'3" on the perimeter to 20' in the center.



#### **EXHIBITOR ADMISSION FORM**

In order to expedite admission to the show for exhibitors, we will be using PUNCH CARDS. Here is how the program works:

- 1) Each 10 x 10 exhibitor will be provided 6 cards
- 2) For each additional 10 x 10 space (i.e. 10x20, 10x30, etc.), exhibitors will receive an additional 2 cards (see breakout below):

200-400 sq. ft.: <u>8 cards</u> 801-1000 sq. ft.: <u>14 cards</u> 401-600 sq. ft.: <u>10 cards</u> 1001+ sq. ft.: <u>16 cards</u> 601-800 sq. ft: 12 cards

Note: The maximum cards an exhibitor will receive is 16. If you need more cards than your allotment, you may buy additional cards for \$10.00 each or purchase a \$5.00 one-day discount ticket. Punch Cards are good for all days of the show.

- 3) Punch Cards and one-day discount tickets will be available for pick-up/purchase at the Show Office during move-in and show hours.
- 4) Exhibitors <u>must</u> sign their Punch Cards. Cards cannot be transferred to others. If an exhibitor plans to leave the show during the day, they must have their hand stamped at the door.
- 5) Punch Cards are punched <u>one time only each day</u> at the show entrance. If an exhibitor comes to the show without the punch card, they can either purchase another card or buy a one-day discount ticket to the show. <u>Cards are non-transferrable</u>.

**PLEASE NOTE:** Punch Cards are to be used only by personnel working the exhibit. Misuse will jeopardize participation in future shows. To purchase additional Punch Cards, please fax this form to 270-438-4723 no later than **Friday, February 14, 2014**.



#### **Insurance Information**

Certificate of Insurance (see attached form)

Please mail/fax both forms to: GS Media & Events

250 Parkway Drive, Suite 270 Lincolnshire, IL 60069 Fax: 270-438-4723

### IMPORTANT! Forms must be received in our office no later than Friday, February 14, 2014

#### **Sales Tax Information**

If selling product and/or service, you are required to charge sales tax. Sales tax information will be sent upon registering for the event. Please make sure to fill out and remit within 30 days of the event. For more information visit <a href="www.ksrevenue.org">www.ksrevenue.org</a> Information will also be available onsite.

#### CERTIFICATE OF INSURANCE (Attachment A) ISSUE DATE

Producer:	THIS CERTIFICATE IS A REPRESENTATION OF THE COVERAGE AFFORDED BY THE POLICIES REFERRED TO BELOW					
	COMPANIES AFFORDING COVERAGE					
	COMPANY					
	LETTER A					
hone:	COMPANY					
nsured:	LETTER B					
	COMPANY					
	LETTER C					
	COMPANY					
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#### COVERAGES

THIS IS TO CERTIFY THAT THE INSURANCE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED AND THAT THE POLICES MEET THE MINIMUM COVERAGE REQUIREMENTS OF THE APPLICATION LEASE, PROJECT SPECIFICATIONS, REQUESTED FOR PROPOSALS, CONTRACT, REQUIREMENTS, LICENSE, PURCHASE ORDER REQUIREMENTS, OR CITY ORDINANCES.

CO			POLICY EFFECTIVE	POLICY EFFECTIVE		
LTR	TYPE OF INSURANCE	POLICY NUMBER	DATE (MM/DD/YY)	DATE (MM/DD/YY)	ALL LIMITS <u>IN THOUSANE</u>	<u>)S</u>
	GENERAL LIABILITY				GENERAL AGGREGATE	\$
	( ) COMMERCIAL GENERAL LIABILITY				PRDCTS-COMP OPS AGGREGATE	\$
	( ) Claims Made ( ) Occurences				PERSONAL & ADVERTISE INSURY	\$
	( ) Owners & Contractors Protective				EACH OCCURRENCE	\$
	( ) Contractual Liability				FIRE DAMAGE-ANY FIRE	\$
	( ) X, C, U Coverage				MEDICAL EXPENSE PER PERSON	\$
	AUTOMOTIVE LIABILITY				COMBINED	
	( ) Any Auto				SINGLE	
	( ) All Owned Vehicles				LIMIT	\$
	( ) Scheduled Autos				BODILY INJURY - PER PERSON	\$
	( ) Hired Autos					,
	( ) Non-Owned Autos				BODILY INSURY - PER ACCOUNT	\$
	( ) Garage Liability					
	( ) Contractual Liability					
	( ) Garage Keepers Liability				PROPERTY DAMAGE	\$
	( )					
	EXCESS LIABILITY ( ) Umbrella Form					
	( ) Ombreilar om				EACH OCCURRENCE	\$
	( ) Other Than Umbrella Form					
					AGGREGATE	\$
	WORKERS COMPENSATION				STATUTORY	STATUTORY
	AND				EACH ACCIDENT	\$
	EMPLOYER'S LIABILITY				DISEASE POLICY LIMIT	\$
					DISEASE - EACH EMPLOYEE	\$
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

