

## EXHIBITOR MANUAL

Item	Instructions	Contact Info	Timeline
<b>Event Location</b>	Paducah McCracken Convention Center	Paducah McCracken	Fri 1/15 2p-7p
	415 Park St., Paducah, KY 42001	Convention Center	Sat 1/16 9a-7p
		270-408-1346	Sun 1/17 9a-4p
		<a href="#">Venue Website</a>	
<b>Show Office</b>	<input type="checkbox"/> Located in main lobby past ticket booths <input type="checkbox"/> Exhibitors must check-in at the show office before starting to set up, to indicate their arrival, confirm booth, and receive badges.	OSS Expo Show	Registration
		Office	begins 1/14-1/15
<b>Check-in/Badge</b>			Thur. 11a - 7p
<b>Pickup</b>			Fri. 8a – 12p
<b>Electrical</b>	No Phone Orders. You may e-mail, fax or mail order form <input type="checkbox"/> <b>Advance Electric Rate (Due January 3rd, 2021)</b> <input type="checkbox"/> Single outlet \$40 <input type="checkbox"/> Double outlet \$50	Paducah McCracken Convention Center 270-408-1346	Advance Rate: <b>Jan. 3, 2021</b> Regular Rate:
		<a href="#">Electric Order Form</a>	Jan. 4, 2021
	<input type="checkbox"/> <b>Electric Rate after January 3rd, 2021</b> <input type="checkbox"/> Single outlet \$80 <input type="checkbox"/> Double outlet \$100 <input type="checkbox"/> Check order form for pricing on larger electric orders		
<b>Internet, Wi-Fi, Phone</b>	No Phone Orders. You may e-mail, fax or mail order form • Wifi Internet access \$50 per booth for entire show • Check order form for pricing on hard line internet connection	Paducah McCracken Convention Center 270-408-1346 <a href="#">Internet Order Form</a>	Jan. 3, 2021
<b>Setup Times</b>	<input type="checkbox"/> Booths vacant after 12 pm on Fri. 1/15/21 are considered abandoned and are subject to being filled by companies from a waiting list. <input type="checkbox"/> In case of emergency call Ph: 262.227.7634 for instructions or notification of late arrival.	OSS Expo Business Office 262-227-7634 <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	Thursday 1/14 1 pm – 7 pm Friday 1/15 8 am – 12 pm All exhibits much be completely set up by 12 pm Fri. Jan 15 <sup>th</sup> .
<b>Parking</b>	• Parking is <b>FREE</b> • Oversized trailers will have a designated gravel lot next to the building • Please allow attendees to park in front of the Paducah McCracken Convention Center	Paducah McCracken Convention Center	
<b>Exhibitor Entrance</b>	• The best access point for exhibitors is double doors next to the overhead doors. • We will have a door guard checking badges at entrance		
<b>Unloading &amp; Loading</b>	• Thursday - Cars & small vans can drive in with <u>permission</u> through overhead doors weather permitting. • Keeping your safety (and other exhibitor booths in mind), cut off time for driving in on Thursday will be determined by our floor manager. • <b>1 Loading dock (freight) door – 10'H x 7.5'W</b> • <b>2 Overhead doors – 14'H x 14'W</b> • <b>3 Roll up man doors – 10'H x 6.5'W</b> • Friday - <u>No</u> driving into the building. • Bring your own dollies and hand carts. The facility only has a handful of carts to share • DO NOT set up your booth as you unload. • Unload first, park your vehicle, then set up your booth.	OSS Expo Show Office 262-227-7634 <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	

