

# Central Arkansas Exhibitors KIT



## Exhibitors KIT

Thank you for reserving Exhibit Space at the Central Arkansas Women's Expo With A Cause.

The following information is provided to help you plan your exhibit.

Printable Exhibitor KIT: coming soon – A Downloadable version of the information below.

## – EXHIBITOR INFORMATION –

### EXPO VENUE:

Arkansas State Fair Complex  
2600 Howard Street  
Little Rock, AR 72206  
Phone: 501-372-8341  
<http://arkansasstatefair.com>

Terms & Conditions for Exhibiting: Terms and Conditions for Exhibiting

**EXHIBITOR MOVE-IN:** Friday August 13th 9am-6pm *All booths must be moved in by 6pm*

**EXPO DATES and TIMES:**

Saturday August 14th 10am-5pm *Exhibitors have access to building at 8am*

Sunday August 16th 11am-4pm *Exhibitors have access to building at 10am*

**EXHIBITOR MOVE-OUT:** Sunday August 15th 4pm-6pm *Breaking down exhibits before 4pm is not allowed*

**COMPLIMENTARY TICKETS:** Exhibitors receive **25** free tickets to distribute as they wish.

**DISCOUNTED TICKETS:** Exhibitors may purchase additional tickets for \$3 in advance.

CA\_2020\_AdvanceTicketOrderForm – Discount Admission Tickets for Exhibitors.

**FREE PARKING**

## **– CONTACT INFORMATION –**

### **MAILING ADDRESS**

Donnell Productions  
75 Old Post Road  
Southport CT, 06890

### **PHONE/FAX**

Office Phone: 203-259-3351 Fax: 203-259-3354

### **EMAIL**

General: [wlexpos@womenslivingexpo.com](mailto:wlexpos@womenslivingexpo.com)

Executive Director Barbara Donnell:  
[bdonnell@womenslivingexpo.com](mailto:bdonnell@womenslivingexpo.com)

Expo Manager Brad W: [brad@womenslivingexpo.com](mailto:brad@womenslivingexpo.com)

### **SOCIAL MEDIA LINKS**

[www.womenslivingexpo.com/centralarkansas2021/](http://www.womenslivingexpo.com/centralarkansas2021/)

<https://www.facebook.com/CentralArkansasWomensExpo>

# HOST HOTEL INFORMATION

TBA.

## – DECORATOR CONTACT INFORMATION –

### SUNBELT CONVENTION SERVICES

Order forms for additional furniture, carpet, drape or display items for your booth can be found at

Sunbelt\_2020\_WEXPO\_Vendor Kit (fillable)

Phone: 501-244-9955

Fax: 501-244-9995

Sunbelt4u@gmail.com

## – BOOTH INFORMATION –

**BOOTH INCLUDES:** 8' High Backdrape, 3' High Sidedrape, 6' skirted Table, 2 Chairs and ID Sign

### FREE WIFI

**FREE STANDARD ELECTRICAL OUTLET** – bring your own 30'-50' extension cord and plug strips as needed.

**STAFF BADGES** – Each booth will receive 5 badges for booth personnel that will be picked up when you register at move-in on Friday August 13th.

**BOOTH SIGNAGE** – The best size for banners is 8'Wx3'H, or 6'Wx30"H

**SAMPLING FOOD** – CA\_2020\_Sanitation\_and\_FoodSafety\_Policies – Information for Food and Beverage Exhibitors.

**SALES TAX FOR LITTLE ROCK** is 9%, forms will be distributed at Exhibitor Register

**SHIPPING** to the building – 2600 Howard Street Little Rock, AR 72206 – Include CENTRAL ARKANSAS WOMEN'S EXPO and your COMPANY NAME on the label. Call the building and let them know you are shipping merchandise. All items shipped must arrive on Thursday Aug 12th or Friday Aug 13th. You must be on hand to

accept delivery, or make arrangements with the Expo Office.

