**The 10 minutes you take now to review this information will save you time and money at the show.**

# Exhibitor Guide

THE JOCO HOME +REMODELING SHOW

## October 23-25, 2026

### Overland Park Convention Center

johnsoncountyhomenadremodelingshow.com

MARKETPLACE | EVENTS

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# SECTION 1: GENERAL INFORMATION

## 1.1 SHOW MANAGEMENT:

The JOCO Home + Remodeling Show is produced and managed by:
Marketplace Events, LLC
2000 Auburn Drive, Suite 200
Beachwood, OH 44122

## 1.2 SHOW PERSONNEL:

| | | |
|---|---|---|
| Shannon Nathe | Group Manager | 515.244.5456 \| ShannonN@mpeshows.com |
| Ann Schneider | Exhibit Sales Consultant | 515.244.6891 \| AnnS@mpeshows.com |
| Cara Braithwaite | Show Coordinator | 816.601.2705 \| CaraB@mpeshows.com |

## 1.3 SHOW FACILITY:

The JOCO Home + Remodeling Show is held at the
Overland Park Convention Center (OPCC)
6000 College Boulevard | Overland Park, KS 66211

## 1.4 IMPORTANT PHONE NUMBERS:

| | |
|---|---|
| Marketplace Events Office | 816.931.4686 |
| On-site Show Office | 913.339.3205 |
| Overland Park Convention Center | 913.339.3000 |
| Gilbert Exposition Management Service | 214.388.5722 |

## 1.5 SHOW DAYS & HOURS:

| | |
|---|---|
| Friday, October 23th | 10:00 am – 8:00 pm |
| Saturday, October 24th | 10:00 am – 8:00 pm |
| Sunday, October 25th | 10:00 am – 6:00 pm |

## 1.6 EXHIBIT SET UP / MOVE-IN:

**Move-In dates & hours:**
Drive-in access is very limited. Move-in assignments are the drive-in times for your section. If you require your vehicle for move-in, come at the designated day and time according to your section. Time block is for active unloading only. Please immediately unload your vehicle and move it outside. Hand carry or pushcart **move-in is allowed any time during and/or after assigned times**. Assigned dates & times can be found on the map below.

CLICK HERE **to Enlarge or Download Map**

| | | |
|---|---|---|
| Tuesday, October 20th | 9:00 am – 5:00 pm | |
| Wednesday, October 21st | 9:00 am – 6:00 pm | |
| Thursday, October 22nd | 8:00 am – 8:00 pm | **No vehicles allowed in building after 12 pm Thursday (hand-carry or cart only)** |

**Upon arrival at the facility:**
Go to the On-site Show Office to pick up your exhibitor badges. The On-site Show Office is located just outside the entrance to the Exhibit Halls A & B.

**If you have individuals working your exhibit space during the show and you will NOT see them prior to show open, please leave exhibitor badges with our show team no later than Thursday evening. Badges left at the On-site Show Office will be placed in Will Call located on the upper level next to the box office. Your workers will not be able to get through security/tickets takers without an exhibitor badge.**

- Vehicles may 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 GEMS (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 during move-in until 3pm, Tuesday through Thursday.
- If you ordered electricity or telephone service for your booth, please verify your order with the Overland Park Convention Center.
- If you are allowed to drive into the facility to unload your exhibit, it is imperative to unload quickly and move your vehicle outdoors, so that other exhibitors can have their turn.
- 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.

**ABSOLUTELY NO DRIVING IN THE BUILDING AFTER 12:00 PM THURSDAY**
No cars or trucks will be allowed in the building after this time.

Due to the aisle carpet installation, all large items must be placed inside your booth space by Noon on Thursday, October 22nd.

Make sure to clear all trash, boxes, crates, etc. from the aisles by Thursday, October 22nd, 8:00pm.

## 1.7 EXHIBIT REMOVAL / MOVE-OUT:

Exhibitors may only drive into the building during the scheduled times.

6:01 pm - 8 pm

**RED SECTION** is last in, first out. Booths in this section must move out Sunday immediately following show close to clear a pathway to loading dock doors. Exhibitors located in the Red Zone will be provided a Red Zone Pass, allowing your vehicle to proceed to the front of the line.