<b>Large Equipment Unloading</b>	<ul style="list-style-type: none"> <li>If you have large equipment that requires unique unloading needs please contact us before the expo so we can schedule you to move in before the designated setup times.</li> <li>If your booth setup requires the use of a fork lift please contact Expo Services <u>in advance</u> to setup a time for forklift use. There is discount pricing for advance orders.</li> <li>You may order forklift service on-site, but you should expect long waits and paying regular rates.</li> </ul>	OSS Expo Office 262-227-7634 <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	
		TDB	
<b>Tear Down Times &amp; Info</b>	<ul style="list-style-type: none"> <li>Absolutely NO early tear down.</li> <li>All exhibits must remain setup and in place until the official close of the expo.</li> <li>Exhibitors leaving early will lose their booth choice for next year.</li> <li>Exhibitors must be out no later than Midnight on Sunday evening.</li> </ul>	OSS Expo Office 262-227-7634 <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	Sun. 1/17, 4p-Midnight
<b>Badges</b>	<ul style="list-style-type: none"> <li>You are eligible to receive four (4) badges for your first 10'x10' booth space.</li> <li>Non-profit organizations receive six (6) badges. Extra badges are \$5.00</li> <li>You are eligible to receive two (2) extra badges for each additional 10'x10' booth space.</li> <li>Badges will be available for pick-up at the Show Office.</li> <li>NO ONE will be admitted to the exhibit floor without the appropriate badge.</li> <li>For the security of your products, EVERYONE working in a booth MUST HAVE and WEAR an exhibitor badge during ALL EXPO HOURS.</li> <li>Door guards will check badges every day when you enter the building.</li> <li>Your badge must be immediately visible and checkable for easiest, fastest admittance.</li> <li>Replacement badges are \$5.</li> </ul>	OSS Expo Office 262-227-7634 <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	Deadline for badges: 1/3/2021
		<a href="#">Click Here</a> to Register for your Exhibitor Booth Staff Badges	

Item	Instructions	Contact Info	Timeline
<b>Table, Chairs, Forklift</b>	<ul style="list-style-type: none"> <li>Contact the decorator</li> <li>Standard floor rate applies after deadline</li> </ul>	TDB	Advance Rate Deadline: TDB
<b>Drapery Colors</b>	<ul style="list-style-type: none"> <li>Backdrops and side curtains will be black and red</li> </ul>		
<b>Shipping To The Facility</b>	<ul style="list-style-type: none"> <li>Contact the decorator</li> <li>Send to Expo Services until deadline</li> </ul>	TDB	TDB
<b>Driving Directions</b>	<ul style="list-style-type: none"> <li>For driving directions to the Paducah Convention Center visit our website</li> <li>415 Park St., Paducah, KY 42001</li> </ul>	<a href="#">OSS Expo Website</a> <a href="#">Click Here for Directions</a>	
<b>Hotels</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discounted hotel rates with partner hotels, amenities, and dining options can be found on our website.</li> <li><input type="checkbox"/> Remember to say Open Season Sportman's Expo to receive the best rate</li> </ul>	<a href="#">Click Here</a> to view the hotel options available for the event	
<b>Camping</b>	<ul style="list-style-type: none"> <li>Fern Lake Campground – Paducah, KY</li> </ul>	Fern Lake Campground 270-444-7939	
<b>Re-Stocking</b>	<ul style="list-style-type: none"> <li>Hand carts and dollies can be used to re-stock before the show, 8 am - 9 am.</li> <li>If you need to restock your booth during show hours you must carry all items into the facility by hand.</li> <li>NO use of hand carts or dollies are allowed during the expo.</li> </ul>	OSS Expo Show Office	8a - 9a daily

