

GENERAL SHOW GUIDELINES

1) Booth Display: Vendors are responsible to provide a safe & stable booth display. Booth “walls” or pipe & drape are not required or provided but use of “booth separation” is encouraged for a nice presentation. **Important information: We must hear from you IF your display “walls”/booth display is taller than 7’ - as there are areas of the show that could be a problem per ceiling supports.** We do our best to address any of these “concerns” before you arrive.

Please display the provided “sign” with booth # enclosed in the show packet. This helps us locate you quickly in case of emergency, etc.

2) Tables & Chairs: You are responsible for bringing your own tables & chairs.

3) Electricity - Electricity is not included in the vendor fee. If you need electricity and have not ordered & paid for it, please do it now. Vendors must provide their own extension cord. If your booth reservation is in the Arena - you will need at least a 25 ft cord. Please assess your power needs carefully. **We must hear from you, if your power needs will exceed a regular 110 v household wall plug, as losing power during show hours is not a good situation. We do not want to throw breakers.** Be sure to check and turn off/unplug all lamps, accessory lighting, crock pots, etc. before you leave each day. Otherwise, we have to crawl around in your booth to unplug cords after everyone is gone.

4) No Early Tear Down or Shutting Down Early Any Day: Show hours are 9am - 6pm - Thursday through Saturday. No early tear down or closing before 6 p.m. as show hours are advertised to the public!

5) Changing Content of Booth: Changing or adding a new item/category to your booth is not allowed without approval from show management. We spend many hours working to assure your booth neighbor is not selling the same/similar category as your booth. You are required to contact us to approve changes to the booth categories. You will also be required to send in pictures of new categories.

6) Booth Boundary Lines: All merchandise, chairs, tables, and your physical body must be inside your booth boundary lines. No products or sitting outside of your booth space. All selling must be within your booth. You are not allowed to “Work the Aisle” or wander outside selling items. This makes customers uncomfortable & offends your booth neighbors. You will get exactly 1 warning! If you continue to sell outside of your area after a warning, you will be dismissed and not invited back.

7) Food Vendors: All food vendors or vendors selling food products will need a permit through the health department. For Specific Questions Contact: David.cowan@arkansas.gov (479) 521-8181

8) Change & ATM's: Please come prepared and bring your own change. However, we will provide a limited amount of change (bills only, no coins) as a "back-up" in our office. Change will only be made in the office between the hours of 9 am. – 1 p.m.! Change will not be made after 1 p.m.. ATM's will be available as well throughout the grounds.

9) Load In/Load Out: This show is easy to load in/load out. However, please use the utmost courtesy & safety in loading areas. There are always some children with vendors during set up and many older folks who do not move quickly. Please be aware of your surroundings while backing up, etc. Also be aware of children who are around unsecured heavy displays that are in the process of being put up or taken down.

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10) Parking: Park your vendor vehicle/trailer in the designated area. Vendor parking is behind exhibit halls, pavilions, and the arena. Absolutely, no parking during show hours in front of exhibit halls, pavilions or in front of the arena. The only time you are allowed to park in front of these areas is during set-up on Wednesday.

11) Driving: Vendors will only be allowed to drive in the main gate and drive in front of the pavilions, arena, and exhibit halls on Wednesday during set-up. Thursday - Saturday, vendors will need to enter and exit through the gate to the fenced in parking lot right before the main gate. Look for signage saying Vendor Only Entrance. That gate will allow you to drive in directly behind all of the buildings and avoid driving through the public. Vendors attempting to drive in front of the buildings during show hours, will be given 1 warning. If a vendor attempts to drive in front of the buildings again, the vendor will be dismissed immediately and not invited back.

12) Items Not Allowed In The Show: The following items will **NOT** be accepted into the show: Alcohol of Any Kind (Including Wine), Items with Images of Alcohol, Items with Cuss Words/Profanity, Items with Blood/Guts/Gory (Halloween Items Should be Cute Not Scary), Items with Drugs/Drug Paraphernalia, or anything that would not be considered to be family friendly! We strive to provide a relaxing family friendly atmosphere. If there is any item in a vendor booth that management feels is not appropriate, you will be asked to remove that item.

13) Subletting: No subletting of booth space.