



June 22-24, 2017

Vendor Move-in Wed., June 21st

Exhibition Hall B at the KCI-Expo Center

11730 NW Ambassador Dr., Kansas City, MO 64153



Expected Attendance: SUGAR 2017 is a small, educational conference with a worldwide reach. Statler owners from all over the globe will attend. The conference will host approximately 200 registered participants. Additionally, the vendor mall / quilt show will be open to the public each day for a minimal \$5 admission fee. The quilt show / vendor mall will be advertised to quilters in the surrounding areas through flyers in local fabric shops and quilt guilds, social media, cross-promotion, print ads, etc. We anticipate a few hundred additional walk-in attendees over the 3 days.

Hours of Exhibition and Move-In / Out:

Vendor Mall Hours:

9 a.m.-6 p.m., Thurs., June 22nd

9 a.m.-6 p.m., Fri., June 23rd

9 a.m.-4 p.m. Sat., June 24th

Exhibitor Move-In: 9 a.m.-6 p.m., Wed., June 21st

Exhibitor Move-Out: 4 p.m.-8 p.m., Sat., June 24th

ALL booths MUST be in place by 9 AM on Thursday, June 22nd and must not be removed until the show closes on Saturday, June 24th at 4 PM. Any vendor who has not begun booth set-up 60 minutes before the show opens on Thursday morning will lose the right to their booth, with no refund. Any vendor who moves out early or does not staff their booth during show hours will not be invited to participate in future years.

About Your Booth: Each 10 x 10' booth comes with a black 8' high back drape and black 8' high side drapes. The side rails can be removed on corner booths. The booths and aisles are uncarpeted. Each booth comes with an ID sign with the company name. Complimentary S-hooks will be available from the show decorator. Please do not pin to the drapes. You can order a furniture package for an additional \$60 if ordered by discount deadline. The package includes a 6' or 8' skirted table, 2 folding chairs and a wastebasket.

Additional booth items including carpeting, tables and chairs can be rented from Liberty Exposition Services. **The discount deadline is June 8th.** If you do not receive the link for online ordering through Liberty by May 15th please contact Mike Calhoun at mcalhoun@libertyexpo.com. Please note that MO is a "Right to Work" state and as such, exhibitors may provide their own carpeting and booth furnishings if you would like to carry in your own table or flooring.

Exhibitor Badges: Each booth is eligible for up to 4 exhibitor badges. Please e-mail jennifer@sugarconference.com with your list of names as you would like them printed on your badges by no later than June 1st.

Food On-Site: Because this is a catered conference there will be no Concessions on-site at the Expo Center. There are a few different food options: The \$345 Teacher / Vendor Meal Ticket offers you catered meals all 3 days of the event (does not include Saturday dinner). This option includes the Friday Night Banquet and the Wednesday Opening Social. Or you can purchase Banquet tickets for \$50 each or Opening Social tickets for \$20 a la carte. There is also a Box Meal option available all 3 days of the show, as well as Saturday dinner. The cost is just \$15.65 and includes a sandwich, drink, chips, grapes, and cookie. Any of these items may be ordered through the online registration system. Outside food and beverages are not permitted inside the Expo Center. There will be a Vendor & Teacher Lounge with complimentary drinks and snacks during show hours, provided by *Heart of America Catering*.

Business License: Exhibitors are required to obtain a Vendor License from Kansas City by submitting two forms (RD-100 and RD-103) to the Revenue Dept. of Kansas City. The cost of the license is \$62.50. These forms are online, and can be submitted by fax to the attention of Ron Daigle in Business Licensing. Questions can be directed to Ron at 816-513-4901 or by email at Ron.Daigle@kcmo.org. (The NAICS code for the RD-103 form is 454390, per Mr. Daigle.)

Temporary Sales Tax Number: The Special Event Sales Tax Report (2643S Form) will be issued in your check-in packets. The sales tax rate is 8.475%. The form and taxes must be remitted to the state of Missouri within 10 days of the show closing. Questions can be directed to the revenue department at 573-751-5860, option 7.

Freight Shipping: The Expo Center cannot receive, send, or store shipments. All shipments for the conference must be done through Liberty Exposition Services. There is a material handling fee, and price depends upon the weight of your shipment. Liberty's advance warehouse will begin receiving freight 30 days in advance (Monday, May 22nd). Contact mcalthoun@libertyexpo.com with questions.

"Clearance" & "Wholesale " Signs at Show Prohibited: Vendors are not allowed to have "clearance" or "wholesale" Signs or pricing. Other sale / discount signs need to be conservative, according to the discretion of show management.

Gammill Competitor Software or Machines Prohibited: The 2017 SUGAR Conference is made possible through the generous support of Gammill Quilting Systems. No competitor machines or software are allowed in the vendor mall area or any other area of the venue. Please refer to the Vendor Terms & Conditions.

Photography at the Show: There is no photography allowed of vendor booths without permission from the vendor.

Carts, Dollies, Hand Trucks and Rigging: You must furnish your own equipment or rent these items from the show decorator. All rigging will need to be coordinated with Liberty Expo, and written proof of liability insurance would need to be submitted. You may use your own carts, dollies, or hand trucks, but not your own pallet jacks or forklifts.

Loading/Unloading & Parking: Exhibitors may park temporarily on the North side of the Expo Center. Loading and unloading can be completed on the loading docks and ground level entry doors located on the North side of the Expo Center. Loading through the front of the Expo Center is not permitted. Immediately after loading or unloading is completed, vendors must remove their vehicles and park in the parking lot across the street on the West side of the Expo Center. Limited trailer parking is available behind Halls A & B.

Smoking: The KCI-Expo Center is a non-smoking facility in compliance with the Kansas City Clean Air Act. There are ash trays on the East side of the main entrance and also in the back loading area (North side of the Expo Center).

Balloons: Helium tanks brought for decorating booths must be secure. Balloons cannot be given out to attendees. A fee will be charged to retrieve any balloons that get loose and must be retrieved from the ceiling.

Fire Safety: No open flames are allowed. All drapes, curtains, table coverings, skirts, carpet or any materials used in Exhibits must be fireproof and conform to City Fire Department regulations.