Insurance	<ul style="list-style-type: none"> <li>We NO longer charge for booth insurance.</li> <li>It is up to you to provide us with a certificate of insurance (by January 3, 2021), two weeks before the event</li> <li>You can submit your COI to exhibitor services via E-mail.</li> </ul> <p>Below you will find the correct criteria and language your COI needs to provide:</p> <ul style="list-style-type: none"> <li>All vendors must carry \$1,000,000 liability insurance and it must name "Bonnier Corporation and their subsidiaries, parent companies and affiliates as additional insured."</li> <li>Certificate holder listed as: Bonnier Corporation, 838 N Delaware St, Indianapolis, IN 46204.</li> <li>Paducah-McCracken County Convention CCC, its Owner "Paducah-McCracken County Convention CCC Corporation", VenuWorks of Paducah, LLC, VenuWorks, Inc.; their parents, subsidiaries, affiliates, directors, officers, employees, insurers, and agents.</li> </ul>	<a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	3-Jan-21
	For your convenience, if you are having trouble finding/getting insurance we offer an option	<a href="#">Click Here</a>	
Item	Instructions	Contact Info	Timeline
Antlers & Mounts	<ul style="list-style-type: none"> <li>Whitetail deer antlers, turkey mounts or replicas displayed in any booth must be identified accordingly.</li> <li>Pick up the tags in the Show Office when you check in.</li> <li>This is a security measure to identify exhibitor displays as separate from the trophy contest entries.</li> <li>Contest entries cannot be displayed in an exhibitor's booth; they must be on contest boards.</li> <li>Exhibitors selling shed antlers must provide a container or bag at the time of purchase to prevent the risk of injury to attendees from the shed being carried around on the exhibit floor.</li> </ul>	OSS Expo Show Office	
Gasoline Engines	<ul style="list-style-type: none"> <li>Fuel in the tank shall not exceed ¼ of tank capacity or 5 gallons of gas, whichever is less</li> <li>The fuel cap must be taped shut.</li> <li>At least one battery terminal must be disconnected and tapped</li> <li>Visqueen or other protective covering must be placed underneath vehicle</li> <li><b>Transfer of fuel is not allowed on the Convention Center floor.</b></li> </ul>	OSS Expo Show Office	
Fire Regulations	<ul style="list-style-type: none"> <li>Exhibits must comply with all local, state and federal fire codes as they apply.</li> <li>Only fire-proof material should be used as decoration in displays.</li> <li>Contact the Paducah McCracken Convention Center for specific fire regulations and codes.</li> </ul>	Paducah McCracken Convention Center 270-408-1346	
Security	<ul style="list-style-type: none"> <li>We will maintain security for the facility during expo hours and at night.</li> </ul>	OSS Expo Show Office	
Firearms	<ul style="list-style-type: none"> <li>Firearms on display accessible to the attending public must be modified so they cannot be discharged.</li> <li>Ammunition sales regulations vary from facility to facility. Check with Paducah McCracken Convention Center</li> </ul>	Paducah McCracken Convention Center 270-408-1346	

<b>Pets</b>	<ul style="list-style-type: none"> <li>Live animals are not allowed in the building unless they are an approved exhibit, display or performance.</li> <li>Owners are responsible for the cleanup, waste removal and any damage done by animals.</li> </ul>	OSS Expo Office 262-227-7634 <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	
<b>Sound Control</b>	<ul style="list-style-type: none"> <li>Any DVD's, music, or other audio devices including duck and turkey callers, must be kept to a minimum.</li> <li>Please respect your neighboring exhibitors and avoid sound pollution.</li> </ul>	OSS Expo Office 262-227-7634 <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	
<b>Raffles</b>	<ul style="list-style-type: none"> <li><i>Note: The show office does not page winners for raffles and will not announce raffles.</i></li> </ul>	State of KY 502-573-5528 <a href="http://Gambling-law-us.com/Charitable-Gaming/Kentucky">Gambling-law-us.com/Charitable-Gaming/Kentucky</a>	
<b>Selling Product</b>	<input type="checkbox"/> Kentucky tax rate – 6.0%. <input type="checkbox"/> Non-residents selling products must submit required tax forms that will be posted on our website <input type="checkbox"/> <i>Tax information is subject to change</i>	KY Dept. of Revenue 502-595-4512	
<b>Food Sales &amp; Sampling</b>	<ul style="list-style-type: none"> <li>All food sales and distribution must be approved by The Open Season Sportsman's Expo in advance.</li> <li>Contact Cheryl Keller for approval, rules, and questions.</li> <li>Contact Joel Barrett at the Paducah Health Dept. for Temporary Food Permit. (\$50 for a 1-3 day event)</li> </ul>	OSS Expo Cheryl Keller 262-227-7634 Paducah Health Dept. Joel Barrett 270-444-9625 ext 169 <a href="#">Website</a> <a href="#">Click Here</a>	1/3/21
<b>Door Prizes</b>	<ul style="list-style-type: none"> <li>Either bring product to the show office or fill out a door prize form in which attendees come to your booth to pick up.</li> </ul>		

	\$150 Discount per interior booth only; Tax exempt form must be included with payment to qualify. Multiple booth discounts do not qualify or not available.
	<b>Full payment due December 1, 2020</b>
	Must be submitted in writing. Exhibitors that cancel and “no shows” forfeit all prior payments.
	After 12:00 pm Friday, unoccupied booths may be sold to exhibitors on waiting list. No refunds.
	Free shooting lane with booth purchase. Excludes WI.
	Deposit must be paid by end of expo to secure your same location next year.

Updated Last 11/16/2020 3:25 pm central time