## — EXPO SECURITY —

**SECURITY** is provided for your protection however we are not responsible for theft of merchandise or personal theft. We suggest that you take precautions and not leave valuable items in your booth overnight. Door Guards and a Security Officer are on duty during the hours that the Expo is open to the public. As a safety precaution your Exhibit Space should not be left unattended during Expo hours.

## — INSURANCE —

**EXHIBITORS** shall assume all responsibility for damages to the Exposition facility and property, and it shall indemnify and hold harmless Donnell Productions from all liability that might arise from any cause whatsoever including accidents or injuries to exhibitors, their agents and their employees and to attendees at the Expo. A Certificate of Insurance shall name Donnell Productions as a co-insured.

## — CANCELLATION/FAILURE TO SET UP —

**CANCELLATIONS** received less than three months prior to the EVENT will receive no refund or credit and the Exhibitor is responsible for full payment. Failure to set up does not entitle the Exhibitor to any refund for sums paid for exhibit space.

## — STAND OUT IN THE CROWD —

### **PRE-EXPO**

– Let us spread the word about your participation In the Expo with your FREE POST on the Central Arkansas Women’s Expo

Facebook page. Email to [bdonnell@womenslivingexpo.com](mailto:bdonnell@womenslivingexpo.com) a brief description of your show specials or giveaway and any information you want shared in your post along with photos or a video, your Facebook page link and/or website link. We will then create a post on our FB page and tag your business. BE SURE TO GO TO OUR PAGE AND SHARE WITH YOUR COMMUNITY!

We will also provide you with Customized Digital Invitations To E-Mail To Your Data Base

### **AT THE EXPO**

With creative exhibit design you can tell your brand story and drive marketing results.

- Prize Giveaway
- Gift Bags
- Custom Designed Banners & Marketing Materials
- Stage Presentation

## **Booth Diagrams**

### **In-line Booths**

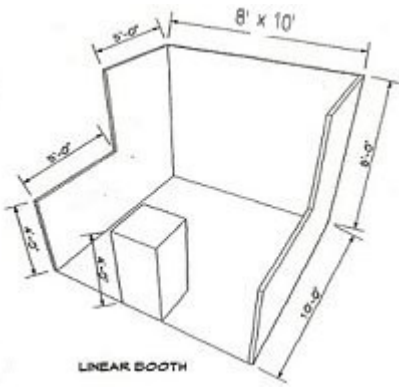
One side exposed, usually 10'x10'. The back wall is 8ft Height, with 3ft side drapes. The maximum height of 8ft is only allowed in the back of the booth, the height restriction in the front half to the aisle is 4ft.

### **Corner Booths**

Corners are exposed to aisles on two sides

### **End Cap Booths**

End cap booths are 10ftx20ft and are exposed on 3 sides. A maximum back height is 8ft extending to within 5ft of any aisle. A 4ft height restriction is in effect within 5ft deep from any aisle.



## Showcase Diagrams

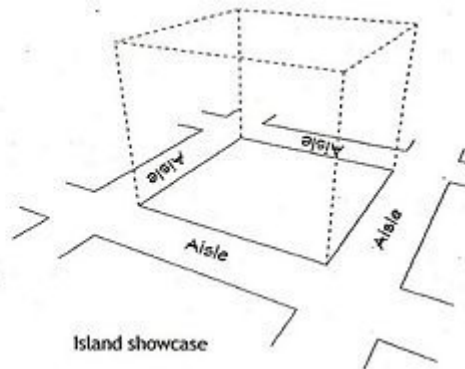
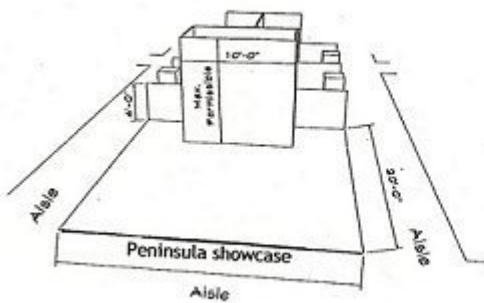
(below)