2014 Kansas Sports, Boat & Travel Show 1229 E. 85th Street North, Valley Center, KS 67147

- ( ) Contractual Liability covers all written and oral contracts between the insured and the City of Denver
- ( ) The General Liability and Excess Liability policies name the City of Denver, its officers, agents and employees as additional insureds and provide for severabiolity of interest (cross liability) between the named insured(s) and the City of Denver

CERTIFICATE HOLDER
Kansas Pavilions
CC Evente ele: Miche

GS Events c/o: Michelle Quill 250 Parkway Drive, Suite 270 Lincolnshire, IL 60069

Certificate For:

- ( ) Contract Number:
- ( ) License Type:
- ( ) Purchase Order Number:
- ( ) Official Publication Number:
- ()Lease

City Department/Division For Which Goods or Services Provided

#### Cancellation

NOTHWITHSTANDING THE EXPIRATION DATES SET FORTH IN THIS CERTIFICATE, SHOULD ANY OF THE HEREIN DESCRIBED POLICIES BE CANCELLED, CHANGED, OR NOT RENEWED, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE BY REGISTERED MAIL TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

ISSUING REPRESETATIVE CARRIES ERRORS AND OMISSIONS COVERAGE
( ) YES ( ) NO

AUTHORIZED REPRESENTATIVE\_\_\_\_\_



#### SHOW REGULATIONS

**Show Location:** Kansas Pavilions

1229 E. 85<sup>th</sup> Street North Valley Center, KS 67147

**Our Office:** GS Media & Events

250 Parkway Drive, Suite 270

Lincolnshire, IL 60069 Phone: 800-848-6247 Fax: 270-438-4723

**Exhibitor Credentials:** Please refer to the "Exhibitor Admission" form in this kit. **Authorized** 

exhibitors only will be allowed into the show one hour prior to show

opening.

**Parking:** Ample parking is provided onsite.

**Insurance:** A sample insurance form is included with this kit. Each exhibitor **must** fill

out this form in order to exhibit at the show.

**Sales Tax:** If selling product and/or service, you are required to charge sales tax. Sales tax

information will be sent upon registering for the event. Please make sure to fill

out and remit within 30 days of the event. For more information visit

www.ksrevenue.org Information will also be available onsite.

**Liability:** It is agreed that exhibitors shall assume all responsibility for damage to the

exhibit hall and they shall indemnify and exempt the Kansas Pavilions and

GS Media & Events from liability which may ensue from any cause

whatsoever.

**Decorations:** The facility has informed us that helium balloons are NOT permitted in the

building for sale or distribution. All decorations must be flame proof to

comply with fire code regulations.

**Security:** GS Media & Events will provide 24-hour security in the show area

throughout the official period of installation, show hours and dismantling. Each exhibitor must have an attendant in charge of his or her exhibit each day during official show hours. Only authorized service and exhibitor personnel will be permitted in the exhibit area before or after show hours.



**Stickers & Tape:** 

The use of tape, adhesives, staples or nails to secure signs or other objects to the Convention Center walls is prohibited. The distribution to the public of stickers, such as static, pressure, adhesive, etc., which may be intentionally or accidentally stuck to walls or floors is prohibited.