8:00 pm- 10 pm

**ALL SECTIONS** are encouraged to begin breaking down their exhibit space while the red section is cleared. Exhibit space must be COMPLETELY disassembled before vehicle will be permitted to drive into the building.

Move-out hours are:
Sunday, October 26th 6:01 pm – 10:00 pm
**All booths must be fully vacated by 10:00 pm, Sunday, October 25th.**

### 1.8 DISMANTLING BOOTHS:

Aisle carpet will be removed on Sunday evening immediately after show closing. Once the aisles have been cleared, vehicles may enter the building for loading of heavy items. Everything your company brought to the show must be removed or disposed of properly. If not, your company will be charged for the cleanup.

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

Any exhibitor dismantling or packing before the show closes will not be given priority for booth placement at the 2027 show.

## SECTION 2: DECORATOR & UTILITIES

## 2.1 SHOW DECORATOR:

**Gilbert Exposition Management Services (GEMS)**
Exhibitors are responsible for **flooring (required for all booths.)** You may bring your own flooring, or you may rent from the Show Decorator. Also, you may supply your own tables and chairs or rent from the show decorator. An advanced purchase discount is offered & will ensure availability of all needed items.

As an exhibitor, you will automatically receive an introduction email from GEMS with instructions on creating a password to login to their online ordering system.

After you've logged on and created an account you will be able to order services online. Please e-mail GEMS at jill@gemsevents.com should you have any questions or if you need to have the introduction e-mail resent.

Certain areas within the facility are carpeted. If you are not sure if your exhibit space is in a carpeted area, contact Marketplace Events sales staff for clarification. Carpet/flooring is not required within exhibit space on carpeted areas of the facility.

## 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 extend from the back of the booth to the front of the booth at a height of 3' (excluding corner booths). Any portion of an exhibit or exhibit materials exceeding 8' in height must be approved by Show management.

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

## 2.3 DIRECT SHIPEMENTS (SENDING MATERIALS TO THE SHOW):

Shipping and storage of exhibit materials or products can be arranged with the Show Decorator.

Contact Liberty Exposition Services 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.

Handwritten signs or banners are NOT allowed – USE PROFESSIONAL SIGNS ONLY

### 2.5 UTILITIES:

Electricity, telephone service, cable, water for exhibits (filling and draining services) and compressed air connections are provided through the Overland Park Convention Center for a fee.

Complimentary Wi-Fi will be provided at the show. A dedicated hard line can be installed for additional fees.

By pre-ordering these items, exhibitors can take advantage of discounted pricing. Contact the OPCC for specifics at (913) 339-3000, or visit

**https://opconventioncenter.com/consumer-show-space-in-overland-park-kansas/**

### 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:

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.

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. **ABSOLUTELY NO TENTS OF ANY KIND ARE ALLOWED WITHOUT SHOW MANAGEMENT PRIOR CONSENT.**

No exhibits will be permitted which interfere with the use of other exhibits or impede access to the free use of the aisle.

**FLOORING: ALL FLOORS WITHIN EXHIBIT SPACES ON UNCARPETED AREAS OF THE FACILITY 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 tablecloths, sheets, shower curtains or any type of makeshift tablecloths is NOT permitted. We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.

**IT IS REQUIRED THAT EXHIBITORS ALWAYS HAVE A STAFF MEMBER IN THEIR EXHIBIT DURING SHOW HOURS. SHOW MANAGEMENT DOES NOT ASSUME ANY RESPOSIBILITY FOR LOSSES.**

