

REMODEL + GARDEN SHOW

Exhibitor Manual

American Royal Center

February 10-12, 2017

KCRemodelandGarden.com

MARKETPLACE | **EVENTS**

TABLE OF CONTENTS

GENERAL INFORMATION	SECTION 1
SHOW MANAGEMENT.....	1.1
SHOW PERSONNEL.....	1.2
SHOW FACILITY.....	1.3
IMPORTANT PHONE NUMBERS.....	1.4
EXHIBITOR SET UP / MOVE IN DATES AND HOURS.....	1.5
SHOW HOURS.....	1.6
EXHIBITOR REMOVAL / MOVE OUT DATES AND HOURS.....	1.7
DISMANTLING OF BOOTHS.....	1.8
SHOW DECORATOR INFORMATION	SECTION 2
SHOW DECORATOR.....	2.1
STANDARD DRAPE POLICY.....	2.2
DIRECT SHIPMENTS.....	2.3
SIGNAGE.....	2.4
UTILITIES: TELEPHONE, WIRED INTERNET & ELECTRICITY.....	2.5
CLEANING.....	2.6
REGULATIONS	SECTION 3
BOOTH REGULATIONS.....	3.1
BUILDING REGULATIONS.....	3.2
PARKING REGULATIONS.....	3.3
FIRE REGULATIONS.....	3.4
SECURITY.....	3.5
INSURANCE.....	3.6
MICROPHONES, AUDIO EQUIPMENT & MUSIC.....	3.7
SOLICITING, SAMPLES & SOUVENIRS.....	3.8
STAFFING OF EXHIBIT.....	3.9
EXHIBITOR INFORMATION	SECTION 4
EXHIBITOR BADGES.....	4.1
EXHIBITOR PARKING.....	4.2
EXHIBITOR ENTRANCES.....	4.3
COMPLEMENTARY & DISCOUNT TICKETS.....	4.4
PAYMENT OF ACCOUNT.....	4.5
SALES TAX.....	4.6
HOTEL INFORMATION.....	4.7
EXHIBITOR FORMS	PAGE #
CREDIT CARD AUTHORIZATION.....	18
TEMPORARY FOOD SERVICE PERMIT.....	19-20
ADDITIONAL TICKETS/BADGES & PARKING ORDERING FORMS.....	21
GREENWAVE UTILITIES ORDERING FORMS.....	22-24

The 10 minutes you take now to review this information will save you time and money when setting up your display at the show.

SECTION 1: GENERAL INFORMATION

1.1 SHOW MANAGEMENT:

KC Remodel + Garden Show is produced and managed by:

Marketplace Events
4050 Pennsylvania Ave. Suite 141
Kansas City, MO 64111

1.2 SHOW PERSONNEL:

Marc Gary	<u>Show Manager</u>
Sherri Huffman	<u>Show Office Administrator</u>
Kelly Holtzman	<u>Exhibit Sales</u>
Ryan Lynd	<u>Exhibit Sales</u>
Bev Winkley	<u>Exhibit Sales</u>

1.3 SHOW FACILITY:

The KC Remodel + Garden Show is held at the **American Royal Center**.
1701 American Royal Court (18th & Genessee) | Kansas City, MO 64102

1.4 IMPORTANT PHONE NUMBERS:

Marketplace Events Office	(816) 931-4686
On site Show Office	(816) 513-4325
Green Wave Technology	(816) 513-5200
George Fern Company	(816) 221-0525

***The Show Office will be staffed beginning 8:00 a.m. Monday, February 6th. The Show Office is located at**

1.5 EXHIBIT SET UP / MOVE-IN DATES AND HOURS:

Move-In dates & hours:

Move-in letters with your designated move-in time will be sent by mail in January 2017. General move-in hours are:

Monday, February 6	9:00 am – 6:00 pm
Tuesday, February 7	8:00 am – 6:00 pm
Wednesday, February 8	8:00 am – 8:00 pm
Thursday, February 9	8:00 am – 8:00 pm
Friday, February 10	8:00 am – 10:00 am

If you need a hand truck, cart or dolly for moving in your exhibit, please bring one with you as they are not provided by show management; do not expect to find one at the facility for your use.

Upon arrival at the facility:

- Go to the Show Office and sign for your exhibitor badges, comp tickets, parking information, etc.
- If you have individuals helping in your exhibit space during the show and will not see them prior to the show, please put their badges in “Will Call” so they can enter the show. If you give your badge to individuals in the Show Office prior to the opening of the show, they will be put in “Will Call”. ***Each badge can only be used ONCE per day.***
- Vehicles can **NOT** drive on carpeted areas. Clarify with Show Management Personnel whether or not your exhibit space is located in a carpeted area.
- If you ordered carpet, tables or chairs from Geo. Fern (Show Decorator), make sure these are in your exhibit space. If not, go to their office at the Show and speak with them. They will be at the Show until 3pm, Monday through Thursday.
- If you ordered electricity or telephone service for your exhibit space, you will need to verify your order with the Green Wave Technology. They will be at the Show until 3pm, Monday through Thursday.
- If you are allowed to drive into the facility to unload your exhibit, it is imperative to unload quickly and move your vehicle outdoors.
- Vehicles over 8 feet in height must be checked and cleared by show staff before driving up the ramp to Upper Exhibition Hall. If a vehicle is driven up to Upper Exhibition Hall without being cleared by show staff driver is then responsible for any damage to vehicle and building.

