

JOHNSON COUNTY  
**HOME**  
**+GARDEN**  
**SHOW**

## **Exhibitor Manual**

**Overland Park Convention Center**

**January 6-8, 2017**

[JohnsonCountyHomeShow.com](http://JohnsonCountyHomeShow.com)

MARKETPLACE | **EVENTS**

# TABLE OF CONTENTS

## **GENERAL INFORMATION**

## **SECTION 1**

|                                                   |     |
|---------------------------------------------------|-----|
| SHOW MANAGEMENT.....                              | 1.1 |
| SHOW PERSONNEL.....                               | 1.2 |
| SHOW FACILITY.....                                | 1.3 |
| IMPORTANT PHONE NUMBERS.....                      | 1.4 |
| EXHIBITOR SET UP / MOVE IN DATES AND HOURS.....   | 1.5 |
| SHOW HOURS.....                                   | 1.6 |
| EXHIBITOR REMOVAL / MOVE OUT DATES AND HOURS..... | 1.7 |
| DISMANTLING OF BOOTHS.....                        | 1.8 |

## **SHOW DECORATOR INFORMATION**

## **SECTION 2**

|                                                   |     |
|---------------------------------------------------|-----|
| SHOW DECORATOR.....                               | 2.1 |
| STANDARD DRAPE POLICY.....                        | 2.2 |
| DIRECT SHIPMENTS.....                             | 2.3 |
| SIGNAGE.....                                      | 2.4 |
| UTILITIES: TELEPHONE, INTERNET & ELECTRICITY..... | 2.5 |
| CLEANING.....                                     | 2.6 |

## **REGULATIONS**

## **SECTION 3**

|                                           |     |
|-------------------------------------------|-----|
| BOOTH REGULATIONS.....                    | 3.1 |
| BUILDING REGULATIONS.....                 | 3.2 |
| PARKING REGULATIONS.....                  | 3.3 |
| FIRE REGULATIONS.....                     | 3.4 |
| SECURITY.....                             | 3.5 |
| INSURANCE.....                            | 3.6 |
| MICROPHONES, AUDIO EQUIPMENT & MUSIC..... | 3.7 |
| SOLICITING, SAMPLES & SOUVENIRS.....      | 3.8 |
| STAFFING OF EXHIBIT.....                  | 3.9 |

## **EXHIBITOR BADGES, TICKETS & COMP. TICKETS**

## **SECTION 4**

|                                       |     |
|---------------------------------------|-----|
| EXHIBITOR BADGES.....                 | 4.1 |
| EXHIBITOR PARKING.....                | 4.2 |
| COMPLEMENTARY & DISCOUNT TICKETS..... | 4.3 |
| PAYMENT OF ACCOUNT.....               | 4.4 |
| SALES TAX.....                        | 4.5 |

## **EXHIBITOR FORMS & HOTEL INFORMATION**

## **PAGE #**

|                                          |    |
|------------------------------------------|----|
| CREDIT CARD AUTHORIZATION.....           | 17 |
| TAX CLEARANCE FORM.....                  | 18 |
| TEMPORARY FOOD SERVICE PERMIT.....       | 19 |
| HOTEL INFORMATION.....                   | 20 |
| TICKET & EXHIBITOR BADGE ORDER FORM..... | 21 |

**The 10 minutes you take now to review this information will save you time and money when setting up your display at the show.**

## **SECTION 1: GENERAL INFORMATION**

### **1.1 SHOW MANAGEMENT:**

Johnson County Home + Garden Show is produced and managed by:

Marketplace Events  
4050 Pennsylvania Ave. Suite 141  
Kansas City, MO 64111

### **1.2 SHOW PERSONNEL:**

|                |                                    |
|----------------|------------------------------------|
| Marc Gary      | <u>Show Manager</u>                |
| Sherri Huffman | <u>Show   Office Administrator</u> |
| Kelly Holtzman | <u>Exhibit Sales</u>               |
| Ryan Lynd      | <u>Exhibit Sales</u>               |
| Bev Winkley    | <u>Exhibit Sales</u>               |

### **1.3 SHOW FACILITY:**

The Johnson County Home + Garden Show is held at:  
**Overland Park Convention Center.**  
6000 College Boulevard | Overland Park, KS 66211

### **1.4 IMPORTANT PHONE NUMBERS:**

|                                 |                |
|---------------------------------|----------------|
| Marketplace Events Office       | (816) 931-4686 |
| On site Show Office             | (913) 339-3205 |
| Overland Park Convention Center | (913) 339-3300 |
| George Fern Company             | (816) 221-0525 |

