

33rd Annual Products and Services Show

Frequently Asked Questions

What's new this year? The Country Club Hotel has upgraded the exhibit hall with new carpet and new dance floor. As such, they will not allow popcorn to be cooked or handed out in the hall. **NO TAPE** may be put on the carpet. **Helium Balloons may not be handed out** since they get tangled with the ceiling fans; however, you can use helium balloons as part of your display. The fire hallway that runs the length of the building **CANNOT** be used to store supplies. We will **increase the amount of signage** on Hwy 54. **Heavy exhibits** will need plywood under their display.

When can booths be set up? Businesses that do not need to use the oversize door can set up on Friday, March 9. **Specific time for your company set-up will be sent to you prior to the show.** All set-up needs to be completed by 9 PM, Friday unless other arrangements have been made with the Chamber.

When can exhibitors needing to use the oversize door set up and tear down? Exhibitors that indicated that they need to use the **oversize door will be assigned times—specific times will be sent to you prior to the show.** PLEASE COOPERATE AND MOVE YOUR VEHICLE AS SOON AS IT IS UNLOADED. YOU MAY ONLY PARK IN FRONT OF THE DOOR DURING YOUR ASSIGNED TIME.

Please Note: If you are putting in heavy displays such as landscaping material, cement blocks, etc., you must put plywood under your display to distribute the weight.

How do I get to the Hotel? See the map at the end of this document.

What should I do when I first arrive at the Exhibit Hall? BEFORE unloading, check in at the Page & Brown desk by the oversized door to find out where your booth is located so you can determine which way you should bring in your supplies.

Where do I park during set-up? There is a parking lot just east of the building. If you are parked near the doors, please move your vehicle as soon as you unload so that other exhibitors can use the space. You can then come back in to set up your display at your leisure.

How are the booths marked? Row letters are located at the end of each row of booths. Identifying signs with booth number are hung from the back of each booth. A floor layout is enclosed.

How do I hang a banner? Banners can be hung from the piping at the back of the booth using “S” hooks available from the Chamber table or from Page & Brown. Do not pin anything to curtains.

Where is the Page & Brown service desk? During set-up it will be just inside by the overhead door on the east side of the building.

Where can I get tables, chairs, sign hooks, booth equipment, etc? At the Page & Brown service desk. Sign hooks are free, additional equipment is available for rent.

What if I need electric service but did not pay for it? Go to Page & Brown service desk to arrange for and pay for electric service. There is an additional charge for electric ordered at the show.

Where do I go if I am having electrical problems? Page & Brown service desk. As a reminder, we recommend that you use a surge protector for sensitive electronic equipment.

Will there be security in the building? Yes, security will be in the building overnight on Friday and Saturday. The main hall will be locked during non-show hours. Please remove valuable items such as iPods, laptop computers, etc. The Chamber and Hotel are not responsible for any losses.

Can my booth extend into the aisle? NO—your exhibit must fit within your allotted space.

Where is the Chamber table? The Chamber table is just outside the main hall at the base of the stairs across from the two main entrance doors.

Where do I pick up name tags? At the Chamber table on Friday or Saturday. If you need more ID badges or need corrections, we can print those at the information table.

Where do I park during show hours? Exhibitors should use the shuttle lot at the School of the Osage Heritage Building [formerly the Junior High School], 1/3 mile north of the HH and Bus Hwy 54 intersection on the east side of the road. Shuttle buses will run on a continuous loop throughout the day. Four buses will loop on Saturday and three buses will loop on Sunday. The shuttle ride is about 5 minutes door to door.

Where should shift workers park? Shift workers should use the shuttle lot at the School of the Osage Heritage Building [formerly the Junior High School] so that we can keep in-close parking for attendees.

How are PA announcements handled during the show? If you need something announced [prize winner, lost item, etc.], please bring the information to the Chamber information table. Announcements will be made periodically.

Is food and beverage service available? The Hotel will have concessions available in the Foyer area behind the Fountain. Country Club Hotel also has a fine restaurant on the main level and **will give exhibitors a 10% discount** on food purchases.