*****ABSOLUTELY NO DRIVING IN THE BUILDINGS AFTER 12:00 PM THURSDAY*****

No cars or trucks will be allowed in the building after this time.

Due to the installation of carpet in the aisles, all large items must be placed inside your booth space by noon on Thursday, February 9th.

****THE SHOW BEGINS AT 10:00 AM, FEBRUARY 10, 2017****

Make sure to clear all trash, boxes, crates, etc. from the aisles by Thursday, February 9th, 8:00 pm. If you need additional time, please make special arrangements with Show Management.

1.6 SHOW DAYS AND HOURS:

Friday, Feb 10	10:00 am - 9:00 pm
Saturday, Feb 11	10:00 am - 9:00 pm
Sunday, Feb 12	10:00 am - 6:00 pm

1.7 EXHIBIT REMOVAL / MOVE-OUT DATES AND HOURS:

No vehicles will be allowed in the building until the carpet has been removed

Move-Out Begins:

Sunday, February 12	6:01 pm – 10:00 pm
Monday, February 15	8:00 am – noon

No breakdown of exhibits is allowed before 6pm on Sunday

1.8 DISMANTLING BOOTHS:

NO EXHIBIT CAN BE REMOVED, EVEN IN PART, UNTIL IT IS ANNOUNCED OVER THE PUBLIC ADDRESS SYSTEM THAT IT IS PERMISSIBLE, LISTEN FOR THE ANNOUNCEMENT - IT WILL BE LOUD AND CLEAR!

Aisle carpet will be removed on Sunday evening immediately after show closing. After aisles are clear of carpet, vehicles may enter the building for loading of heavy items.

During Move-Out everything that your company brought to the Show must be removed or disposed of after the Show. If not, there will be a charge to your company for clean-up.

SECTION 2: DECORATOR INFORMATION

2.1 SHOW DECORATOR, FURNITURE RENTAL:

The official Show decorator is:

George E. Fern Company
751 Wyoming
Kansas City, MO 64101

Phone: 816-221-0525 Fax: 816-471-1602

Chairs, tables and carpet can either be ordered through the Show decorator, George Fern Company, or you can bring your own. Order what you need well in advance of the show to ensure availability of all needed items and to take advantage of the decorators discounted rates. Speak with Geo. Fern about specifics.

The decorator office will be open during move-in, Show, and move-out for exhibitors requiring furniture, carpet, etc. at the Show.

Certain areas within the facility have ceiling height restrictions. Contact Show Management for clarification.

2.2 STANDARD DRAPE DISPLAY

Show management will provide without charge one 8' high back wall drape (excluding "island" spaces), and side rail drapes, which extends from the back of the booth to the front of the booth at a height of 3' (excluding corner booths). Any portions of an exhibit or exhibit materials exceeding 3' in height must be confined to the rear of the exhibit space and extend no more than 6' from the back wall.

Drapes & Aisle Carpet: **Black drape & tuxedo green carpet**

PLEASE NOTE: Only the style and color of drapery as described will be supplied at no cost.

The standard drape equipment is the property of the official show decorator. Their permission must be obtained to attach any materials to the drape or use it for any other purpose than a backdrop.

2.3 DIRECT SHIPMENTS (SENDING MATERIALS TO THE SHOW):

Shipping and storage of exhibit materials or products can be arranged with the Show Decorator. Contact Geo. Fern Company for instructions.

DO NOT SEND SHIPMENTS DIRECTLY TO THE FACILITY OR TO MARKETPLACE EVENTS. IT WILL BE REFUSED.

2.4 SIGNAGE:

Exhibitors will be supplied with one (1) standard 7" x 44" company identification sign. Your sign will read exactly as your booth was contracted. Banner height may not exceed 8' (top of banner). Banners may be ONE sided only, and not face into another exhibitor's booth. Banners with writing or logos on both sides are NOT permitted.

Hand written signs or banners are NOT allowed – USE PROFESSIONAL SIGNS ONLY.