**\*The Show Office will be staffed beginning 8:00 a.m. Monday, January 2<sup>nd</sup>. The Show Office is located at the entrance to the exhibit hall, off the west lobby.**

## **1.5 EXHIBIT SET UP / MOVE-IN DATES AND HOURS:**

### **Move-In dates & hours:**

Move-in letters with your designated move-in time will be sent by mail in December 2016. General move-in hours are:

|                                    |                    |
|------------------------------------|--------------------|
| Monday, January 2 <sup>nd</sup>    | 10:00 am –6:00 pm  |
| Tuesday, January 3 <sup>rd</sup>   | 8:00 am – 6:00 pm  |
| Wednesday, January 4 <sup>th</sup> | 8:00 am – 8:00 pm  |
| Thursday, January 5 <sup>th</sup>  | 8:00 am – 8:00 pm  |
| Friday, January 6 <sup>th</sup>    | 8:00 am – 10:00 am |

**If you need a hand truck, cart or dolly for moving in your exhibit, please bring one with you as they are not provided by show management; do not expect to find one at the facility for your use.**

### **Upon arrival at the facility:**

- Go to the Show Office and sign for your exhibitor badges, comp tickets, parking information, etc.
- If you have individuals helping in your exhibit space during the show and will not see them prior to the show, please put their badges in “Will Call” so they can enter the show. If you give your badge to individuals in the Show Office prior to the opening of the show, they will be put in “Will Call”. ***Each badge can only be used ONCE per day.***
- Vehicles can **NOT** drive on carpeted areas. Clarify with Show Management Personnel whether or not your exhibit space is located in a carpeted area.
- If you ordered carpet, tables or chairs from Geo. Fern (Show Decorator), make sure these are in your exhibit space. If not, go to their office at the Show and speak with them. They will be at the Show Monday through Thursday.
- If you ordered electricity or telephone service for your exhibit space, you will need to verify your order with the Overland Park Convention Center. They will be at the Show until 3pm, Monday through Thursday.
- If you are allowed to drive into the facility to unload your exhibit, it is imperative to unload quickly and move your vehicle outdoors.

**\*\*\*ABSOLUTELY NO DRIVING IN THE BUILDINGS AFTER 12:00 PM THURSDAY\*\*\***

**No cars or trucks will be allowed in the building after this time.**

**Due to the installation of carpet in the aisles, all large items must be placed inside your booth space by noon on Thursday, January 5<sup>th</sup>.**

***\*THE SHOW BEGINS AT 10:00 AM, January 6<sup>th</sup> 2017\****

Make sure to clear all trash, boxes, crates, etc. from the aisles by Thursday, January 5<sup>th</sup>, 8:00 pm. If you need additional time, please make special arrangements with Show Management.

### **1.6 SHOW DAYS AND HOURS:**

|                                   |                    |
|-----------------------------------|--------------------|
| Friday, January 6 <sup>th</sup>   | 10:00 am - 9:00 pm |
| Saturday, January 7 <sup>th</sup> | 10:00 am - 9:00 pm |
| Sunday, January 8th               | 10:00 am - 6:00 pm |

### **1.7 EXHIBIT REMOVAL / MOVE-OUT DATES AND HOURS:**

**\*No vehicles will be allowed in the building until the carpet has been removed\***

#### **Move-Out Begins**

Sunday, January 8th 6:01 pm – 10:00 pm

Monday, January 9th 8:00 am – Noon

**All exhibits must be removed by Noon on Monday January 9<sup>th</sup>.**

**No breakdown of exhibits is allowed before 6pm on Sunday**

### **1.8 DISMANTLING BOOTHS:**

**NO EXHIBIT CAN BE REMOVED, EVEN IN PART, UNTIL IT IS ANNOUNCED OVER THE PUBLIC ADDRESS SYSTEM THAT IT IS PERMISSIBLE, LISTEN FOR THE ANNOUNCEMENT - IT WILL BE LOUD AND CLEAR!**

Aisle carpet will be removed on Sunday evening immediately after show closing. After aisles are clear of carpet, vehicles may enter the building for loading of heavy items.

**During Move-Out everything that your company brought to the Show must be removed or disposed of after the Show. If not, there will be a charge to your company for clean up.**

## **SECTION 2: DECORATOR INFORMATION**

### **2.1 SHOW DECORATOR, FURNITURE RENTAL:**

The official Show decorator is:

George E. Fern Company  
751 Wyoming  
Kansas City, MO 64101

Phone: 816-221-0525  
Fax: 816-471-1602

Chairs, tables and carpet can either be ordered through the Show decorator, George Fern Company, or you can bring your own. Order what you need well in advance of the show to ensure availability of all needed items and to take advantage of the decorators discounted rates. To order services, login using the link above or speak with Geo. Fern about specifics.

