Exhibitor FAQ's

- **When will I receive my move in information?**

We schedule our move in, so that everyone can have a loading dock time. We will send out your move in times in early February.

- **Is move out scheduled?**
  No, at 5:00 pm on Sunday you may begin to tear down your booth. We will allow carts and hand carry only on Sunday evening. Beginning at 7:00 a.m. on Monday you will be allowed to drive in to loading dock area and pack up. It is first come first served.

- **What time will I need to be out?**
  Everyone needs to be out by 3:00pm on Monday with the exception of the Garden Hall, you need to be out by 12:00pm on Tuesday.

- **How many Exhibitor badges will I get?**

Exhibitor badges are distributed according to exhibit size:
300 square feet and under will receive 8 exhibitor badges at no charge. Exhibit size 300 square feet or more will receive sixteen exhibitor badges. You can purchase additional badges at $10 for a sheet of 8.

- **How many parking passes will I get?**
  You will get I parking pass per 10x10 exhibit space. You may purchase additional passes for $32 each

- **Do I need a carpet or floor covering?**
  Yes, we do require you to have floor covering for your booth space. We also require the use of Gaffer's tape when securing your flooring. If you use a tape that leaves any residue you will be billed the cost of clean up.

- **Exhibitor Parking-**
  All large trucks and trailers must be parked in the back of the parking lot. The exhibitor parking lot is reserved for all regular sized vehicles and will be monitored by police and security.

- **Other important information:**

* Show office in located near the loading areas by dock 12. You are welcome at any time, with questions or concerns.

* Exhibitor lounge is located near the show office & also in Garden Hall.
* All food and beverages to be sampled must abide by the following standards: * Solid foods will be limited to bite size portions.
* Liquids will be no larger than a four ounce cup
* NO popcorn giveaways
* Only companies who manufacture the sampled product, or use said product in the day-to-day process of doing business are permitted to bring their own samples.
* All other food exhibitors will purchase said food from the building concessionaire at cost plus twenty percent (20%)
* It is the exhibitor's responsibility to comply with all health and safety requirements and to obtain all necessary permits required by the City of Fort Wayne, and the State of Indiana.
* All exhibit spaces are 10 feet by ten feet or increments thereof. Displays must be built and installed to comply with the enclosed guidelines of the International Association of Exhibition Management (IAEM).
* Exhibitor is responsible for collecting any sales or use taxes.
* Booths must be staffed at all times, during show hours. ABSOLUTELY NO working in the aisles! You must remain inside your booth perimeter while dealing with your customers. If you do not comply you will not be invited back to the show.
* You and your company are liable for any damages you may incur to the facility.
* Drapery colors are green/silver in the garden hall and black/silver in the main hall.
* Floors must be protected against any substance that can stain or damage floor.
* No photography allowed of any other booth space but your own, unless you have their permission.
* Nothing may be fastened to building walls and/or floors without using approved tape or fastening materials.
* Do not leave anything in the aisles that you do not want thrown away. Booth cleaning is your responsibility; you may rent this service from the official show decorator.
* Any show-sponsored contest is for the sole purpose to draw patrons to the show, therefore no exhibitor, exhibitor family, show personnel and their families, or the media are eligible to win.