2.5 UTILITIES -- TELEPHONE, INTERNET & ELECTRICITY:

Electricity, telephone service, cable, Wi-Fi, wired internet services, water for exhibits (filling and draining services) and compressed air connections are provided through Green Wave Technology for a fee. By pre-ordering these items, exhibitors can take advantage of discounted pricing. Contact Green Wave for specifics at (816) 513-5200, or visit www.greenwavetechnology.net

2.6 CLEANING:

Aisles will be cleaned every evening during the Show. Exhibitors are responsible for the upkeep and cleaning the inside of their own booths. If exhibitors have light trash, it should be bagged and placed in the aisle at the close of the Show.

During Move-Out everything that your company brings to the show must be moved or disposed of after the show, if not there will be a charge to your company for clean-up.

SECTION 3: REGULATIONS

3.1 BOOTH REGULATIONS:

Exhibits must be designed and constructed so they do not obstruct the general view of the Show, or detract from other exhibits. All sides and surfaces, front and back of exhibits which are exposed to view must be properly finished and decorated by exhibitor at their own expense and to the satisfaction of neighboring exhibitors and Show Management. **No advertising is allowed on the reverse of an exhibit without prior approval by Show management.** Certain areas within the facility have ceiling height restrictions. Contact Marketplace Events sales staff if you need specifics.

FLOORING:

ALL FLOORS WITHIN EXHIBIT SPACES MUST BE 100% COVERED WITH CARPETING, ASTROTURF, VINYL FLOORING, ETC. – NO EXCEPTIONS. Flooring is NOT included in the cost of your booth. Any carpet extending into the common aisle is subject to being cut and removed.

TABLE SKIRTING:

It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all four sides. All skirting must be pressed and neat. **Use of plastic table cloths, sheets, shower curtains or any type of**

makeshift table cloths is NOT permitted. We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.

All inventory and personal items must be stored **COMPLETELY OUT OF SIGHT.** Your booth should look professional and inviting to the attendee.

No exhibits will be permitted which interfere with the use of other exhibits or impede access to the free use of the aisle. **BOOTH PERSONNEL, INCLUDING DEMONSTRATORS, RECEPTIONISTS AND MODELS ARE REQUIRED TO CONFINE THEIR SALES ACTIVITIES WITHIN THEIR OWN BOOTH SPACE. ABSOLUTELY NO TENTS OF ANY KIND WITHOUT SHOW MANAGEMENT PRIOR CONSENT.**

NO SPRAYING OF SCENTED FLUIDS IS ALLOWED DURING THE SHOW.

Show Management reserves the right to refuse entry or to have removed at the exhibitor's expense, any display that is not in accordance with these rules and regulations. If any doubt exists, the exhibitor must provide details and have such exhibits approved by show management. Management may require exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition and, or failure to comply, may order the immediate removal of the entire exhibit without compensation and at the Exhibitor's Expense.

Exhibitors will make arrangements to dispose of any shipping crates or other rubbish created through the building or dismantling of their individual displays.

3.2 BUILDING REGULATIONS:

ADA service animals (i.e. Guide dog, signal dog) or any other animal individually trained to provide assistance to an individual with a disability are allowed in the facility. All sanitary needs for animals are the responsibility of the owner. Animals are NOT permitted within 50 ft. of any food prep or service area, unless they are ADA service animals. Personal pets are not permitted in the facility.

No one may tape, nail, tack, or otherwise fasten to ceilings, glass, doors, painted surfaces, columns, walls, **finished floors**, or window decorations of any kind. Anything that is taped to an **unfinished floor** must be taped with duct tape, or tape obtainable from the decorator, by order of the American Royal Center.

Adhesive-backed decals and stickers are prohibited in the American Royal Center. They are not to be used or distributed anywhere on the premises.

Glitter & confetti may not be used in carpeted areas of the building.

Candles may be used only on tables when securely supported on substantial noncombustible bases, and properly located to avoid danger of ignition of any combustible materials. Candle flames must be protected and enclosed in glass.

NO HELIUM, PROPANE OR GAS CONTAINERS ARE ALLOWED BY ORDER OF THE AMERICAN ROYAL CENTER.

HELIUM FILLED BALLOONS ARE NOT ALLOWED IN THE BUILDING.

Landscapers: Heavy plastic sheeting must be put down on the facility floor before constructing exhibits. There is a special dumpster on the east dock for the disposal of large landscaping materials. DO NOT put heavy materials in regular dumpsters. If you need to cut stone MUST be done outside the facility and the door should be closed to prevent excessive dust indoors. No water exhibits are allowed on carpeted areas of the facility.

All pools, decorative fountains, etc. must be waterproofed and may be tested by American Royal Center Engineering prior to installation.

Please do not place cement directly on the floor. Place paper or plastic under any cement will be poured for your display. Linoleum is **NOT** to be cemented to the floor. Do not paint on the floors. Carpet should only be taped to the floor, not glued. Please do not bore holes in the floors, walls or ceilings, or chip the concrete in any way.

