

EXHIBITOR MANUAL

Item	Instructions	Contact Info	Timeline
Event Location	Overland Park Convention Center 6000 College Boulevard, Overland Park, KS 66211	Overland Park Convention Center (913) 439-5382	Fri 3/12 2p-7p Sat 3/13 9a-7p Sun 3/14 9a-4p
		Website	
Show Office	<ul style="list-style-type: none"> located in main lobby just before south 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 Office	Registration begins 3/12 3/14 Thur. 11a - 7p Fri. 8a - 12p
Pickup	Phone Orders, e-mail, fax or mail order form • Check order form for pricing on hard line internet connection and Electrical	6000 College Boulevard, Overland Park, KS 66211 (913) 439-5382	Advance Rate: March 3, 2021 Regular Rate:
To order services, online	Choose "Purchase Open Season Sportsman's Expo/New Exhibitors will need to create a login. Returning Exhibitors can login. Your advanced cut-off rate is 3/02/21. After this date, prices will be increased to the floor rate.	Electric Order Form	Mar. 2, 2021
	Phone Orders, e-mail, fax or mail order form • Check order form for pricing on hard line internet connection and Electrical		
Internet, Wi-Fi	Phone Orders, e-mail, fax or mail order form • Check order form for pricing on hard line internet connection and Electrical	6000 College Boulevard, Overland Park, KS 66211 (913) 439-5382	Mar. 3, 2021
Phone			
		Internet Order Form	
Setup Times	<ul style="list-style-type: none"> Booths vacant after 12 pm on Fri. 3/26/21 are considered abandoned and are subject to being filled by companies from a waiting list. In case of emergency call Ph: 262.227.7634 for instructions or notification of late arrival. 	OSS Expo Business Office 262-227-7634 exhibitorservices@bomnierecorp.com	Thursday 3/11 1 pm - 7 pm Friday 3/26 8 am - 12 pm All exhibits must be completely set up by 12 pm Fri. March 12
Parking	<ul style="list-style-type: none"> Parking is FREE Overized trailers will have a designated Back of the parking lot next to the building Please allow attendees to park in front of the Overland Park Convention Center!! 	Overland Park Convention Center 6000 College Boulevard, Overland Park, KS 66211	
Exhibitor Entrance	<ul style="list-style-type: none"> The best access point for exhibitors is double doors next to the overhead doors. We will have a door guard checking badges at entrance 		
Unloading & Loading	<ul style="list-style-type: none"> Thursday - Cars & small vans can drive in with <u>accession</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. Suite 8 Doors 14d96 Suite 5 & H Doors 13d96 Suite H East, A West Doors 11.5x 10' Doors for Africa East & West 14.9x16' Outside Garage Doors 16'x16' 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. 	OSS Expo Show Office 262-227-7634 exhibitorservices@bomnierecorp.com	General Exposition Services Ph: 610-495-8866 Fax: 610-495-8870 Email: info@generalexposition.com
Large Equipment Unloading	<ul style="list-style-type: none"> 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. If your booth setup requires the use of a fork lift please contact Expo Services in advance to setup a time for forklift use. There is discount pricing for advance orders. You may order forklift service on site, but you should expect long waits and paying regular rates. 	OSS Expo Office 262-227-7634 exhibitorservices@bomnierecorp.com	
Decorator	<ul style="list-style-type: none"> Expo Services in advance to setup a time for forklift use. There is discount pricing for advance orders. You may order forklift service on site, but you should expect long waits and paying regular rates. 	General Exposition Services Ph: 610-495-8866 Fax: 610-495-8870 Email: info@generalexposition.com	
Tear Down Times & Info	<ul style="list-style-type: none"> Absolutely NO early tear down. All exhibits must remain setup and in place until the official close of the expo. Exhibitors leaving early will lose their booth choice for next year. Exhibitors must be out no later than Midnight on Sunday evening. 	OSS Expo Office 262-227-7634 exhibitorservices@bomnierecorp.com	Sun. 3/14, 4p-Midnight
Badges	<ul style="list-style-type: none"> You are eligible to receive four (4) badges for your first 10'x10' booth space. Non-profit organizations receive six (6) badges. Extra badges are \$5.00 You are eligible to receive two (2) extra badges for each additional 	OSS Expo Office 262-227-7634 exhibitorservices@bomnierecorp.com	Deadline for badges: 3/3/21

10'x10' booth space.

- Badges will be available for pick-up at the Show Office.
- NO ONE will be admitted to the exhibit floor without the appropriate badge.
- For the security of your products, EVERYONE working in a booth MUST HAVE and WEAR an exhibitor badge during ALL EXPO HOURS.
- Door guards will check badges every day when you enter the building.
- Your badge must be immediately visible and checkable for easiest, fastest admittance.
- Replacement badges are \$5.