Vehicle Fuel/Propane:

No more than ½ fuel may be in any vehicles. All propane tanks must be removed from all units to be exhibited. No propane tanks are allowed in the building per the Fire Marshal's orders – NO EXCEPTIONS. All gas caps must be locked and/or taped. Battery cables must be disconnected.

There is NO SMOKING in the Exhibit Halls. No outside food/beverages may be brought into the Exhibit Halls.

**Exhibit Height:** 

**Smoking/Food:** 

Standard booths: Back wall can be a maximum of 8' high. Exhibitors who wish to use already existing display materials that exceed the 8' height limitation <u>must</u> submit booth design plans to show management prior to the show for approval. Island exhibit spaces are permitted up to 16' in height.

Freight:

There are no facilities at the Kansas Pavilions for the hauling and storage of freight prior to the show. Arrangements must be made through Henry Helgerson. An order form is enclosed in this exhibitor's kit.

**Telephone:** 

Phone service needed for your exhibit is handled directly by the Kansas Pavilions. Exhibitors pay the facility directly for this service.

Drayage/Handling:

Except for your company employees and your supervisory personnel at the exhibit site, exhibitors will be required to utilize the official drayage contractor (Helgerson) to unload and load display materials and to move materials to and from exhibit booth.

**Empty Crates:** 

Empty crates, for a fee, will be stored by the official drayage contractor (Helgerson) and returned to the exhibit booth at the close of the show. Small pieces and small crates must be placed inside the larger crates to the full capacity of the unit. Open crates will be not be accepted for storage – all must be securely closed. Crate tags should be securely attached to each storage unit. Obtain tags from the Exhibitor Service Desk immediately upon arrival to exhibit area. If an exhibitor's representative is not present during the set-up of the booth, empty crates will be tagged by the official decorator (Helgerson) for removal and storage. A company distinguishing mark (i.e., logo) on all crates will expedite their return at the close of the show.

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#### **ASCAP-BMI:**

Per information we have received, the following applies to all show exhibitors:

Playing of copyrighted music at the show – it is a violation of federal copyright laws to play copyrighted music in the exhibition area during the public show hours, UNLESS:

- 1) You have a signed and properly executed contract with either ASCAP of BMI, which releases the show from liability.
- 2) Your music is original and written solely for your use and you have a letter from the composer.
- 3) You are playing music that has entered the public domain (it has been 50 years since the death of the composer).
- 4) You have a signed and properly executed contract with 3M for their Cantata System.
- 5) We will require letters from exhibitors, artists and/or composers, which will hold harmless the Show Management from Claims of ASCAP or BMI.

Penalties: Any violations of any of the terms and conditions of these rules and regulations on the part of any exhibitor will be cause to terminate the agreement to occupy space. All monies paid (and owed) will be forfeited to show management. In case of violation of the terms and conditions of these rules and regulations on the part of the Exhibitor, right is hereby given to the Promoter to terminate the agreement to occupy space. The Promoter may re-enter and take possession of the space occupied by the Exhibitor and remove all persons, goods at the Exhibitor's own risk, without liability to the Promoter.

Any matters not covered by these rules are subject to the sole discretion of the sublessor.

This agreement shall bind the parties hereto, their successors, heirs, executors and administrators.

This clause is part of the original space contract for this show.

#### **Display Materials:**

Henry Helgerson, is the official drayage contractor for the show. In addition to booth set-up (pipe/drape), they also handle any furnishing you may require (tables, chairs, etc.) Please contact customer service at 316-943-1851 or via email at dede@henryhelgerson.com



#### **EXHIBITOR MOVE-IN/OUT INFORMATION**

Please read carefully

**Exhibit Locations:** The Kansas Pavilions

1229 East 85<sup>th</sup> Street North Valley Center, KS 67147 316-660-1000 – Phone

**Move-In:** Move-in of exhibits will begin on the following days:

Tuesday, February 18: 9:00am – 5:00pm – bulk exhibitors

Wednesday, February 19: 9:00am – 4:00pm – bulk exhibitors

<u>Thursday</u>, February 20: 9:00am – 2:00pm – 10 x 10, 10 x 20, etc. exhibitors

**Important:** ALL exhibits must be set and ready by 2:00pm on Thursday,

February 20. The show opens at 3:00pm

**Move-Out:** Move-out will begin at 5:00 p.m. on Sunday, February 23 and ends at 10:00pm.

Move-out resumes on Monday, February 24 at 8:00am and ends at Noon.