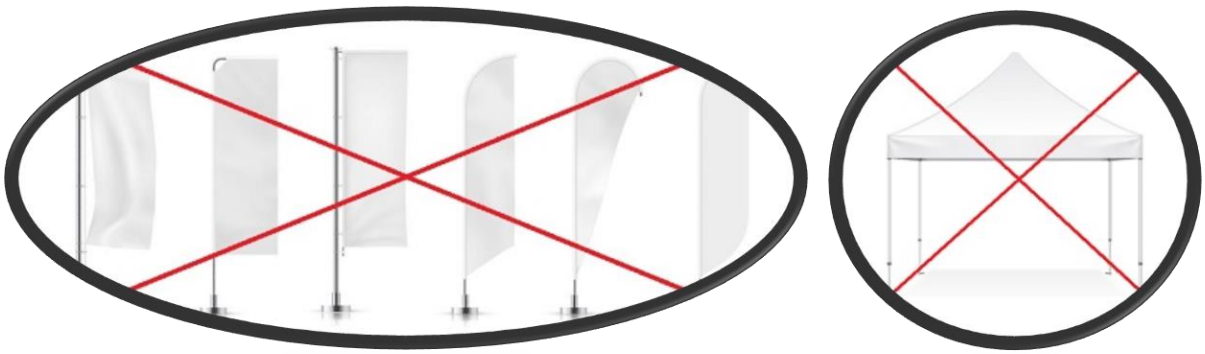
**BOOTH PERSONNEL, INCLUDING DEMONSTRATORS, RECEPTIONISTS AND MODELS ARE REQUIRED TO CONFINE THEIR SALES ACTIVITIES WITHIN THEIR OWN BOOTH SPACE.**

No spraying of scented fluids is allowed during the show.

All inventory and personal items must be stored **COMPLETELY OUT OF SIGHT**. Your booth should look professional and inviting to the attendee. Décor is welcome and makes your booth more appealing to consumers!

Exhibitors must dispose of any shipping crates or other rubbish in their individual display.

## NO TENTS OR FLAGS OF ANY KIND PERMITTED IN THE SHOW



### 3.2 BUILDING REGULATIONS:

Smoking is prohibited inside the Overland Park Convention Center. Anyone in violation is subject to a fine by the City of Overland Park.

ADA service animals (i.e., Guide dog, signal dog) or any other animal individually trained to aid 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 CANNOT be taped with duct tape, by order of the Overland Park Convention Center. Gaffers tape can be obtained from the show decorator.

Please do not place cement directly on the floor. Place paper or plastic under any cement 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 with removable tape, not glued. Please do not bore holes in the floors, walls, or ceilings, or chip the concrete in any way.

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 Overland Park Convention Center Engineering prior to installation.

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.

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 Overland Park Convention Center.

**HELIUM FILLED BALLOONS ARE NOT ALLOWED IN THE BUILDING.**

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

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

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.

**YOUR COMPANY WILL BE RESPONSIBLE FOR ALL DAMAGES TO THE FACILTY.**

### 3.3 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 and the OPCC Security for corrective measures. The information contained in this outline is a summary of standard operating procedures in cooperation with the Fire Marshal of Overland Park.

- All material used in the construction and decoration of an exhibit must be flame retardant. This includes scenery, backdrops, drapes, table, and dust covers.
- All exits, hallways and aisles are to be kept clear and unobstructed at all times.
- A 20 ft. roadway shall be maintained for fire equipment access to all parts of the building displays.
- No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony, or bridge leading to a stairway or exit, shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.
- Storage of any kind is prohibited behind the back drapes or display walls inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The OPCC inspects all exhibits to ensure compliance.
- Crates, packing materials, wooden boxes and other highly combustible materials may not

be stored in the OPCC. Items such as brochures, literature, giveaways, etc. within the booths are limited to a one-day supply. Consideration will be given for the storage of crates outside the facility.