Do not use any floor drains in the facility, as they may not be operable. Contact Show Management for guidance if you need to dispose of liquid.

Cars and trucks are not allowed to remain inside the building unless they are deemed as part of an exhibit. Vehicles used as an exhibit must have less than ¼ tank or five (5) gallons of fuel in the gas tank. All fuel tanks shall be locked or effectively sealed in accordance with the Overland Park Fire Marshal, and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.

No exhibitor will be permitted on the roof of the building for the purpose of installing aerials or for any other reason.

SMOKING IS PROHIBITED INSIDE THE AMERICAN ROYAL CENTER. Anyone in violation is subject to a fine by the City of Kansas City.

YOUR COMPANY WILL BE RESPONSIBLE FOR ALL DAMAGES!

3.3 PARKING REGULATIONS:

Vehicles may unload their product, equipment, etc. at the building, but quickly move to

these designated areas after unloading. Throughout the scheduled event, if trucks need to restock, opportunities for unloading will be accommodated.

No parking will be allowed adjacent to occupied buildings. Painted striping along the asphalt and other measures will assist in designating no parking areas.

A parking pass is required for parking during show hours. Parking passes can be purchased at the Show Office during check in.

For any questions concerning parking, contact Show Management.

3.4 FIRE REGULATIONS:

The safety of all occupants of the facility is of primary concern. Any unsafe conditions or activity should be IMMEDIATELY reported to Show Management for corrective measures. The information contained in this outline is a summary of standard operating procedures in cooperation with the Fire Marshal of Kansas City.

- 1) Exhibit hall floor plans must be submitted to the Director of Facilities prior to the scheduled opening for Fire Marshal approval.
- 2) All exhibit floor or registration plans are to include the following information:
 - a) Perimeter aisles of fifteen (15) feet must be included on all four (4) sides of the floor plan.
 - b) Area must be clear (20) feet directly in front of the entrance/exit point of an escalator.
 - c) Official name of the show, sponsoring organizations, dates, and names of service providers must be provided.
 - d) All plans are to be drawn to scale.
 - e) Primary entrance doors and emergency exits must be readily determined.
 - f) Service desk locations should be indicated.
 - g) Service provider storage areas or “bone yards” must be clearly marked if located on the floor.
 - h) Specify if aisles are to be carpeted.
 - i) Distinction between pipe and drape or hard walls is to be clearly indicated.
 - j) Temporary exhibit floor food service areas are to be clearly indicated.
 - k) Fire floor ports are to be clearly identified.
 - l) Hard copies of plans are available through the KCCEC Sales or Event Services Departments. Plans may also be downloaded, in AutoCad or AutoCadLT format. Consult the Facility Manager to receive a link.
- 3) Submit plans to the Kemper Arena Director of Facilities before erecting a structure as a display inside an exhibit building, unless the decorative and construction materials are non-combustible or flameproof.

- 4) Heavy equipment operators must be licensed and at least 18 years of age.
- 5) Forklifts are not allowed to be in motion when general public is present in area.
- 6) Forklifts emitting smoke or visible exhaust are subject to testing and may be prohibited from use. Exhaust fans will be used for removal of exhaust or smoke at the discretion of Director of Facilities.
- 7) All exit doors serving any occupied areas of the building must remain unlocked, unobstructed, and in proper operating condition. Exit signs must function properly and be visible from all areas.
- 8) All exits, hallways, and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
- 9) All curtains, table skirts, drapes, and decorations must be either be constructed of flameproof material, treated with an approved flame proofing material, or treated with an approved flame proofing solution. (Treatment shall be renewed as often as necessary to maintain the flame proofing effect.) All such material is subject to inspection and flame testing by the Fire Marshal. No combustible materials, merchandise, or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of booths, or attached to table skirting facing aisles, unless flame proofed.
- 10) All sawdust and shavings shall be stored and maintained in a manner approved by the Fire Marshal.
- 11) All evergreen used for decorating must be flame retardant, live, and growing (no cut trees) and balled in burlap. No pine boughs or cuttings are allowed.
- 12) Automobiles, trucks, boats, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than five (5) gallons of fuel, or one-fourth (1/4) of a tank, whichever is less. All fuel tanks shall be locked or effectively sealed, and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Vehicles, boats, or other motor craft equipment are not to be fueled or defueled within the building. Any vehicles requiring battery power for demonstration must use an auxiliary power source.
- 13) The storage of combustible shipping containers must be confined to areas approved by the Fire Marshal.
- 14) The use of open flames, burning, or smoke-emitting materials as part of an act, display, or show must have prior approval from the Fire Marshal.
- 15) Combustible waste is to be collected as it accumulates, and stored in noncombustible covered containers which are emptied at least once each day.
- 16) The use of liquefied petroleum gases inside buildings, tents, or any other areas is restricted, except by special permit, and is subject to field inspection. Plans to use liquefied petroleum gases must be submitted for approval.
- 17) Approved fire extinguishing equipment must be provided and maintained in all areas as designated by the Fire Marshal.
- 18) All booths having cooking demonstrations that use liquid propane gas equipment must have a 2A-10BC fire extinguisher.
- 19) All standpipes and hose cabinets shall be kept clear and unobstructed at all times.
- 20) The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.

