

**EXHIBITOR MANUAL**

Item	Instructions	Contact Info	Timeline
<b>Event Location</b>	Kalahari Resort & Convention 1305 Kalahari Drive Wisconsin Dells, WI 53965	Kalahari Resort & Convention 608-254-3209 608-254-3297 <a href="#">Venue Website</a>	Fri 3/26 2p-7p Sat 3/27 9a-7p Sun 3/28 9a-4p
<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	OSS Expo Show Office	Registration begins 3/25-3/28 Thur. 11a - 7p Fri. 8a - 12p
<b>Check-in/Badge Pickup</b>	indicate their arrival, confirm booth, and receive badges.		
<b>Electrical</b>	Phone Orders, e-mail, fax or mail order form for pricing on hard line internet connection and Electrical	1305 Kalahari Drive Wisconsin Dells, WI 53965 608-254-3209 608-254-3297 <a href="#">Electric Order Form</a>	Advance Rate: March 15, 2021 Regular Rate: Mar. 15, 2021
	Phone Orders, e-mail, fax or mail order form • Check order form for pricing on hard line internet connection and Electrical		
<b>Internet, Wi-Fi,</b>	Phone Orders, e-mail, fax or mail order form • Check order form for pricing on hard line internet connection and Electrical	1305 Kalahari Drive Wisconsin Dells, WI 53965 608-254-3209 608-254-3297 <a href="#">Internet Order Form</a>	Mar. 15, 2021
<b>Phone</b>	• WiFi is at no cost to use the general venue WiFi. Hardline fees are listed in the order form		
<b>Setup Times</b>	<input type="checkbox"/> 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. <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> Friday 3/26 8 am – 12 pm All exhibits much be completely set up by 12 pm Fri. March 26	Thursday 3/25 1 pm – 7 pm
<b>Parking</b>	• Parking is FREE • Oversized trailers will have a designated Back of the parking lot next to the building • Please allow attendees to park in front of the Kalahari Convention Center	Kalahari Resort & Convention	
<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 permission 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 14x9'6" • Suite 5 & H Doors 13x9'6" • Suite H East, A West Doors 11.5x 10' • Doors for Africa East & West 14.9'x16' • Outside Garage Doors 16'x16' • Friday - No driving into the building. • Bring your own dollies and hand carts. The facility only has a handful of carts to share	OSS Expo Show Office 262-227-7634 <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	General Exposition Services Ph: 610-495-8866 Fax: 610-495-8870 Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a>
<b>Large Equipment Unloading</b>	• 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 <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a> General Exposition Services Ph: 610-495-8866 Fax: 610-495-8870 Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a>	
<b>Decorators</b>			
<b>Tear Down Times &amp; Info</b>	• 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 <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	Sun. 1/17, 4p-Midnight
<b>Badges</b>	• 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	OSS Expo Office 262-227-7634 <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	Deadline for badges: 3/3/21

	additional 10'x10' booth space. <ul style="list-style-type: none"> <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>	<a href="#">Click Here</a> to Register for your Exhibitor Booth Staff Badges
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<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>	General Exposition Services Ph: 610-495-8866 Fax: 610-495-8870 Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a>	Advance Rate Deadline: <b>3/1/2021</b>
<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>	General Exposition Services Ph: 610-495-8866 Fax: 610-495-8870 Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a>	TBD
<b>Driving Directions</b>	<ul style="list-style-type: none"> <li>• For driving directions to the Kalahari Resort &amp; Convention visit our website</li> <li>• 1305 Kalahari Drive Wisconsin Dells, WI 53965</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>• Discounted hotel rates with partner hotels, amenities, and dining options can be found on our website.</li> <li>• 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>• Yogi Bear's Jellystone Park of Wisconsin Dells</li> <li>• Ho Chunk RV Park</li> </ul>	Jellystone (800) 462-9644 Ho Chunk (800) 746-2486	
<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
<b>Insurance</b>	<ul style="list-style-type: none"> <li>• It is up to you to provide us with a certificate of insurance (by March 7, 2021), two weeks before the event</li> <li>• You can submit your COI to exhibitor services via E-mail.</li> </ul> Below you will find the correct criteria and language your COI needs to provide: <ul style="list-style-type: none"> <li>• All vendors must carry \$1,000,000 liability insurance and it must name "Banner 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 <a href="#">here</a> to complete for an additional cost.</li> <li>• Certificate holder listed as: Bonnier Corporation, 480 N Orlando Ave#236, Winter Park, FL 32789.</li> <li>• All policies will be primary and non-contributory and shall name as additional insureds the following entities of Hotel: Kalahari Development, LLC Kalahari Management Co., LLC Kalahari Condominium Development Inc. Kalahari Condominiums Unit Owners Association, Inc. (Unit owners / Association board &amp; officers of the Assoc. must be included), Ny-um-ba Unit Owners Association, Inc. (Unit owners / Association board; officers of the Assoc. must be included). 1305 Kalahari Drive Wisconsin Dells, WI 53965</li> </ul>	<a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	7-Mar-21
	For your convenience, if you are having trouble finding/getting insurance we offer an option	<a href="#">Click Here</a>	

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<b>Gasoline Engines</b>	<ul style="list-style-type: none"> <li>• Fuel in the tank shall not exceed 3/4 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 taped</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	

<b>Fire Regulations</b>	<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 Kalahari Resort Convention Center for specific fire regulations and codes.</li> </ul>	1305 Kalahari Drive Wisconsin Dells, WI 53965 608-254-3209 608-254-3297	
<b>Security</b>	<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	
<b>Firearms</b>	<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 Kalahari Resort &amp; Convention Center</li> </ul>	1305 Kalahari Drive Wisconsin Dells, WI 53965 608-254-3209 608-254-3297	<a href="#">Click Here</a>
<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>Note: The show office does not page winners for raffles and will not announce raffles.</li> </ul>	<a href="https://www.fairtable.wi.gov/Content/PDF/Raffle%20regulations%20A&amp;P%20regulations.pdf">https://www.fairtable.wi.gov/Content/PDF/Raffle%20regulations%20A&amp;P%20regulations.pdf</a>	
<b>Selling Product</b>	<input type="checkbox"/> Wisconsin tax rate –TDB. <input type="checkbox"/> Non-residents selling products must submit required tax forms that will be posted on our website <input type="checkbox"/> Tax information is subject to change	<a href="#">Event Operations</a>	<a href="#">Event Sellers</a>
<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>Temporary Food Permit. (\$1DB for a 1-3 day event)</li> <li>You are allowed up to 2oz samples to be given away</li> </ul>	OSS Expo Cheryl Keller 262-227-7634	3/3/21
<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>		

	350 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 December 1, 2020
	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 2/16/21 8:00 am central time