The decorator office will be open during move-in, Show, and move-out for exhibitors requiring furniture, carpet, etc. at the Show.

Certain areas within the facility are carpeted. If you are not sure if your exhibit space is in a carpeted area, contact Marketplace Events sales staff for clarification. Carpet/flooring is not required within exhibit space on carpeted areas of the facility.

## **2.2 STANDARD DRAPE DISPLAY**

Show management will provide without charge one 8' high back wall drape (excluding "island" spaces), and side rail drapes, which extends from the back of the booth to the front of the booth at a height of 3' (excluding corner booths). Any portion of an exhibit or exhibit materials exceeding 8' in height must be approved by Show management.

Drapes & Aisle Carpet: **Black drape & black carpet**

**PLEASE NOTE:** Only the style and color of drapery as described will be supplied at no cost.

**The standard drape equipment is the property of the official show decorator. Their permission must be obtained to attach any materials to the drape or use it for any other purpose than a backdrop.**

## **2.3 DIRECT SHIPMENTS (SENDING MATERIALS TO THE SHOW):**

Shipping and storage of exhibit materials or products can be arranged with the Show Decorator. Contact Geo. Fern Company for instructions.

**DO NOT SEND SHIPMENTS DIRECTLY TO THE FACILITY OR TO MARKETPLACE EVENTS. IT WILL BE REFUSED.**

## **2.4 SIGNAGE:**

Exhibitors will be supplied with one (1) standard 7" x 44" company identification sign. Your sign will read exactly as your booth was contracted. Banner height may not exceed 8' (top of banner). Banners may be ONE sided only, and not face into another exhibitor's booth. Banners with writing or logos on both sides are NOT permitted.

**Hand written signs or banners are NOT allowed – USE PROFESSIONAL SIGNS ONLY.**

## **2.5 UTILITIES -- TELEPHONE, INTERNET & ELECTRICITY:**

Electricity, telephone service, cable, internet services, water for exhibits (filling and draining services) and compressed air connections are provided through the Overland Park Convention Center for a fee. By pre-ordering these items, exhibitors can take advantage of discounted pricing. To pre-order utilities visit:

<http://opconventioncenter.com/exhibitors/events/>

NOTE: Wireless service is anticipated, but may not be available in all areas of the facility

## **2.6 CLEANING:**

Aisles will be cleaned every evening during the Show. Exhibitors are responsible for the upkeep and cleaning the inside of their own booths. If exhibitors have light trash, it should be bagged and placed in the aisle at the close of the Show.

**During Move-Out everything that your company brings to the show must be moved or disposed of after the show, if not there will be a charge to your company for clean up.**

# **SECTION 3: REGULATIONS**

## **3.1 BOOTH REGULATIONS:**

Exhibits must be designed and constructed so they do not obstruct the general view of the Show, or detract from other exhibits. All sides and surfaces, front and back of exhibits which are exposed to view must be properly finished and decorated by exhibitor at their own expense and to the satisfaction of neighboring exhibitors and Show Management. **No advertising is allowed on the reverse of an exhibit without prior approval by Show management.** Certain areas within the facility have ceiling height restrictions. Contact Marketplace Events sales staff if you need specifics.

### **FLOORING:**

**ALL FLOORS WITHIN EXHIBIT SPACES ON UNCARPETED AREAS OF THE FACILITY MUST BE 100% COVERED WITH CARPETING, ASTROTURF, VINYL FLOORING, ETC. – NO EXCEPTIONS.** Flooring is **NOT** included in the cost of your booth. Any carpet extending into the common aisle is subject to being cut and removed. Booths in the ballroom, pre-function area and courtyard rooms are carpeted and do not require additional floor covering. If you have questions about your booth location please contact your exhibit sales consultant.

### **TABLE SKIRTING:**

It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all four sides. All skirting must be pressed and neat. **Use of plastic table cloths, sheets, shower curtains or any type of**

**makeshift table cloths is NOT permitted.** We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.

All inventory and personal items must be stored **COMPLETELY OUT OF SIGHT.** Your booth should look professional and inviting to the attendee.