Where is the Exhibitor Lounge? The Exhibitor Lounge will be in the Florentine Room, located next to booth FA-14 in the foyer area of the hall. We will provide complimentary soda and coffee during set-up on Friday, and soda, coffee, and pastry [while supplies last] during the show. **The lounge is for exhibitors only.**

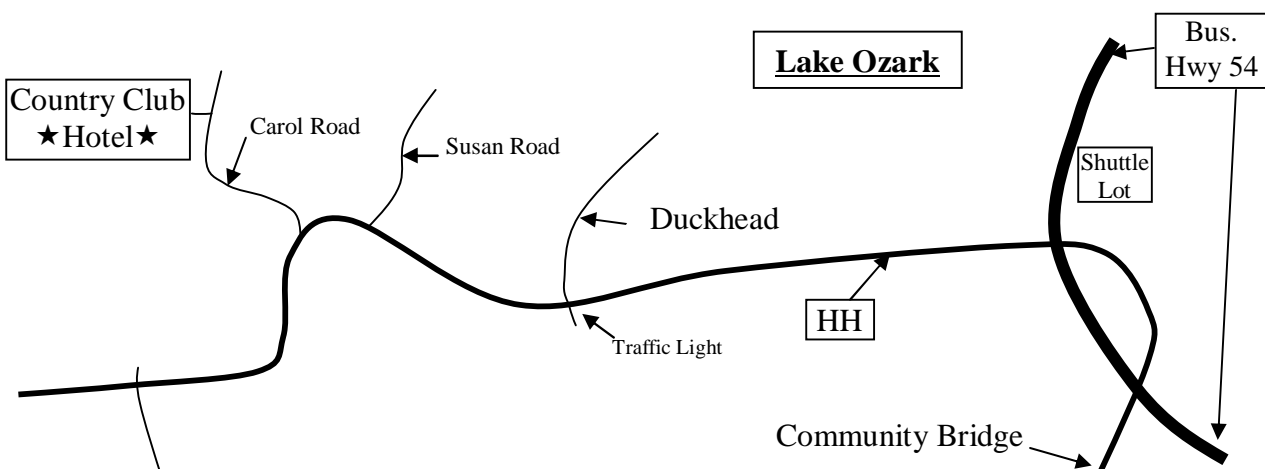
Where can I smoke? The show is smoke-free—no smoking is allowed in the exhibit area.

Please note: The Country Club Hotel has installed new carpet—**POPCORN MAY NOT be given out.**

When can we begin tear-down? All **exhibits must remain in place until after the official closing of the show at 4 PM on Sunday.** Businesses breaking down early may not be invited to participate in next year's show. The Exhibit Hall will be open Sunday evening until 9 PM and open again at 7 AM, Monday. All exhibits need to be out of the building by 4 PM, Monday. All material and displays in the foyer, hall, Cyprus or Monte Carlo Rooms need to be removed on Sunday or moved into the main hall for Monday tear down. Boxes should have your business name and SAVE on them so as not to be inadvertently thrown out by Hotel cleaning crews. **DO NOT BRING IN TEAR DOWN EQUIPMENT UNTIL 4 PM!**

When will the Products and Services Show be held next year? The Show will be March 9 and 10, 2013 at the Country Club Hotel. When you get your application, please send it in as soon as possible.

Can I reserve the same space that I have this year? Yes, exhibitors in the 2012 show will have a period of time to lock in the same space in 2013. After that, spaces will be available on a first-come, first-served basis.



Take Highway 54 to the Business Highway 54 turnoff for Lake Ozark. Turn east onto HH [Horseshoe Bend Parkway]. Go 2 miles to Carol Road, the third road on the right after turning onto HH. Turn right onto Carol Road and go 1/3 mile to Country Club Hotel [on left]. Additional parking is available at the free shuttle lot located behind Mills Elementary by the old Junior High 1/3 mile on the right past the light at HH and Business Hwy 54. Regular free shuttle service will transport people to the Exhibit Hall door.