

LANDLORD EXPO 2019

Saturday, September 14, 2019

EXHIBITOR AGREEMENT AND GUIDELINES

Thank you for your interest in being an Exhibitor at the City of Topeka 2019 Landlord Expo on Saturday, September 14th, 2019. Its purpose is to provide landlords with the advice, tools and knowledge needed to be professional, and we want tenants to have decent, safe, and affordable homes in safe neighborhoods.

This is a terrific opportunity to position your organization/business as a leader to the target sector. We expect a large number of guests. Our promotional plan will consist of newspaper, radio, broadcast, email, social media, websites and more.

At a successful event, attendees are educated, entertained and leave with a good feeling, If your business or organization can contribute to the Expo's success, this is the best event to promote what you have to offer. The 2019 Landlord Expo looks forward to working with you.

1. Registration

- Acceptance of registration is on a 'first-come, first-served" basis.
- Registration will not be accepted without a completed Exhibitor Agreement. The agreement is due no later than Friday, August 30th. Registrations received after that date will not be included in the event promotions, advertising or in the event program.

2. Weather - The Expo will run rain or shine.

3. Check-In and Space Assignment

- On arrival at the Ramada on Saturday, September 14th, report to the Expo registration desk (entrance to the Regency Ballroom) for your space assignment.
- Table/Booth assignments may not be changed.

4. Standard benefits for Exhibitors include:

- Basic Exhibitor sign.
- Expo directory listing. Your company name, contact information, and description will be promoted in the Expo Directory.
- Standard spaces that measure 8 foot table.
- Three complimentary booth staff registrations for each exhibit space.

5. Hours

- BOOTH SET-UP TIME 8:00AM
- BOOTH SET-UP DEADLINE 8:30AM
- BOOTH DISMANTLE TIME 1:15PM
- EARLY BOOTH DISMANTLE IS NOT ALLOWED

6. Name Badges - Expo name badges must be worn at all times by exhibitor on the Expo floor.

- Exhibitor Badges - Each of the exhibitor's designated booth representatives (i.e., booth staffer) will be furnished with one badge listing the company's name and the representative's name. To minimize distractions to neighboring booths, exhibitors are restricted to three booth representatives for each ten foot by ten foot booth space at any given time.
- Setup/Dismantle Special Passes - Special passes will be available on-site for contractor and other essential personnel assisting with the Expo set up and/or dismantle process. The special passes will authorize admittance to the Expo floor only during set up/dismantle times. Such special passes will be void during Expo hours of operation.
- No Other/Badge Attendance - Only Exhibitor Badges and Setup/Dismantle Special Passes will authorize admittance onto the Expo floor during setup and dismantle times.

7. Exhibitor Attendance - The maximum number of exhibitor representatives permitted to work in any single eight foot table space at any one time is two.



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(continued)

8. Set-Up

- Mandatory set-up is from 8:00-8:30AM on Saturday, September 14th, 2019. Please bring your own dolly for transport of materials/boxes.
- If you are a "no-show" for the mandatory set-up on Saturday, September 14th, your exhibit space will be offered instead to those on the wait-list.
- The following items are provided: one 8' table, two chairs and a table covering/skirt.
- Please do not staff more than two people at any one time at your table/booth.
- The Event Coordinator reserves the right to reject or prohibit any exhibit, in full or part, that is not suitable to or outside of the premises.
- Exhibits must be fully ready by 8:30AM the day of the event.
- All set-up materials must be kept out of sight. Boxes and materials may be stored under the table provided or outside of the premises, inside Exhibitor's vehicle.
- To respect the integrity of the event and offer attendees the best experience - NO breakdown or packing is allowed prior to 1:15PM. This will be strictly enforced.

9. Care of Exhibitor Space - Construction, decoration, and equipment for each exhibit must conform to local fire prevention, safety, and health codes and ordinances. Packing containers, shipping cartons, and similar materials may not be stored in the exhibit area. Combustible materials or explosives are not permitted in the building. Spaces must be free of trash, litter and other refuse at all times. There will be no electricity provided to the booths.

10. Signage - Exhibitor may only display its own business signs and banners within the assigned booth space.

11. Conduct - Exhibitors must be suitably attired at all times. Exhibitor will not be permitted to sell materials or services at the event. The City of Topeka reserves the right to censor any booth.

12. Door Prizes/Making Your Display Interesting

- Exhibitors are encouraged to bring a basket for patrons to submit a business card or contact information, to be drawing for prizes at a designated time set forth by that Exhibitor. This is an excellent way to set who has visited your table and build a contact list.
- You may provide brochures, giveaways or other items of interest. To discourage "swag gathering" behavior, we suggest that you ask visitors to engage with you in some way before offering a giveaway.
- Booths are located along the perimeter of the main room and tables are in the middle. No one is allowed to hang anything on the walls. Possibilities; bring an easel to post signs or use a stand-alone banner or hanging mechanism. Balloons affixed to your table (not for distribution) can add visual appeal.

13. Display Limitations - Exhibitor shall confine the display and promotional activities to its allocated booth space. No portion of any booth exhibitor shall interfere with aisle traffic. Booth structures that block sightlines of neighboring booths are subject to removal.

14. Exhibitor Responsibilities

- The City of Topeka assumes no responsibility for Exhibitor property. That is solely the responsibility of the Exhibitor.
- The Exhibitor is responsible for the assembly and break-down of the display. It is the Exhibitor's responsibility to keep the exhibit area in good order during the event and cleaned upon departure. Empty boxes must be taken away and disposed of by the Exhibitor.
- A representative from your organization/business must be present at your table/booth throughout the event.
- Exhibitors will be provided with two exhibitor badges upon check-in. It is the Exhibitor's responsibility to pass along the badges to future workers during the day.
- Exhibitors - Due to limited supply, please wait until the end of the event to obtain fellow exhibitor materials or giveaways.