- No exit door shall be locked, bolted, or otherwise fastened or obstructed at any time the OPCC is open to the public. Moreover, it shall be unlawful to obstruct, or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
- All sawdust and shavings shall be thoroughly treated with an approved flame- retardant product, stored and maintained in a manner approved by the Overland Park Fire Marshal. Hay and straw are not allowed in the OPCC.
- The use of liquefied petroleum gasses inside building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the OPCC and the Overland Park Fire Marshal. Maximum LBG allowed for exhibition purposes is a 16-oz non-refillable cylinder. There may be a maximum of 24 containers stored in any one location.
- All trash and refuse shall be removed daily from the OPCC.
- Approved fire extinguishing equipment shall be provided and maintained in all areas designated by the OPCC and the Overland Park Fire Marshal.
- All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
- All hydrants and fire department connections shall be unobstructed at all times.
- All electrical connections shall be in accordance with the Electrical Code.
- All electrical cords, sound cable or other trip hazards shall be safeguarded.
- Automobiles, trucks, tractors, machinery, and other motor vehicles utilizing flammable fuels and are used as part of 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.
- All appliances fired by natural gas shall be approved by the Facility Operations Manager, the OPCC and the Overland Park Fire Marshal, and installed in accordance with NFPA 54 National Fuel Gas Code before being used.
- The OPCC and the Overland Park Fire Marshal must approve the use of welding and cutting equipment for demonstration purposes.
- Cylinders of compressed gasses are prohibited unless approved by the Fire Marshal and secured according to the requirements outlined in the 1997 Uniform Fire Code. The Facility Public Safety Manager along with the OPCC and the Overland Park Fire Marshal shall check egress of the facilities before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
- There shall be no obstruction blocking exit doors from the outside of the OPCC, such as vehicles parked in front of the doorways or barricades across sidewalks, etc.
- No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs.
- No vehicles shall be parked in fire lanes outside the OPCC. Such vehicles will be subject to

towing at the owner's expense.

- No flammable liquid or material shall be used or admitted inside of the OPCC except by approval of the OPCC and the Overland Park Fire Marshal. Prohibited materials include, but are not limited to kerosene, motor fuel, explosives, cryogenic gasses, etc.
- No person shall cause or permit any open flame, candles, and torches, etc. to be used in any place of assembly, except that candle may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. The candle flames shall be protected.
- All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the City Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from each other by a minimum horizontal distance of 2 ft. Countertop fryers not exceeding 288 square inches and single well may be used without the necessary ventilating hood and surface protection requirement, provided there are two (2) ten (10) pound B.C. extinguishers positioned on each side of said fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Manual.
- All cooking equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies.
- All covered structures in excess of one hundred (100) square feet in area shall be protected by an automatic smoke detection system approved by the Fire Marshal.

**ALL ABOVE REGULATIONS ARE REQUIRED UNDER THE FIRE CODES OF THE STATE OF KANSAS. THE OVERLAND PARK FIRE MARSHAL RESERVES THE RIGHT TO MAKE ANY FINAL DECISIONS REGARDING THE ABOVE REQUIREMENTS.**

### 3.4 SECURITY:

While the Johnson County Home + Remodeling Show has 24-hour security, Marketplace Events and the OPCC 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.

### 3.5 INSURANCE:

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

The Insurance clause is #5 on the Terms and Conditions page of all booth space contracts. For easy reference, exhibitors are required to have:

- Comprehensive General Liability and All Risk Property insurance
- Coverage must be from the start of move-in to the end of move-out
- Coverage of at least $1,000,000 for each separate occurrence
- Name Marketplace Events LLC and the venue as additional insured
- Provide a copy of certificate of insurance to MPE

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

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.

### 3.6 MICROPHONES, AUDIO EQUIPMENT & MUSIC:

Use of microphones, audio equipment and musical instruments is NOT permitted at any time during the show.

### 3.7 PHOTOGRAPHS & OTHER COPYRIGHTED MATERIAL:

Each exhibitor is responsible for obtaining all necessary licenses and permits to use photographs or other copyrighted material in exhibitor's booth or display. No exhibitor will be permitted to use any 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 age or employees of any patent, copyright or trade secret rights or privileges.

### 3.8 SOLICITING, SAMPLES (INCLUDING FOOD) & SOUVENIRS:

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.

**ALL FOOD SAMPLING MUST BE APPROVED BY SHOW MANAGEMENT**

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

Securing of all necessary licenses, permits, etc. is the responsibility of the exhibitor.

The City of Overland Park no longer issues Temporary Food Vendor permits. The State of Kansas (Department of Agriculture) will continue to regulate food operations and should be your sole contact for licenses and inspections moving forward.

For more information **Click Here** to be redirected to the Kansas Department of Agriculture website or call 785.564.6767 with questions.