No exhibits will be permitted which interfere with the use of other exhibits or impede access to the free use of the aisle. **BOOTH PERSONNEL, INCLUDING DEMONSTRATORS, RECEPTIONISTS AND MODELS ARE REQUIRED TO CONFINE THEIR SALES ACTIVITIES WITHIN THEIR OWN BOOTH SPACE. ABSOLUTELY NO TENTS OF ANY KIND WITHOUT SHOW MANAGEMENT PRIOR CONSENT.**

**NO SPRAYING OF SCENTED FLUIDS IS ALLOWED DURING THE SHOW.**

Show Management reserves the right to refuse entry or to have removed at the exhibitor's expense, any display that is not in accordance with these rules and regulations. If any doubt exists, the exhibitor must provide details and have such exhibits approved by show management. Management may require exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition and, or failure to comply, may order the immediate removal of the entire exhibit without compensation and at the Exhibitor's Expense.

Exhibitors will make arrangements to dispose of any shipping crates or other rubbish created through the building or dismantling of their individual displays.

### **3.2 BUILDING REGULATIONS:**

**ADA service animals (i.e. Guide dog, signal dog) or any other animal individually trained to provide assistance to an individual with a disability are allowed in the facility. All sanitary needs for animals are the responsibility of the owner. Animals are NOT permitted within 50 ft. of any food prep or service area, unless they are ADA service animals. Personal pets are not permitted in the facility.**

No one may tape, nail, tack, or otherwise fasten to ceilings, glass, doors, painted surfaces, columns, walls, **finished floors**, or window decorations of any kind. Anything that is taped to an **unfinished floor** must be taped with duct tape, or tape obtainable from the decorator, by order of the Overland Park Convention Center.

Adhesive-backed decals and stickers are prohibited in the OPCC. They are not to be used or distributed anywhere on the premises.

Glitter & confetti may not be used in carpeted areas of the building.

Candles may be used only on tables when securely supported on substantial noncombustible bases, and properly located to avoid danger of ignition of any combustible materials. Candle flames must be protected and enclosed in glass.

**NO HELIUM, PROPANE OR GAS CONTAINERS ARE ALLOWED BY ORDER OF THE OVERLAND PARK CONVENTION CENTER.**

**HELIUM FILLED BALLOONS ARE NOT ALLOWED IN THE BUILDING.**

Landscapers: Heavy plastic sheeting must be put down on the facility floor before constructing exhibits. There is a special dumpster on the east dock for the disposal of large landscaping materials. DO NOT put heavy materials in regular dumpsters. If you need to cut stone MUST be done outside the facility and the door should be closed to prevent excessive dust indoors. No water exhibits are allowed on carpeted areas of the facility.

All pools, decorative fountains, etc. must be waterproofed and may be tested by OPCC Engineering prior to installation.

Please do not place cement directly on the floor. Place paper or plastic under any cement will be poured for your display. Linoleum is **NOT** to be cemented to the floor. Do not paint on the floors. Carpet should only be taped to the floor, not glued. Please do not bore holes in the floors, walls or ceilings, or chip the concrete in any way.

Do not use any floor drains in the facility, as they may not be operable. Contact Show Management for guidance if you need to dispose of liquid.

**Cars and trucks are not allowed to remain inside the building unless they are deemed as part of an exhibit. Vehicles used as an exhibit must have less than ¼ tank or five (5) gallons of fuel in the gas tank. All fuel tanks shall be locked or effectively sealed in accordance with the Overland Park Fire Marshal, and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Carpeting of visqueen must be placed underneath the vehicle for any possible leakage.**

No exhibitor will be permitted on the roof of the building for the purpose of installing aerials or for any other reason.

**SMOKING IS PROHIBITED INSIDE THE OVERLAND PARK CONVENTION CENTER.** Anyone in violation is subject to a fine by the City of Overland Park.

**YOUR COMPANY WILL BE RESPONSIBLE FOR ALL DAMAGES!**

### **3.3 PARKING REGULATIONS:**

All box trucks and trailers (not vans) are required to park in the Black & Veatch parking lot, located just south of College Blvd. on Lamar.

Vehicles may unload their product, equipment, etc. at the building, but quickly move to these designated areas after unloading. Throughout the scheduled event, if trucks need to restock, opportunities for unloading will be accommodated.

**No parking will be allowed adjacent to occupied buildings.** Painted striping along the asphalt and other measures will assist in designating no parking areas.

There will be a shuttle continuously running during the Show. The shuttle will begin 1 hour prior to the start of the Show, and end 1 hour after the Show closes daily.

For any questions concerning parking, contact Show Management.

### **3.4 FIRE REGULATIONS:**

The safety of all occupants of the facility is of primary concern. Any unsafe conditions or activity should be IMMEDIATELY reported to Show Management and the OPCC Security for corrective measures. The information contained in this outline is a summary of standard operating procedures in cooperation with the Fire Marshal of Overland Park.