- 21) The demonstration or use of equipment using liquid fuel in the building is restricted, and is subject to plan review and permit. Cylinders of compressed gases are prohibited, unless approved by the Fire Marshal, and shall be secured in an upright position.
- 22) Propane tanks may not exceed five (5) pounds LPG capacity and require Fire Marshal approval. All tanks must be turned off and disconnected at the end of every day. Show management must provide appropriate fire extinguishers and have them readily available at all times LPG is in the building.
- 23) There shall not be obstruction, such as vehicles parked in doorways or barricades across sidewalks, blocking exit doors from the outside of any building.
- 24) No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs.
- 25) No vehicles shall be parked in fire lanes outside of buildings.
- 26) No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
- 27) Artificial lighting, such as lanterns and candles, requires prior approval of the Facility Manager.
- 28) The use of sterno-gel is prohibited.
- 29) Each exhibitor shall provide an approved, noncombustible container with an approved cover for daily accumulation of waste material.
- 30) The use of all gas-fired heating units, either portable or stationary, shall be in accordance with the City Code. The use of the "Salamander" stove is strictly prohibited.
- 31) Fire-fighting and emergency equipment, including fire extinguishers, fire hose cabinets, floor fire ports, fire alarm pull stations, and standpipes, may not be hidden or obstructed. If fire floor ports are in a carpeted area, the carpet must be marked and cut to allow for access.
- 32) Combustible waste, such as broken crates, empty boxes, packing material, etc., may not be stored in exhibit halls, meeting rooms, or exit areas.
- 33) Under no circumstances will crate storage or equipment storage be permitted to obstruct emergency exits from any area of the building.
- 34) Crate storage is the responsibility of the appropriate service provider. Limited crate storage is allowed in the exhibit hall if there is at least ten (10) feet of space between the trade show floor and all other walls. There should also be appropriate cross aisles to allow access to fire exits. Service providers need to submit all crate storage plans to the Director of Facilities for approval.
- 35) All electrical equipment must be UL approved. All gasoline engines must be AGA approved
- 36) All emergency exits, hallways, and aisles leading from the building are to be kept clear and unobstructed. Vehicles in fire lanes or blocking exhibits, etc. will be removed at the owner's expense.
- 37) The use of welding equipment, open flames, or smoke-emitting material as part of an exhibit must be specifically approved on an individual basis by the Director of Facilities.
- 38) Written specifications may be submitted to Kemper Arena management to require Fire Marshal approval.

- 39) Fire lanes must be maintained at all times on the loading dock and in the parking garages.
- 40) For more information on fire code regulations, call the Fire Marshal's office at (816) 784-9100.

THE KANSAS CITY FIRE MARSHAL RESERVES THE RIGHT TO MAKE ANY FINAL DECISION REGARDING THE ABOVE REQUIREMENTS.

NOTE: ALL ABOVE REGULATIONS ARE REQUIRED UNDER THE FIRE CODES OF THE STATE OF MISSOURI.

3.5 SECURITY:

While the KC Remodel + Garden Show has 24-hour security, Marketplace Events and the American Royal Center does not assume responsibility for lost, stolen or damaged merchandise. Exhibitors should be prudent and not leave valuables unattended within exhibit space.

Security Suggestions:

Do not leave your booth unattended during the set-up, show or move-out period.

Do not leave small items, one-of-a-kind special samples, prototypes, generated leads, or extremely valuable merchandise in your booth overnight.

3.6 INSURANCE:

Neither Show Management nor the American Royal Center will accept responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decorations by fire, accident, theft, or any other cause while in the building.

EXHIBITORS MUST PROVIDE ADEQUATE INSURANCE FOR THEIR OWN PERSONNEL, EXHIBITS AND MATERIALS AGAINST ALL SUCH HAZARDS.

NOTE: Marketplace Events offers reasonably priced insurance policies for our shows. Contact Show Management for details.

No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Service Manual and/or on posted signage by the show facility/convention center. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

3.7 MICROPHONES, AUDIO EQUIPMENT AND MUSIC:

Use of microphones, audio equipment and musical instruments within exhibit space is permitted, however, sound levels must be kept at a volume that management deems reasonable. Violators will receive one warning. If there are more problems with volume, Show Management reserves the right to prohibit the exhibitor from using sound

equipment for the remainder of the show.