PLEASE DO NOT DISMANTLE until 5:00 on Sunday, February 23.



#### HOTEL/TRAVEL INFORMATION

We have reserved special rates and room blocks for the show at the Sleep Inn located very close to the facility. When making your reservation, please make sure to mention you are with the Kansas Sport Boat & Travel Show.

Sleep Inn & Suites 1075 Hopalong Cassidy Circle Park City, KS 67147 316-440-5050-Phone 316-440-5051-Fax

Rate: \$79.99/night (single or double)

For information on other area hotels, please visit www.gowichita.com



## Conventions Trade Shows Flags & Flag Poles 2900 S. Hydraulic Wichita, Kansas 67216 316-943-1851 Fax 316-267-4804 Email: Info@thenryhelgerson.com



Company Name						Booth
Street Address						Phone
City			State			ZIp Code
Ordered by:		Email:				P.O. #
Following rental prices are t	for the duration	of the show, a	nd include	delivery a	nd removal.	SHOW:
Description	Standard Price	Discount Price*	Qly.	Total Price		
DISPLAY TABLES-Dra	ped 3 Sides				Color	2013 Kansas Sport Boat
24"W x 30"H x 4'L	\$27.50	\$22.50				& Travel Show
24"W x 30"H x 6'L	\$20.50	\$25.50				& Travel Show
24"W x 30"H x 8'L	\$40.50	\$35.50				
30"W x 30"H x 8"L	\$41.50	\$36.50				Kansas Pavilions
DISPLAY TABLES (42°	Counter Hei	ght)-draped			Color	
24"W x 42"H x 4'L	\$35.00	\$30.00				Wichita, Kansas
24"W x 42"H x 6'L	\$43.50	\$38.50				
24"W x 42"H x 8'L	\$48.50	\$43.50				February 14-17, 2013
30"W x 42"H x 8'L	\$49.50	\$44.50				February 14-17, 2013
DISPLAY TABLES-Un	draped					
24"W x 30"H x 4"L	\$17.00	\$12.00				Draping Colors: Carpet Colors:
24"W x 30"H x 6'L	\$19.00	\$14.00				Black Plum Black
24"W x 30"H x 8'L	\$26.00	\$21.00				Blue Red Blue
30"W x 30"H x 8'L	\$27.00	\$22.00				Burgundy Silver Gray
SPECIAL DRAPING (asia	Nonel craning above	netracina amounti			Color	Green White Green Gold Red
3' high per foot	\$3.00	\$2.00				The state of the s
8' high per foot	\$4.00	\$3.00				CLEANING: Includes vacuuming
BOOTH CARPETING	41.00	42.00			Color	carpet and emptying waste baskets
9' x 10'	\$85.00	\$60.00				prior to show opening (after booth
9' x 20'	\$170.00	\$120.00				setup). Cleaning prior to opening of
9' x 30'	\$230.00	\$185.00				each day of show is also available.
9' x 40'	\$310.00	\$260.00				
Set-up Labor: (available		7200.00				l
Opening Day Cleaning:		ft.				
Daily Cleaning: 5,24 x					*NOTE: T	O RECEIVE DISCOUNT PRICE
EXPO FURNISHINGS						RO MUST BE RECEIVED WITH
40" High Cooktail Table	\$15.00	\$14.00				THREE (3) WORKING DAYS
40" High Cocktail Table	\$24.50	\$23.50			PRIOR TO	SHOW OPENING.
with Tablecloth						
Plastic Side Chair	\$10.00	\$7.00				
Padded Chair	\$14.00 \$7.00	\$12.00 \$6.00				
Wastebasket	\$12,00	\$10.00				
Floor Easel	\$18.00	\$14.00			PAYMEN	IT: Payment in full of rental charges,
High Stool	\$10.00	\$14.00			including	applicable tax, must accompany your
TREES & PLANTS	£27.50	622.50			advanced	order to qualify for the discount prices.
5' Corn Tree	\$27.50	\$22.50			Check	Enclosed Discover Amex
6' Ficus Tree 8' Ficus Tree	\$35.00 \$60.00	\$30,00 \$55,00			Condition	Card Charge: Visa Mastercard
Table Top Plants	\$15.00	\$12.00			_	
rable repriants	413,00				Card Num	
		SUB TOTAL	. 5		Name on	Card
	7.3	3% Sales To	ax \$		Expiration	DateSecurity Code ( )
		TOTAL DI			Signature	