- All material used in the construction and decoration of an exhibit must be flame retardant. This includes scenery, backdrops, drapes, table and dust covers.
- All exits, hallways and aisles are to be kept clear and unobstructed at all times.
- A 20 ft roadway shall be maintained for fire equipment access to all parts of the building displays.
- No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony or bridge leading to a stairway or exit, shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.
- Storage of any kind is prohibited behind the back drapes or display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The OPCC inspects all exhibits to ensure compliance.
- Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the OPCC. Items such as brochures, literature, giveaways, etc. within the booths are limited to a one-day supply. Consideration will be given for the storage of crates outside the facility.
- No exit door shall be locked, bolted or otherwise fastened or obstructed at anytime the OPCC is open to the public. Moreover, it shall be unlawful to obstruct, or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
- All sawdust and shavings shall be thoroughly treated with an approved flame-retardant product, stored and maintained in a manner approved by the Overland Park Fire Marshal. Hay and straw are not allowed in the OPCC.
- The use of liquefied petroleum gasses inside building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the OPCC and the Overland Park Fire Marshal. Maximum LBG allowed for exhibition purposes is a 16-oz non-refillable cylinder. There may be a maximum of 24

containers stored in any one location.

- All trash and refuse shall be removed daily from the OPCC.
- Approved fire extinguishing equipment shall be provided and maintained in all areas designated by the OPCC and the Overland Park Fire Marshal.
- All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
- All hydrants and fire department connections shall be unobstructed at all times.
- All electrical connections shall be in accordance with the Electrical Code.
- All electrical cords, sound cable or other trip hazards shall be safeguarded.
- Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels and are used as part of an exhibit must have less than ¼ tank or five (5) gallons of fuel in the gas tank. All fuel tanks shall be locked or effectively sealed in accordance with the Overland Park Fire Marshal, and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Carpeting of visqueen must be placed underneath the vehicle for any possible leakage.
- All appliances fired by natural gas shall be approved by the Facility Operations Manager, the OPCC and the Overland Park Fire Marshal, and installed in accordance with NFPA 54 National Fuel Gas Code before being used.
- The OPCC and the Overland Park Fire Marshal must approve the use of welding and cutting equipment for demonstration purposes.
- Cylinders of compressed gasses are prohibited unless approved by the Fire Marshal and secured according to the requirements outlined in the 1997 Uniform Fire Code. The Facility Public Safety Manager along with the OPCC and the Overland Park Fire Marshal shall check egress of the facilities before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
- There shall be no obstruction blocking exit doors from the outside of the OPCC, such as vehicles parked in front of the doorways or barricades across sidewalks, etc.
- No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs.
- No vehicles shall be parked in fire lanes outside the OPCC. Such vehicles will be subject to towing at the owners expense.
- No flammable liquid or material shall be used or admitted inside of the OPCC except by approval of the OPCC and the Overland Park Fire Marshal. Prohibited materials include, but are not limited to kerosene, motor fuel, explosives, cryogenic gasses, etc.
- No person shall cause or permit any open flame, candles, and torches, etc. to be used in any place of assembly, except that candles may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. The candle flames shall be protected.

- All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the City Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from each other by a minimum horizontal distance of 2 ft. Countertop fryers not exceeding 288 square inches and single well may be used without the necessary ventilating hood and surface protection requirement, provided there are two (2) ten (10) pound B.C. extinguishers positioned on each side of said fryer. **All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Manual.**
- All cooking equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies.
- All aisles in the exhibit hall shall be maintained at a minimum of ten (10) feet clearance.
- All covered structures in excess of one hundred (100) square feet in area shall be protected by an automatic smoke detection system approved by the Fire Marshal.

THE OVERLAND PARK FIRE MARSHAL RESERVES THE RIGHT TO MAKE ANY FINAL DECISION REGARDING THE ABOVE REQUIREMENTS.

**NOTE: ALL ABOVE REGULATIONS ARE REQUIRED UNDER THE FIRE CODES OF THE STATE OF KANSAS.**

### **3.5 SECURITY:**

While the Johnson County Home + Garden Show has 24-hour security, Marketplace Events and the OPCC does not assume responsibility for lost, stolen or damaged merchandise. Exhibitors should be prudent and not leave valuables unattended within exhibit space.

#### **Security Suggestions:**

Do not leave your booth unattended during the set-up, show or move-out period.

Do not leave small items, one-of-a-kind special samples, prototypes, generated leads, or extremely valuable merchandise in your booth overnight.