MUSIC, PHOTOGRAPHS AND OTHER COPYRIGHTED MATERIAL-

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitor's booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to Marketplace Events proof that the exhibitor has, or does not need, a license to use such copyrighted material. Marketplace Events reserves the right to remove from the exhibit all or any part of any booth or display which incorporates photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses. The exhibitor shall remain liable for all claims, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation of infringement (or claimed violation or infringement) by exhibitor, exhibitor's agent or employees of any patent, copyright or trade secret rights or privileges.

3.8 SOLICITING, SAMPLES AND SOUVENIRS:

FOOD SAMPLING

NOTE: It is the exhibitor's responsibility to arrange for a temporary food permit.

The cost for the 3-day permit is currently \$172. Your application & payment should be sent directly to the KCMO City Treasurer no later than January 25, 2017. The permit fee will gradually increase for any applications submitted after that date. See page 24 for the application.

FAILURE TO OBTAIN A TEMPORARY PERMIT DOES NOT NULLIFY AN EXHIBITOR'S CONTRACTUAL AGREEMENT WITH MARKETPLACE EVENTS.

FOOD SAMPLING GUIDELINES

- 1) All alcohol, with the exception of wine served with a plated-meal function, concessions, and novelty sales must be arranged through the in-house caterer/concessionaire who is the exclusive provider of these services.
- 2) Catering at Kemper Arena allows clients to select from an approved list of caterers.
- 3) In general, donated food will not be allowed. Requests for the use of donated food and beverages must be approved, in advance, by the Director of Facilities and coordinated through the in-house caterer/concessionaire.

- 4) Due to liquor licensing laws (Missouri Statute 311.200 and City Charter Section 10-335), no alcohol is permitted beyond the premises specified in the liquor license.
- 5) Sample-size food, of one (1) ounce or less, and/or beverage products consisting of three (3) ounces or less may be distributed by exposition sponsoring organizations and/or their exhibitors upon authorization of the Show Manager and the Director of Facilities. Samples of *alcoholic beverages* require special arrangement through the Director of Facilities.
- 6) Backstage catering is for hired talent, stagehands, and to allow for rider requirements. Backstage catering is not subject to our exclusive catering contract.
- 7) All food and/or drink served require a **Temporary Event Permit** issued by the Kansas City Missouri Health Department. All exhibitors, vendors and caterers must comply with all Kansas City, Missouri Health Department permit requirements. It is the responsibility of the vendor to secure the permit. Permits applications submitted within 14 days of the event is subject to an additional fee. Any vendor or exhibitor serving food or drink without a proper Health Department Temporary Event Permit will not be authorized to open. All servers and food handlers must exhibit a clean and professional appearance. Additional information can be found online at www.kcmo.org

If the website does not provide complete answers to your questions, please call the Kansas City Missouri Health Department, Public Health Program at (816) 513-6315.

ALL FOOD SAMPLING MUST BE APPROVED BY SHOW MANAGEMENT

Displays, demonstrations or distribution of samples, souvenirs, promotional material and soliciting of business **MUST BE CONFINED TO THE EXHIBITOR'S BOOTH SPACE. SUCH ACTIVITIES ARE NOT PERMITTED IN THE AISLES, RESTAURANTS, ENTRANCE AREAS, HALLWAYS OR OTHER EXHIBITS.**

3.9 STAFFING OF EXHIBITS:

It is required that exhibitors require a staff member in their exhibit at all times during the hours of the show. Show Management does **NOT** assume any responsibility for losses.

SECTION 4: EXHIBITOR INFORMATION

4.1 EXHIBITOR BADGES:

Exhibitor badges will be available for pick up during move-in. Exhibitor badges allow each exhibitor admittance to the show each day. The numbers of exhibitor badges are dependent on size of exhibit space. All personnel working the show must be registered and supply exhibitor badges provided by Show Management for daily admittance to the show. Exhibitor badges are only for principals and employees actually working in the exhibit.

Exhibitor Badges, Parking Passes and Comp Tickets will be held at the show office and can be picked up during move-in.

For Security reasons, each individual needs SHOW CREDENTIALS. **SHARING OF SHOW CREDENTIALS IS STRICTLY PROHIBITED. EXHIBITORS ARE STRICTLY FORBIDDEN TO DISTRIBUTE CREDENTIALS IN THE LOBBIES OR PARKING LOTS OF THE SHOW. EXHIBITORS BREAKING THIS REGULATION WILL NOT BE INVITED TO RETURN IN FUTURE EVENTS AND MAY BE ASKED TO LEAVE THE SHOW IMMEDIATELY.**

- Five (5) badges for every one hundred (100) square feet of booth space will be issued to each exhibitor, with a maximum of twenty (20) exhibitor badges.

If additional Exhibitor Badges are needed, they can be purchased for \$10.00 each in the Show Office.

