



***"A Wichita Tradition" Held Annually Each January***

**Century II Performing Arts & Convention Center – 225 West Douglas, "Downtown Wichita", 67202**

**General Rules and Regulations for Exhibiting and Exhibit Requirements:**

All booth arrangements shall conform in all respects to the dimensions and height requirements as specified by producer. Booth height shall not exceed 10' from the floor without prior written permission from show management; booth size cannot exceed the space contracted. Exhibits shall be arranged so as not to obstruct the general view or access to surrounding displays, aisles, or public space within the exhibit facilities. If you require end of the aisle space, there is an additional charge and must be contracted in advance.

**Space Requirements:**

The rental cost is for the space only. Stanchions, lights or any other equipment you might require for your booth are your responsibility. All booths will be furnished with (1) draped tables for each 10 feet of booth space, with one chair per table. You will be billed for any additional materials and electricity if needed.

**Selling Restrictions:**

A comprehensive list of items sold must be submitted at least (2) two weeks prior to move-in date. The management reserves the right to determine all materials sold. Exhibitors must honor all building concession rights, the building management has the final say and the show management and exhibitor must accept their decision.

**Demonstrations & Merchandise:**

No demonstrations or solicitations shall be permitted outside of the exhibitor's assigned space. Distribution of any printed matter, samples or other articles shall be restricted to within the confines of the exhibitor's booth. Exhibitors shall not have or operate any display that is the source of objectionable, or interfering with surrounding displays, including signs, lights, volume of noise, and costuming of exhibit personnel. Producer or appointed representative has the final authority. Only those products listed on the contract will be eligible for sales or samples.

**Property Damage:**

Nothing shall be tacked, nailed, screwed or otherwise attached to drapes, columns, walls, floors or other parts of the building or furniture.

**Security:**

Show management provides 24 hour security service for surveillance of the premises, however, the exhibitor is responsible for their own products. It is highly recommended that product not secured, be removed when the display is not occupied.

**Move-In:**

All vendor booths must be at the show venue during the scheduled move-in times, however, this time will vary from show to show and it is the responsibility of the vendor to verify the time for each event. Space will not be held past scheduled move-in times unless prior arrangements are made with show management.

**Move-Out:**

Move-out will begin after trophy presentation has been completed on Sunday evening. No one will be allowed to tear down or leave the building until that time unless permission is obtained from the producer. All exhibitors must be cleared from the building facilities Sunday night before 10:00 p.m., unless permission to stay has been obtained from building management and given to show management.

**Show Hours:**

Exhibitors will be allowed into the building one hour prior to opening each day. Always check with the show producer to be sure of schedule opening time each day. The hours differ from day to day.

**Rubbish:**

Please keep your booth area neat. Rubbish should be deposited in trash cans provided. The main aisles are swept each night.

**Sub-Contracting Space:**

Absolutely no sub-contracting booth space is permitted.

**Vehicle Exhibits:**

If you wish to enter a car (or cars) in your exhibit space an entry application(s) must be submitted to the show producer.

**Live Animals:**

No animals of any kind are permitted.

**Compliance:**

Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, health, together with the rules and regulations of the operators and or owners of the property wherein the shows are held.

**Liability:**

Neither Cars for Charities Co., its, partners, affiliates, their officers, agents, their families, volunteers, and other representatives shall be held liable for, and the same are hereby released from accountability for any damages, loss, harm or injury to the person(s) or property of the applicant or any of the officers, agents, employees, their families, and other representatives, resulting from theft, fire, water, accident, or any other cause.

**Cancellation:**

Any cancellation must be given two weeks prior to the opening day of the show. Phone calls will be accepted with a follow-up letter forthcoming from the exhibitor. If any event is canceled less than two weeks from the opening day, deposits are forfeited and booth space will be reassigned. In the event that exhibitor fails to make a show and does not notify the show management, all deposits are forfeited and booth space will be reassigned.

3-24-2024