### **3.6 INSURANCE:**

Neither Show Management nor the OPCC will accept responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decorations by fire, accident, theft, or any other cause while in the building.

**EXHIBITORS MUST PROVIDE ADEQUATE INSURANCE FOR THEIR OWN PERSONNEL, EXHIBITS AND MATERIALS AGAINST ALL SUCH HAZARDS.**

**NOTE: Marketplace Events offers reasonably priced insurance policies for our shows. Contact Show Management for details.**

No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Service Manual and/or on posted signage by the show facility/convention center. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

### **3.7 MICROPHONES, AUDIO EQUIPMENT AND MUSIC:**

Use of microphones, audio equipment and musical instruments within exhibit space is permitted, however, sound levels must be kept at a volume that management deems reasonable. Violators will receive one warning. If there are more problems with volume, Show Management reserves the right to prohibit the exhibitor from using sound equipment for the remainder of the show.

#### **MUSIC, PHOTOGRAPHS AND OTHER COPYRIGHTED MATERIAL-**

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitor's booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to Marketplace Events proof that the exhibitor has, or does not need, a license to use such copyrighted material. Marketplace Events reserves the right to remove from the exhibit all or any part of any booth or display which incorporates photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses. The exhibitor shall remain liable for all claims, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation of infringement (or claimed violation or infringement) by exhibitor, exhibitor's age or employees of any patent, copyright or trade secret rights or privileges.

### **3.8 SOLICITING, SAMPLES AND SOUVENIRS:**

#### **FOOD SAMPLING GUIDELINES**

- The City of Overland Park is enforcing anyone distributing non-pre-packaged food to follow specific guidelines for preparation and sanitation in a public show. Each vendor must submit a temporary food service application to Marketplace Events **no later than December 23<sup>rd</sup>, 2016** and will require inspection before the show opens. **Exhibitors must be present before the show opens on Friday, January 6<sup>th</sup> for the inspection.** Securing of all necessary licenses, permits, etc. is the responsibility of the exhibitor. Please contact Show Management for more

details.

- Food and Beverage samples must not be greater than two (2) ounces, and must be manufactured, processed, or distributed by the exhibiting firm and must be related to participation in the event.
- The OPCC will provide hand washing stations for vendors who require food inspections. The stations will need to be placed within twenty (20) feet of each food vendor.
- For public health reasons, restrooms, concession stand and/or facility kitchens may not be used as exhibitor clean-up areas. The Exhibitor is responsible for all costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling.
- Items such as candy bars and bottled water must be purchased from the food and beverage department. Outside food is prohibited in the OPCC. A hard candy dish provided complimentary by an exhibitor at their booth may be exempt, so long as the candy is bite sized and individually packaged.
- Exhibitors are responsible for complying with all Overland Park and Johnson County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If an exhibitor is not in compliance or does not obtain the proper permits, the Johnson County Health Department reserves the right shut down said booth for the duration of the Show.
- **ALL FOOD SAMPLING MUST BE APPROVED BY SHOW MANAGEMENT**

Displays, demonstrations or distribution of samples, souvenirs, promotional material and soliciting of business **MUST BE CONFINED TO THE EXHIBITOR'S BOOTH SPACE. SUCH ACTIVITIES ARE NOT PERMITTED IN THE AISLES, RESTAURANTS, ENTRANCE AREAS, HALLWAYS OR OTHER EXHIBITS.**

### **3.9 STAFFING OF EXHIBITS:**

It is required that exhibitors require a staff member in their exhibit at all times during the hours of the show. Show Management does **NOT** assume any responsibility for losses.

## **SECTION 4: EXHIBITOR BADGES, TICKETS & COMPLIMENTARY PASSES**

### **4.1 EXHIBITOR BADGES:**

Exhibitor badges will be available for pick up during move-in. Exhibitor badges allow each exhibitor a one-time admittance to the show each day. The numbers of exhibitor badges are dependent on size of exhibit space. All personnel working the show must be registered and supply exhibitor badges provided by Show Management for daily admittance to the show. Exhibitor badges are only for principals and employees actually working in the exhibit.

***AN ORDER FORM IS ENCLOSED FOR ADDITIONAL EXHIBITOR BADGES.***

Exhibitor Badges, Parking Passes and Comp Tickets will be held at the show office and can be picked up during move-in.