Exhibitor Badges MUST BE PRESENTED TO DOOR GUARDS STARTING AT 8:00 A.M. FEBRUARY 10TH, 2017 AND THROUGHOUT THE DURATION OF THE SHOW.

4.2 EXHIBITOR PARKING:

A parking pass is required for parking during show hours. Parking passes can be purchased at the Show Office during check in. For any questions concerning parking, contact Show Management.

4.3 EXHIBITOR ENTRANCES:

Exhibitors can enter from the show from the doors located on the Central Exhibit Hall by showing the door guard a valid exhibitor badge. There is also an exhibitor entrance located on the east side of Hale Arena at door number 2; the entrance can be used by showing the door guard a valid exhibitor badge. The only entrance to the show if not showing an exhibitor badge is located on the second floor entrance to the Upper Exhibit Hall.

4.4 COMPLIMENTARY & DISCOUNT TICKETS:

Exhibitors will be provided a total of ten (10) complimentary tickets for every one hundred (100) square feet of exhibit space, with a twenty five (25) ticket maximum. Additional tickets are \$5.00 each and can be purchased in advance or on-site at the Show Office.

Complimentary and Discounted tickets are to be used for your special customers, friends and family members. **Discount tickets or complimentary tickets are NOT to be distributed in the LOBBIES, FOYERS or PARKING LOTS OF the American Royal Center. If complimentary or discounted tickets are given to visitors in these areas, the exhibitor will not be allowed to exhibit in future events and may be asked to leave the current show immediately.**

WILL CALL is at the Ticket Booth ONLY. Please do not leave any tickets at the Show Office.

4.5 PAYMENT OF ACCOUNT:

Full and final payment for exhibit space must be made by December 11th, 2016.
Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full. Any exhibitor not paid in full by the deadline will NOT appear in the official Show program listing.

4.6 SALES TAX:

Kansas City, Missouri sales tax rate is 8.35%. Additional information regarding sales tax rates can be obtained from the Missouri Department of Revenue.

4.7 HOTEL INFORMATION:

We have hotel discounts worked out with the following hotels. Please keep in mind that the discounted rates are on a first come first serve basis.

The Aladdin Holiday Inn Hotel
1215 Wyandotte Street
Kansas City, MO 64105

816-421-8888

Hilton Garden Inn Kansas City, Kansas
520 Minnesota Avenue
Kansas City, Kansas 66101

913.907.1602

MARKETPLACE | EVENTS

Credit Card Authorization Form

Date: _____

Exhibitor Name: _____

Payment For: Exhibit Space Parking Tickets Exhibitor Badges Other: _____

Show: KC Remodel + Garden Johnson County Home + Garden Holiday Boutique

Credit Card: Visa Master Card Discover American Express (15 digits)

Card Number: _____ - _____ - _____ - _____

Expiration Date (MM/YYYY) _____ / _____

Cardholder Name: _____ Billing Zip Code: _____

Payment Amount: \$ _____

SIGNATURE AUTHORIZATION

I authorize Marketplace Events to charge my credit card as indicated above:

Signature: _____

Date: _____

PLEASE SIGN AND FAX THIS FORM TO: 816-931-4782

Marketplace Events
4050 Pennsylvania Ave. Suite 141
Kansas City, MO 64111

Ph: 816-931-4686
Toll Free: 855-931-7469
Fax: 816-931-4782

Office Use

Accepted

Declined (message): _____

Initials & Date: _____



KCMO HEALTH DEPARTMENT ENVIRONMENTAL PUBLIC HEALTH PROGRAM

2400 TROOST AVE, SUITE 3000 KANSAS CITY, MO 64108 Phone: (816) 513-6315 Fax: (816) 513-6290



Public Health

TEMPORARY FOOD PERMIT APPLICATION

FOR OFFICE USE ONLY

Temporary Food Establishment is defined as a FOOD VENDOR that has been granted permission by the KCMO Health Department to prepare/serve/sell food for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

Permit #: T _____ District #: _____ Rec'd by: _____ Date: __/__/__ Permit Fee Amount: \$ _____ Check/Money Order #: _____

Form with fields for EVENT NAME, EVENT START DATE, EVENT END DATE, EVENT START TIME, EVENT END TIME, YOUR START TIME MUST BE AT LEAST ONE HOUR PRIOR TO THE EVENT, INSPECTION START TIME, EVENT COORDINATOR (Required), EVENT LOCATION, VENDOR NAME, VENDOR PHONE, VENDOR'S RESTAURANT, VENDOR'S COMMISSARY OR HOME (if applicable).

PLEASE NOTE: Completing this application does NOT guarantee permission to operate. You MUST contact a Food Inspector at the KCMO Health Department and finish application process. It is recommended to fill out and submit application at least 14 days prior to the event, otherwise permit fees will gradually increase. Permit is only valid for the time/date/location printed on the permit.