**Food Safety Fact Sheet**

**New Business Requirements**

**Food Establishment License Application**

**Electronic Payment Form**

**Mobile Unit Log**

**FOOD SAMPLING GUIDELINES**

- Food and Beverage samples must not be greater than two (2) ounces, and must be manufactured, processed, or distributed by the exhibiting firm and must be related to participation in the event.
- OPCC can provide hand washing station **at a cost** for vendors who require food inspections. The stations will need to be placed within twenty (20) feet of each food vendor. You may also bring your own.
- For public health reasons, restrooms, concession stand and/or facility kitchens may not be used as exhibitor clean-up areas. The Exhibitor is responsible for all costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling.
- Items such as candy bars and bottled water must be purchased from the food and beverage department. Outside food is prohibited in the OPCC. A hard candy dish provided complimentary by an exhibitor at their booth may be exempt, so long as the candy is bite sized and individually packaged.
- Exhibitors are responsible for complying with State of Kansas Department of Agriculture regulations regarding food sampling, storage, equipment, temperature, etc. If an exhibitor is not in compliance or does not obtain the proper permits, the State of Kansas Department of Agriculture reserves the right to shut down said booth for the duration of the show.

## SECTION 4: EXHIBITOR INFORMATION

### 4.1 EXHIBITOR BADGES:

For security reasons, all personnel working a booth is required to have credentials in the form of an exhibitor badge. Exhibitor badges allow admittance to the show each day. These credentials

are only for principals and employees who are working the exhibit space. Guest and other employees attending the show should use the complementary e-tickets provided.

Exhibitors will be provided (5) badges per company. Additional badges can be pre-ordered at a cost of $10.00 each. To place and order, please contact the Show Coordinator, Cara Braithwaite, via e-mail at **CaraB@mpeshows.com**

**Exhibitor Badges will be held at the show office and can be picked up during move-in. Please do not wait until the morning of show open to come get them, as you won't be able to get through security to enter the building without a badge.**

### 4.2 EXHIBITOR PARKING:

Parking is free. There is a covered lot with ADA parking available on a first come first serve basis. Once the covered area is full, additional parking is available in the north parking lot. We ask that you park toward the rear portion of the lot especially if you have an oversized vehicle or box truck, leaving the spots closet to the building entry for attendees.

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.

### 4.3 COMPLIMENTARY & DISCOUNTED SHOW TICKETS:

Exhibitors will be provided a total of (40) complementary e-tickets per company. Access to our ticketing distribution system will be emailed out 30 days prior to the show. Tickets will only be emailed out if your account has been settled in full.

If you need to have your login instructions resent, contact **CaraB@mpeshows.com**.

If you wish to leave physical tickets at Will Call, you may allocate them to yourself, then print tickets and bring them to the show.

**COMPLIMENTARY TICKETS ARE NOT PERMITTED TO BE DISTRIBUTED AT THE ENTRANCE TO THE SHOW.** Use your tickets to invite potential clients to the show and as a thank you to current customers or for friends and family.

### 4.4 PAYMENT OF ACCOUNT:

**Full and final payment for exhibit space must be made by September 15, 2025.**
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.

## 4.5 HOTEL INFORMATION:

We have negotiated discounted rates at the following hotel:

Sheraton Overland Park Hotel at the Convention Center (attached to OPCC)
6100 College Blvd
Overland Park, KS 66211
913.234.2100
**COMING SOON** to reserve your room.

**Booking Deadline is September 29th, 2026**

## 4.6 KANSAS SALES TAX INFORMATION:

All vendors must have **either** an "Event Registration Certificate" **or** a State of KS "Sales Tax Registration Certificate" displayed in a visible location during the event.

The State of KS supplies Event Registration Certificates showing the current sales tax rate. These will be available to pick up when checking in at the On-site Show Office or
**CLICK HERE** to download a copy.

You must collect and remit sales tax at the rate shown within 30 days of the event. Marketplace Events will submit a list of all participants to the State of KS for auditing purposes.

**Click Here** for KS Department of Revenue Tax Tips for Kansas Event Vendors

For additional information regarding sales taxes prior to the event please visit the **Kansas Department of Revenue Division of Taxation** website.