For Security reasons, each individual needs SHOW CREDENTIALS. **SHARING OF SHOW CREDENTIALS IS STRICTLY PROHIBITED. EXHIBITORS ARE STRICTLY FORBIDDEN TO DISTRIBUTE CREDENTIALS IN THE LOBBIES OR PARKING LOTS OF THE SHOW. EXHIBITORS BREAKING THIS REGULATION WILL NOT BE INVITED TO RETURN IN FUTURE EVENTS AND MAY BE ASKED TO LEAVE THE SHOW IMMEDIATELY.**

- Five (5) badges for every one hundred (100) square feet of booth space will be issued to each exhibitor, with a maximum of twenty (20) exhibitor badges.

There will be a \$10.00 charge for each additional Exhibitor Badge ordered.

Exhibitor Badges **MUST BE PRESENTED TO DOOR GUARDS STARTING AT 8:00 A.M. FEBRUARY 20TH, 2015 AND THROUGHOUT THE DURATION OF THE SHOW.**

**4.2 EXHIBITOR PARKING:**

Parking is free. The covered lot will be for exhibitors on a first come first serve basis. Once that lot is full, additional parking is available in the Black & Veatch lot. The north parking lot is for shoppers only. **EXHIBITOR PARKING IS NOT PERMITTED IN THE NORTH LOT.**

**4.3 COMPLIMENTARY & DISCOUNT TICKETS:**

Exhibitors will be provided a total of ten (10) complimentary tickets for every one hundred (100) square feet of exhibit space, with a twenty five (25) ticket maximum. Additional tickets are \$6.00 each and can be purchased in advance or on-site at the Show Office.

Complimentary and Discounted tickets are to be used for your special customers, friends and family members. **Discount tickets or complimentary tickets are NOT to be distributed in the LOBBIES, FOYERS or PARKING LOTS OF the OPCC. If complimentary or discounted tickets are given to visitors in these areas, the exhibitor will not be allowed to exhibit in future events and may be asked to leave the current show immediately.**

**WILL CALL is at the Ticket Booth ONLY.** Please do not leave any tickets at the Show Office.

**4.4. PAYMENT OF ACCOUNT:**

***Full and final payment for exhibit space must be made by October 26th, 2016.***

*Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full. Any exhibitor not paid in full by the deadline will NOT appear in the official Show program listing.*

#### **4.5 SALES TAX:**

**Overland Park, KS sales tax is 8.85%.** Additional information regarding sales tax rates can be obtained from the Kansas Department of Revenue. Please complete the form on page 17 to obtain a tax clearance letter.

# MARKETPLACE | EVENTS

## Credit Card Authorization Form

Date: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

Payment For: ☐ Exhibit Space ☐ Parking ☐ Tickets ☐ Exhibitor Badges ☐ Other: \_\_\_\_\_

Show: ☐ KC Remodel + Garden ☐ Johnson County Home + Garden ☐ Holiday Boutique

Credit Card: ☐ Visa ☐ Master Card ☐ Discover ☐ American Express (15 digits)

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date  
(MM/YYYY) \_\_\_\_\_ / \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Payment Amount: \$ \_\_\_\_\_ (\$15 minimum)

### SIGNATURE AUTHORIZATION

I authorize Marketplace Events to charge my credit card as indicated above:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE SIGN AND FAX THIS FORM TO: 816-931-4782

Marketplace Events  
4050 Pennsylvania Ave. Suite 141  
Kansas City, MO 64111

Ph: 816-931-4686  
Toll Free: 855-931-7469  
Fax: 816-931-4782

### Office Use

Accepted: \_\_\_\_\_

Declined (message): \_\_\_\_\_

Initials & Date: \_\_\_\_\_

Division of Taxation  
915 SW Harrison St  
Topeka KS 66612-1588  
Nick Jordan, Secretary  
Steve Stotts, Director of Taxation



Phone: 913-631-0298, Ext. 202  
FAX: 1-866-743-4812  
www.ksrevenue.org  
Sam Brownback, Governor

### APPLICATION FOR SPECIAL EVENT TAX CLEARANCE

**1. Name and date of the event for which you are requesting a KDOR tax clearance letter**

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

**2. Applicant Information:** ☐ Business ☐ Individual

\_\_\_\_\_  
Name (Registered) Identification Number (FEIN, TIN or SSN)

\_\_\_\_\_  
Business Name (If different from registered name) Identification Number (FEIN, TIN or SSN)

\_\_\_\_\_  
Current Street Address City, State, Zip

\_\_\_\_\_  
Daytime Telephone Number Fax Number

\_\_\_\_\_  
Cell Phone Number Email Address

**3. Previous events at which you vended in Kansas in the last three years**  
No Kansas sales tax account? List the event name(s) & date(s) below: (Use back if more space is needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Event copy (choose one box only)**

- ☐ Submit a copy of my tax clearance letter to the event noted above  
☐ Do not submit my tax clearance letter to the event noted above

**5. Signature**

\_\_\_\_\_  
Print Name Title (Corporate Officer, Partner, Individual, Etc.)