Answer each of the following questions and follow the guidelines. The purpose of these questions is to minimize the risk of food borne illness outbreaks, to ensure the safety of the food being served, and to protect the health of the public.

- 1. Indicate your type of operation at the Temporary Event: Indoor Outdoor Mobile Food Trailer Other
2. List the foods and beverages you will be preparing/serving/selling OR attach a copy of the menu: Foods that will be prepared ON-SITE (at the event): Foods that will be prepared OFF-SITE (at the Restaurant or Commissary):
3. How will you transport food to the event? Coolers w/ ice Freezers Refrigerated truck Hot boxes other approved method
4. How will you ensure proper temperature of food during the event? Cold foods at 41°F or below: Coolers w/ Ice Freezers Mechanical Refrigeration Dry Ice Other: Hot foods at 135°F or above: Steam Table Chafing Dish Grill Electric Roaster Pan Other:

Revised Dec 2011

5. How will you monitor temperature of food during the event?
 An accurate and calibrated metal-stem thermometer ranging from 0 F – 220 F (glass is not acceptable).
 6. No bare-hand contact w/ ready-to-eat food is allowed. How will your employees or volunteers handle food?
 Gloves Tongs Utensils Deli Tissue Toothpicks/Swords Other: _____
 7. A hand washing sink is required. What type of hand washing sink will you use? (See guide for set-up)
 Gravity Flow (Container with hands-free dispensing valve) Plumbed Sink (hot and cold running water under pressure)
 Johnny-on-the-Spot w/Foot Pump Other: _____
 8. What type of sanitizer will you use to disinfect food-contact and non-food-contact surfaces?
 Chlorine (Bleach) w/Test Strips Quaternary w/Test Strips Iodine w/Test Strips **Sanitizer wipes are not approved.*
 9. How will you supply water for the hand washing sink, sanitizer bucket, (and 3 compartment sink if required)?
 Available On-Site Restaurant Commissary Other: _____
 10. Grills and Smokers are required to have covers. Will you cook any food on a grill or smoker?
 No Yes, Grill or Smoker with a Hinged Lid Yes, Flat Top Grill with Overhead Protection and Screened Sides
 11. Flooring must be smooth, durable, and easily cleanable. What type of flooring will you provide at your station?
 Concrete Tile Wood Dirt or Grass Covered with Tarps or Mats Other: _____
 12. For Outdoor Events: What type of overhead protection and walls will you be using?
 Overhead Protection w/No Walls Tent w/Screened Enclosure Temporary Construction other _____
 13. Who is the Person-In-Charge at the event? Name: _____
 Type of Food Safety Course: Food Handler Card Serve-Safe None
**Person-In-Charge must be present during entire operation and must be able to demonstrate knowledge of food safety.*
- The following are required for Outdoor Vendors who will prepare food On-Site: 1) Overhead Protection & 2) Screened Enclosure
 - The following are required for events with a duration of 3 or more days: 1) Dishwashing sink w/basins to wash, rinse, and sanitize equipment and utensils & 2) Hot/cold running water under pressure at the event site.
 - Please add any additional information about your temporary facility that should be considered:
Example: Your vendor location at the event (be exact and include a map if available):

Temporary Food Permit Agreement Statement

I, as the applicant, am familiar with the Kansas City Food Code and understand that all requirements must be completed by my designated start time. I understand that failure to meet these requirements will result in either re-inspection fee or denial of permission to operate. I understand that this permit may be suspended or revoked by the KC Health Dept. for non-compliance.

Applicant Name (print): _____ Signature: _____ Date: _____

Inspector (print): _____ Date: _____

Enclose a cashier check or money order made payable to KC City Treasurer. Application fee is non-refundable.
**If you are a Non-Profit Organization, you must provide documentation (tax exemption forms are NOT sufficient). Must be a free public charitable event to qualify as a not for profit-temp event.
 Not-for-Profit forms must be submitted to and approved by a Supervisor at the Environmental Public Health Program.*



Ticket, Parking Passes & Exhibitor Badge Order Form

To order additional complimentary tickets or exhibitor badges or parking passes fill out the form as indicated below. In completing this form, unless otherwise specified by you additional complimentary passes and exhibitor badges will be in you packet when you check in on show site. Parking passes cannot be mailed out.

Complimentary Tickets at \$5.00/each, for total cost of \$
Exhibitor Badges at \$10.00/each, for total cost of \$
Weekend Parking Passes at \$15.00/Each, for a total of \$
TOTAL AMOUNT DUE \$

Company Name:
Company Contact:
Street Address:
Phone:

MAKE CHECKS PAYABLE TO: Marketplace Events

This form can be set to us using the address below along with a check for the amount due, or it can be faxed, along with the credit card charge form.

Marketplace|Events
4050 Pennsylvania, Suite 141 Kansas City, MO 64111
(816) 931-4686 phone | (816) 931-4782 fax