



Vendors & Exhibitors Rules and Guidelines - Agreement Form for Booth Space

Rules are also on www.southarkexpo.com for cooks, vendors/exhibitors, contests.

Please sign and return the registration form. Your booth assignments will be made after your form and payment are received. The registration form must be signed and returned before you will be allowed to set-up.

Set up time: Friday, September 9, 11 a.m.–5 p.m. **Event Day:** Saturday, September 10, 9:00 a.m.–4 p.m.

Location: El Dorado Conference Center, 311 South West Ave. El Dorado, AR 71730

Giveaways: Bring candy, pencils, balloons, etc. to give away. These items draw guests to your booth.

Set Up:

- Items not listed on your registration form must be approved by an Expo staff member before selling.
- Tables will be provided, but you may bring your own.
- Bring your own dollies to load and unload.

Location of Booths:

- Booths will be located indoors at the Conference Center, some outside booths are available.
- Final booth location is at the discretion of the Expo staff.
- No electricity is provided outdoors. Electricity is available indoors.
- Outdoor tents must be secured so that no stakes will be driven into the pavement.
- You are responsible for tablecloths, tents (if outdoors), and other set-up equipment.

Booth Area:

- Booths must be attended at all times.
- Tables must be covered to the floor and boxes may not be seen.
- Provide an exit and entrance into your booth area.
- Do not place any items outside of booth space.
- For safety reasons, please do not tear down and pack up early. **Exhibitors and vendors who pack up early will be charged a \$50 fee.** Guests will still be in the building and we are committed to avoiding trips and falls.
- Vendors may bring knives or similar items for display only. Additional rules apply. Contact creyna@southark.edu for information.

Walls & Backdrops:

- Do not attach anything to the conference center walls.
- Backdrops are not provided, but you may bring your own. Do not pin or hang anything on a backdrop that does not belong to you, unless neighbor says it is okay.

We appreciate your participation.

THANK YOU FOR JOINING US AT THE OUTDOOR EXPO!