2900 S. Hydraulic WICHITA, KANSAS 67216 316-943-1851 - FAX 316-267-4804 EMAIL: info@henryhelgerson.com 2013 Kansas Sports, Boat And Travel Show BOOTH#\_\_\_\_ Kansas Pavilions Valley Center, Kansas February 14-17, 2013

#### FREIGHT HANDLING ORDER FORM

#### THE HENRY HELGERSON COMPANY HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW.

- Mail, fax or email this form and your advance payment to the address or fax number noted above as soon as possible.
   SEE BELOW FOR WAREHOUSE SHIPPING ADDRESS.
- 2. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!
- 3. The rate of \$48.00 per 100 pounds includes storage up to 20 days and delivery to the show site.
- 4. Henry Helgerson Company will receive freight at :

#### ADVANCED SHIPPING WAREHOUSE ADDRESS

To: (NAME OF EXHIBITOR & BOOTH NUMBER)

For: NAME OF SHOW C/O HENRY HELGERSON COMPANY

2900 S. Hydraulic, Wichita Kansas 67216

ADVANCE TO WAREHOUSE MUST BE RECEIVED NO

LATER THAN 48 HOURS BEFORE SCHEDULED

**EXHIBITOR MOVE-IN** 

INBOUND SHIP	PPING INFO	PRIOR TO EXHIBIT	(CHECK ONE)_	TO WAREHOUSE	TO SHOW SITE				
SHIPPED VIA:			PRO#						
DATE SHIPPED:	D VIA: PRO#  HIPPED: ESTIMATED ARRIVAL DATE:								
		DESCR	IPTION OF SHIPN	IENT					
OF CRATES:	#0	F DISPLAY CASES:	# OF CARTO	NS: # OF SKIDS 648.00/100 lbs. =					
OTAL # PIECES:		_ TOTAL WEIGHT: _	x \$	48.00/100 lbs. =	Total Cost				
		OUTBOUND SHIPP	ING INFO – AT CLO	OSE OF EXHIBIT:					
HIPTO:					20				
TTENTION:									
ADDRESS:									
ITY/STATE/ZIP									
	10	SELECT OUTBOUND	ARRIER (CHECK O	ONE THAT APPLIES)					
MOTOR FRE	GHT (NAME	E)		AN LINE (NAME)					
UPS:GF FED EX - ACC		BLUE LABEL (2ND DAY	AIR)RED L	AN LINE (NAME) ABEL(NEXT DAY AIR) - UP:	ACCT#				
OTHER AIR C	ARRIER (NA	ME)	OTHER	RAIR CARRIER ACCT #					
pments when your car	rrier arrives. I NTS WILL BE SI	tenry Heigerson Company co	annot be held responsib	t a carrier. Henry Helgerson Cor ile for unattended or non-preser NRY HELGERSON COMPANY WIL	ranged freights left on the				
IAME OF EVENT: 2	2013 Kansas	Sports, Boat and Trave	Show	Booth#_					
OMPANY NAME:			The Contract of the Contract o						
ORDERED BY:			PHONE #:						
Payment: pay	ment in f	ull, including appli	cable sales tax	, must accompany ye	our order.				
ubtotal	\$	Pa		□VIsa □MasterCard □	AmEx   Discover				
ubtotal .3% Sales Tax	,	Ca	rd#						
otal Due	5		me on Card		1-				
	-	20	A C C C C C C C C C C C C C C C C C C C	Security Co	de				
		Sig	gnature						