

**PROGRESSIVE INSURANCE KANSAS CITY BOAT & SPORTSHOW
JANUARY 19 – 22, 2012
H. ROE BARTLE HALL**

GENERAL INFORMATION

PLACE: Progressive Insurance Kansas City Boat & Sportshow
H. Roe Bartle Hall
301 W. 13th Street
Kansas City, MO 64105

SHOW HOURS:

Thursday	January 19	2:00 PM – 9:00 PM
Friday	January 20	12:00 PM – 9:00 PM
Saturday	January 21	10:00 AM – 9:00 PM
Sunday	January 22	10:00 AM – 5:00 PM

SHOW OFFICE: The Show Office is located on the exhibit floor level by the northeast escalator. The Show Office will be open from Monday, January 16, 2012 through noon on Monday, January 23, 2012. The show office phone number is (816) 513-5400.

OFFICIAL SERVICE CONTRACTOR: George E. Fern Co. has been designated as the official service contractor for the Progressive Insurance Kansas City Boat & Sportshow. Their order forms for the show can be found at <http://servicemanuals.fernexpo.com/login.asp?id=2373> the **password is kcSPORT12**. They can also be located in the “For Exhibitors” section under Exhibitor Kit on our website at www.kansascitysportshow.com.

DISPLAY HOUSES: Any exhibitor using a display house to erect and dismantle their exhibit must notify Show Management in writing of the company performing this service.

EXHIBITOR CREDENTIALS: These badges are required for entry into the facility. For in and out privileges, you must have your hand stamped. You must have one badge per person entering the facility. The number of badges is in proportion to the amount of exhibit space as listed below. If you wish to purchase additional badges beyond your maximum, there will be a fee of \$10.00 for each badge.

Exhibitor Credentials: Exhibitors must be paid in full prior to receiving badges. Exhibitor credentials will be mailed to the official Contact person at the address listed on the contract unless otherwise specified. Badges will be distributed as follows:

Booth Badges: (200 sq. ft. or less) 6 Exhibitor badges
Bulk Badges: 201 - 500 sq. ft = 10 Exhibitor badges
501- 2000 sq. ft = 12 Exhibitor badges
2001 - 3500 sq. ft = 15 Exhibitor badges
3501 sq. ft or more = 20 Exhibitor badges

A **Registration/Will Call** desk will be set up outside the box office in the 13th Street Entrance. Exhibitors may leave badges here for pick up. *We recommend this option if you are expecting multiple persons to man your area throughout the Show. You may also leave a list of names of people authorized to pick up the badges.*

- Please note your balance for exhibit space must be paid in full before we will mail your exhibitor badges.
- Please complete and return the EXHIBITOR CREDENTIAL ORDER FORM by **December 2nd** to ensure prompt processing of your badges. If this form is not received by this date you will need to pick up your badges at on-site Registration/Will Call.

**EXHIBITOR GUEST
TICKETS:**

Exhibitor Guest tickets for the Progressive Insurance Kansas City Boat & Sportshow will be available for \$5.00 each. Tickets at the box office will sell for \$10.00. See order form in this kit.

**LITERATURE
STORAGE:**

Fire regulations prohibit storage of literature, cartons or boxes in your exhibit. The show provides a special free literature storage area for your convenience. However, you must notify Show Management a day in advance of your literature needs for the following day. Literature will be delivered to your area before show hours each day.

AUTO PARKING:

Parking at Bartle Hall is controlled by a private enterprise so special exhibitor privileges are not available. The parking in the immediate area costs between \$5.00 and \$10.00 per day per car.

**EXHIBITOR
INSURANCE:**

The Progressive Insurance Kansas City Boat & Sportshow is able to offer exhibitor insurance through NMMA Boat Shows. If you are unable to find reasonable insurance for your exhibit, you can purchase insurance for the show through Wells Fargo by [clicking here](#). **Please mail or fax your information to:**

Mail: Show Administrator
231 S. LaSalle Street
Suite 2050
Chicago, IL 60441

Or

Fax: (312) 946-0401

An online tool is also now available to submit your proof of insurance electronically. [Click here](#).

SMOKING:

Bartle Hall is a "**NO SMOKING**" FACILITY. Smoking is allowed outside the building **ONLY**. The designated smoking area is outside the West Loading Dock.

**CONDUCT OF
EXHIBITS:**

Exhibits must be manned during show hours. Consumers are on the floor until the last minute of the show and expect exhibitors to be in their displays. Only firms who have contracted and paid for space are permitted to demonstrate products, solicit orders or distribute advertising material at the show. Confine sales, distribution of literature, models and signs to your exhibit space.

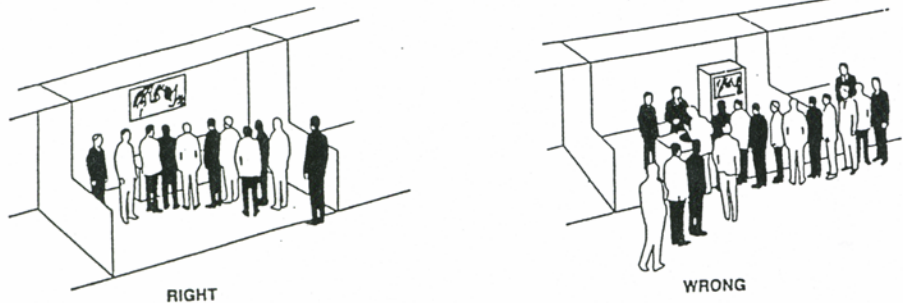
DEMONSTRATIONS: The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic in aisles or create excessive crowds in neighboring booths, it is an infringement on the rights of other exhibitors. **AISLES MUST NOT BE OBSTRUCTED AT ANY TIME.**

Listed below are a few rules of reasonable conduct of your exhibit that the Bartle Hall has asked us to pass along to you.

1. Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces or columns unless done by the Bartle Hall staff.
2. NO holes may be drilled, cored or punched in the building.

3. NO painting of signs, displays or other objects is permitted in the building.
4. NO adhesive-backed (stick-on) decals or similar items (except name tags) may be distributed or used in the building.
5. NO sample food and/or beverage products may be distributed by exposition-sponsoring organizations and/or their exhibitors except upon written authorization by Bartle Hall.
6. Balloons are permitted in the building if they are not lighter than air. Helium balloons are not allowed.
7. Parking on the loading docks or inside the building (except for loading or unloading) is prohibited; violator's vehicles will be towed at owner's expense.
8. NO food or beverage (including alcoholic beverages) may be brought into Bartle Hall.

REGULATION: Demonstration areas must be organized within the exhibitor's space so as not to interfere with any aisle traffic. Sampling or demonstration tables must be placed a minimum of 2' (60 cm) from the aisle line. Should attendees interfere with the normal flow of traffic or overflow into neighboring exhibits, Show Management will have no alternative but to request that the presentation or sampling be eliminated.



SOUND: Exhibitors must police their own booths to be sure the noise level from demonstrations is kept to a minimum and does not interfere with others. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

*Source: National Association of Exposition Managers (NAEM)

FIRE REGULATIONS:

Please take the time to read the following fire code requirements from the Fire Marshal. The purpose of this memorandum is to provide the minimum requirements of the Building Life and Fire Codes for use of Bartle Hall.

1. **LOCATIONS:** Presentations must be confined to areas designed for and maintained as assembly occupancies.
2. **PLATFORMS:** Any platform intended to be occupied by persons shall be five feet (5') or less in height. The platform shall be non-combustible or fire retardant treated wood and the space below the platform shall be substantially open. Stairs and platforms must have handrails.
3. **OPEN FLAME:** The use of any open flame, unless approved by this office, is prohibited.

4. FLOORPLAN: The approved floorplan shall not be altered. No displays, exhibits, booths, chairs, etc. shall be installed or operated in any way to interfere with access to any required exit, or with visibility of the exit or exit signs or block any openings in equipment.

5. DISPLAY BOOTHS: All booths shall be of non-combustible material, fire retardant treated lumber, or any other materials fire treated in an approved manner. A 6" x 6" sample of treated material must be submitted to this office for a match flame test.

6. DECORATIVE MATERIAL: All decorative materials such as loose fibers, bark, curtains, hangings, table covers, etc. must be fire treated in an approved manner.

7. SIGNS: The use of paper for signs shall be limited to card index paper or poster board paper equal to or less than eight square feet in size. Fabric signs shall not be limited in size, but will be treated as decorative material.

8. FLAMMABLE LIQUIDS OR GASES: The use of flammable liquids or gases within the building are prohibited. The storage of flammable liquids or gases will be confined to closed approved containers and limited to quantities needed for display. Display of any motor vehicle, aircraft or any apparatus in which a fuel tank is attached will be safeguarded by disconnecting the battery and securing the fuel tank fill pipe with a locking device or other approved method. Liquid fuel tanks will contain no more than five (5) gallons, or one quarter of the fuel tank's capacity, whichever is less. Gaseous fuel tanks are not allowed.

9. ELECTRICAL: Electrical wiring must be properly sized to handle the demand and all extension cords must be UL listed, labeled and appropriately sized. However, excessive use of extensions cords is discouraged and shall be approved by this office. See the **other service provider order forms** for your electrical needs.

10. STORAGE: The storage of packing materials and surplus literature must be confined to areas away from the display area.

11. COMBUSTIBLE WASTE: Containers for combustible waste must be provided and confined to areas away from the display area.

12. DRILLS & EMERGENCY PROCEDURES: The employees shall be schooled and drilled in the duties they are to perform in case of fire, panic or other emergency in order to effectively evacuate. Employees shall be instructed in the proper use of portable fire extinguishers. Notify the building and Show Management immediately.

13. SPECIAL FOOD SERVICE DEVICES: Portable cooking equipment shall be approved by this office.

SECURITY PRECAUTIONS

SUGGESTIONS & PRECAUTIONS

- Ship in locked trunks or crates.
- Do not indicate contents on shipping container.
- Furnish your shipping company with accurate bills-of-lading.
- Do not store undisplayed products in empty crates or cartons. Store in Security Room.
- Cover your displays each night.
- Do not leave briefcases, calculators, cameras, tape recorders, etc. in unattended booth(s).
- Pack quickly upon receiving your empty crates at show break.
- During move-out have an employee remain with the exhibit until all products have been repacked.
- Report any damaged or lost cartons to the Show Office **immediately!**

DURING CLOSE OF THE SHOW ON SUNDAY, JANUARY 22, PLEASE SPEND A FEW MOMENTS SECURING THE MERCHANDISE IN YOUR EXHIBIT.

SECURING VALUABLE ITEMS

We will have a police officer on duty at all times, but we cannot guarantee against loss. We suggest that you provide a trunk or box equipped with a lock where small items you want to leave overnight may be safely kept.

INSURANCE

Neither the Progressive Insurance Kansas City Boat & Sportshow, Bartle Hall nor the Show contractors can be responsible for the loss of merchandise before, during or after the show. We recommend that you contact your insurance company and secure, for nominal fee, an all risk rider for all merchandise and equipment from the point of shipment, while at the show, and for return to point of shipment.

Another avenue available to exhibitors is our NMMA BOAT SHOWS EXHIBITORS INSURANCE. If you are unable to find reasonable insurance rates for your exhibit look over those in Order Form section of this book. For more information call (206) 892-9259.