



## **HOLIDAY BOUTIQUE MOVE-IN RULES & PROCEDURES**

**PLEASE BE ADVISED THE SHOW OFFICE WILL NOT BE OPEN UNTIL 10 A.M.ON**  
**TUESDAY, 11/18**

Move-In dates & hours:

Each vendor will be assigned a specific date and time to set up their booth. These assignments will be communicated via a color-coded floor plan map posted in the online vendor guide 30 days prior to move-in. Driving into the building, if feasible, is only allowed during your assigned date and time. Hand carry or pushcart move-in is allowed any time during and/or after assigned time. If a vendor will be using a vehicle as part of their booth space, vehicles Keys **MUST** be given to Show Management once parked in booth.

Upon arrival at the facility:

Go to the On-site Show Office to pick up your vendor badges & parking passes. The office is located on the upper level of the Overland Park Convention Center, in the southeast corner near the administrative offices.

If you have individuals helping in your exhibit space during the show and you will not see them prior to the show, please leave their badges with us for Will Call **BEFORE Wednesday**. Badges left at the On-site Show Office prior to the opening of the show will be put in Will Call located the lower level 110th St Entrance. 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 if 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 until 3pm, Monday through Wednesday.
- If you ordered electricity or telephone service for your booth, please verify your order with the Overland Park Convention Center. They will be set up at the show until 3pm, Monday through Wednesday during move-in for assistance.
- 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.

Only vendors in the Exhibit Hall (booths 501 to 1241) and vendors in the Ballroom (booths 100 to 443) will be able to drive into the building from the dock doors off Woodson Drive. Ballroom booths can't drive all the way to their booth, but to the edge of the carpet by booths 520 and 522. These booths are allowed to drive in the building (as long as there is a clear path to their booths) during their assigned move-in time only. After the assigned move-in time these booths will no longer be allowed to drive in the building. All other booths are closer to pass through doors than the dock and need to bring items into the building via the pass-through doors.

**ABSOLUTELY NO DRIVING INTO THE BUILDING ON  
WEDNESDAY**