[Click Here](#) to Register for your Exhibitor Booth Staff Badges

Item	Instructions	Contact info	Timeline
Table, Chairs, Forklift	<ul style="list-style-type: none"> Contact the decorator Standard floor rate applies after deadline 	General Exposition Services Ph: 610-495-8866 Fax: 610-495-8870 Email: info@generalexposition.com	Advance Rate Deadline: 3/3/2021
Drapery Colors	<ul style="list-style-type: none"> Backdrops and side curtains will be black and red 		
Shipping To The Facility	<ul style="list-style-type: none"> Contact the decorator Send to Expo Services until deadline 	General Exposition Services Ph: 610-495-8866 Fax: 610-495-8870 Email: info@generalexposition.com	TBD
Driving Directions	<ul style="list-style-type: none"> For driving directions to the Overland Park Convention Center, visit our website 6000 College Boulevard, Overland Park, KS 66211 	OSS Expo Website Click Here for Directions	
Hotels	<ul style="list-style-type: none"> Discounted hotel rates with partner hotels, amenities, and dining options can be found on our website. Remember to say Open Season Sportman's Expo to receive the best rate 	Click Here to view the hotel options available for the event	
Re-Stacking	<ul style="list-style-type: none"> Hand carts and dollies can be used to re-stock before the show, 8 am - 9 am. If you need to restock your booth during show hours you must carry all items into the facility by hand. NO use of hand carts or dollies are allowed during the expo. 	OSS Expo Show Office	8a - 9a daily
Insurance	<ul style="list-style-type: none"> It is up to you to provide us with a certificate of insurance (By March 1, 2021), two weeks before the event. You can submit your COI to exhibitor services via E-mail. Below you will find the correct criteria and language your COI needs to provide: <ul style="list-style-type: none"> All vendors must carry \$1,000,000 liability insurance and it must name "Bonnie Corporation and their subsidiaries, parent companies and affiliates as additional insured." If you need to obtain a Certificate of insurance for the event, you can click here to complete for an additional cost. Certificate holder listed as: Bonnie Corporation, 480 N Orlando Ave#236, Winter Park, FL 32789. Insurance - Can you provide me with your liability insurance listing Global Spectrum, L.P. and the Owner Global Spectrum, L.P., the City of Overland Park, Kansas, and the Overland Park Convention Center as additional insured's, 6000 College Boulevard, Overland Park, KS 66211 	exhibitorservices@bonniecorp.com	3-Mar-21
	For your convenience, if you are having trouble finding/getting insurance we offer an option	Click Here	
Item	Instructions	Contact info	Timeline
Gasoline Engines	<ul style="list-style-type: none"> Fuel in the tank shall not exceed % of tank capacity or 5 gallons of gal, whichever is less The fuel cap must be taped shut. At least one battery terminal must be disconnected and taped Vaseline or other protective covering must be placed underneath vehicle Transfer of fuel is not allowed on the Convention Center floor. 	OSS Expo Show Office	
Fire Regulations	<ul style="list-style-type: none"> Exhibits must comply with all local, state and federal fire codes as they apply. Only fire-proof material should be used as decoration in displays. Contact the Overland Park Convention Center for specific fire regulations and codes. 	Overland Park Convention Center 6000 College Boulevard, Overland Park, KS 66211 (913) 439-5382	
Security	<ul style="list-style-type: none"> We will maintain security for the facility during expo hours and at night. 	OSS Expo Show Office	
Firearms	<ul style="list-style-type: none"> Firearms on display accessible to the attending public must be modified so they cannot be discharged. Ammunition sales regulations vary from facility to facility. Check with Overland Park Convention Center 	Overland Park Convention Center 6000 College Boulevard, Overland Park, KS 66211 (913) 439-5382	
Pets	<ul style="list-style-type: none"> Live animals are not allowed in the building unless they are an approved exhibit, display or performance. Owners are responsible for the cleanup, waste removal and any damage done by animals. 	OSS Expo Office 262-227-7634 exhibitorservices@bonniecorp.com	
Sound Control	<ul style="list-style-type: none"> Any DVD's, music, or other audio devices including duck and turkey callers, must be kept to a minimum. Please respect your neighboring exhibitors and avoid sound pollution. 	OSS Expo Office 262-227-7634 exhibitorservices@bonniecorp.com	
Selling Product	<ul style="list-style-type: none"> Kansas tax rate Non-residents selling products must submit required tax forms that will be posted on our website Tax information is subject to change 	Click Here	
Food Sales & Sampling	<ul style="list-style-type: none"> All food sales and distribution must be approved by The Open Season Sportman's Expo in advance. Contact Cheryl Keller for approval, rules, and questions. Temporary Food Permitt. (STDB for a 1-3 day event) 	OSS Expo Cheryl Keller 262-227-7634 Click Here	3/3/21
Door Prizes	<ul style="list-style-type: none"> Either bring product to the show office or fill out a door prize form in which attendees come to your booth to pick up. 		

	\$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.
	Full payment due January 1, 2021
	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 2/18/21 10:30 am central time