### *Peninsula Showcase*

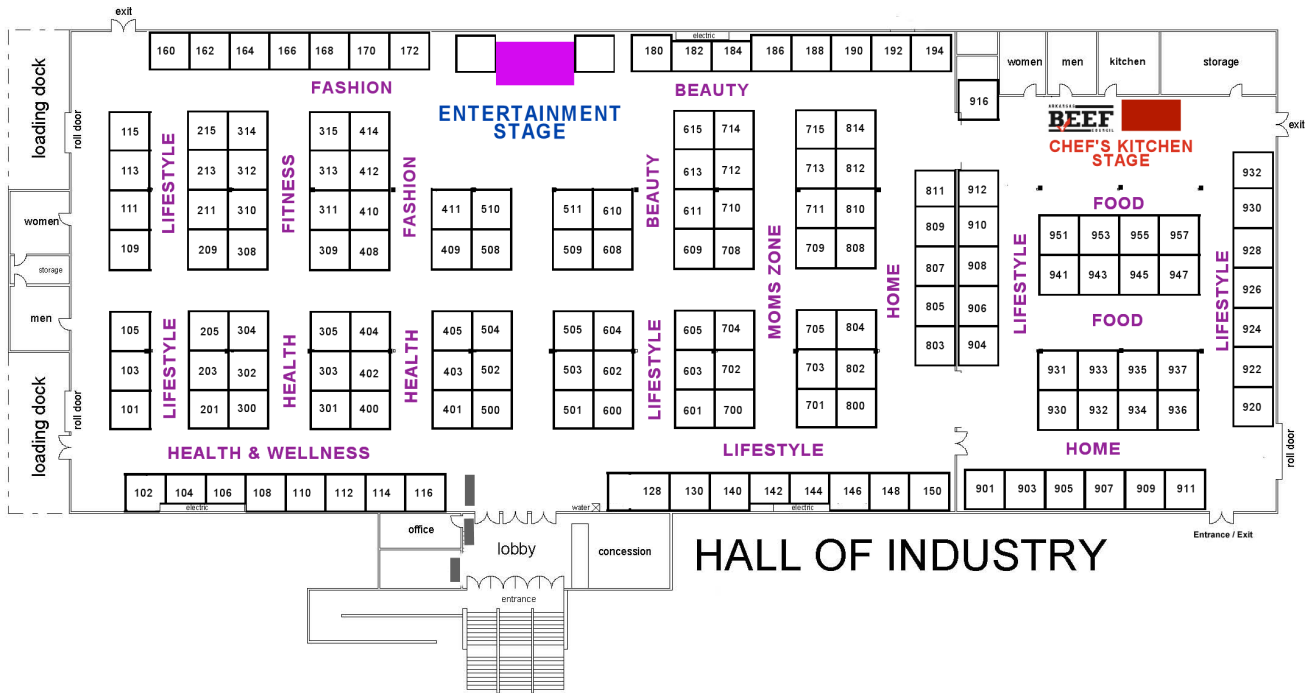
A 20ftx20ft Showcase with one back wall shared with other booth space. These showcases have a height restriction to 10ft in the back center to 5' from any aisle. Height is restricted to 4ft along all aisles to 5ft inside booth space from aisle.

### *Island Showcase*

Exposed to aisles on all four sides, the entire space can be used up to building allowed maximum height.



- Central Arkansas 2021



## GET EXPO TICKETS

Tickets available at our Box Office on Expo Days!

\$7 Admission (\$5 w/coupon)

Kids 12 and under are free. Free Parking!

## GET DIRECTIONS

Expo Location:

Arkansas State Fair Complex

2600 Howard Street

Little Rock, AR 72206

## EXPO DAY and TIME

Dates: AUG 14-15, 2021

Saturday 10am to 5pm

Sunday 11am to 4pm