\_\_\_\_\_  
Signature Date

**6. Send this request to the Kansas Department of Revenue Special Events**

Mail: Kansas Department of Revenue  
Attn: Special Events  
13420 W. 62<sup>nd</sup> Terr.  
Shawnee, KS 66216

Fax: 866-743-4812  
Email: [kdor.special.events@kdor.ks.gov](mailto:kdor.special.events@kdor.ks.gov)

CM-21  
(Rev 02/14)

# Temporary Food Service Application

**\*\* Vendors: Submit application and payment to the event coordinator**

# OVERLAND PARK

K A N S A S

ABOVE AND BEYOND. BY DESIGN.

Community Services

8500 Antioch Road

Overland Park, KS 66212

913/895-6270 • Fax 913/895-5086

Applicant Name \_\_\_\_\_

Business or Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Name of event/show \_\_\_\_\_

Location of event \_\_\_\_\_ Event Coordinator \_\_\_\_\_

Scheduled Date(s) and time of event \_\_\_\_\_

My establishment is licensed as a ☐ restaurant ☐ mobile unit ☐ caterer

It is mandatory for restaurants, mobile units and caterers to submit a copy of their current license.

I am a ☐ wholesale manufacturer I am an ☐ unlicensed vendor (unlicensed vendors will have menu limitations)

Food preparation/service:

NOTE: No food is to be prepared or portioned in a home unless you have a separately permitted kitchen.

Items to be served \_\_\_\_\_

1. Procedure to Hold Hot Foods (if applicable) \_\_\_\_\_

2. Procedure to Hold Cold Foods (if applicable) \_\_\_\_\_

This area to be completed by the inspector:

Additional Comments

- ☐ Handwashing station & gloves
- ☐ Sanitizer and test strips
- ☐ Sneeze guards or staff monitored samples
- ☐ Hair restraints
- ☐ Single service-covered and inverted
- ☐ Food off floor/ground
- ☐ Thermometers
- ☐ Dishwashing or extra serving utensils
- ☐ Temperatures maintained \_\_\_\_\_
- ☐ Food from an approved source

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## NOTE TO THE EVENT COORDINATORS/PROMOTERS

Event Coordinators/Promoters are responsible for submitting the applications and fees when two or more vendors are participating in a single event.

Event Coordinators/Promoters are required to

- Submit completed applications at least two weeks before an event.
- Pay \$10 Temporary Food Service Application fees for each vendor no later than 24-hours before an event. For weekend scheduled events, payment is expected by noon the Friday before the event.

Application fees will not be accepted until the application has been approved by the Code Compliance Officer.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Code Compliance Officer \_\_\_\_\_ Date \_\_\_\_\_

☐ Approved (permit delivered) ☐ Denied

OFFICE USE ONLY

Processed and paid by \_\_\_\_\_ Paid with \_\_\_\_\_ Date paid \_\_\_\_\_

## **HOTEL INFORMATION**

We have hotel discounts worked out with the following hotels. Please keep in mind that the discounted rates are on a first come first serve bases.

### **The Sheraton Overland Park**

(Connected to the Overland Park Convention Center)

6100 College Blvd.

Overland Park, KS 66211

\*The discounted group single & double rate of \$119 is available until **December 22, 2016**. Call **866-837-4214** to make a reservation. You must specify that you are part of the **JOHNSON COUNTY HOME & GARDEN SHOW** to receive the group discount.



## Ticket & Exhibitor Badge Order Form

To order additional complimentary tickets or exhibitor badges fill out the form as indicated below. In completing this form, unless otherwise specified by you additional complimentary passes and exhibitor badges will be in you packet when you check in on show site.

|                                                               |                 |
|---------------------------------------------------------------|-----------------|
| _____ Complimentary Tickets at \$6.00/each, for total cost of | \$ _____        |
| _____ Exhibitor Badges at \$10.00/each, for total cost of     | \$ _____        |
| <b>TOTAL AMOUNT DUE</b>                                       | <b>\$ _____</b> |

Company Name: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

MAKE CHECKS PAYABLE TO: Marketplace Events

This form can be set to us using the address below along with a check for the amount due, or it can be faxed, along with the credit card charge form.

Marketplace | Events  
4050 Pennsylvania, Suite 141 Kansas City, MO 64111  
(816) 931-4686 phone | (816) 931-4782 fax