

Contract Provisions

Exhibitor passes, as promised in the contract, will be distributed at check-in. Please write your name on your pass or the name of the person that will be assisting you on their pass. These passes must be carried on your person at all times during to show. Security will be checking periodically at the exhibitor entrances for verification.

1. Check-in and set-up for Bulk Exhibitors will start at 8:00 a.m. on Thursday February 11 and we would like to have all boats in the building by 5:00 pm.
2. Check-in for booth exhibitors will be 8:00 a.m. to 6:00 p.m. on Thursday Feb.11 and Friday Feb. 12 from 7:00-9:00 a.m. Keep in mind that the show opens at 10:00 a.m. on Friday. All set up must be completed no later than 9:00 am Friday. We will provide someone until 6:00 on Thursday and 7:00 to 9:00 on Friday to assist you in carrying your equipment to your booth location if needed. Please let us know if you will need this assistance.
3. The Otto Center is a non-smoking environment. Please respect their rules.
4. We ask that all exhibitors use only the West door for entrance and exit. We will have our staff checking the side doors throughout the show to make sure they are secure at all times. Fire code requires these doors to be secured.
5. Parking for exhibitors while the show is in progress will be in the back and south side of the building. PLEASE DO NOT PARK IN THE FRONT PARKING LOT, this is for your customers.
6. We suggest you do not leave cash boxes, credit machines and other valuable items overnight. The Otto Center and Arthur Area Association of Commerce does not accept responsibility for lost or stolen articles.
7. Electricity will be furnished by the AAAOC/Otto Center. Please bring all needed drop cord with you. They should be at least 50 foot long.
8. The Arthur Area Association of Commerce and the Otto Center is not responsible for accidents or injuries incurred while participating in the show. Exhibitor takes full responsibility for all their material while on the premises. Defacing of the building will result in a charge for repairs. If you want banners to be placed on the walls, the Outdoor Expo Personnel will hang them for you at a charge.
9. Exhibitor entrances will be opened one hour before the show opens. Please have your exhibitor passes with you at all times. People not working your booth will be required to purchase a ticket each day. We do have additional exhibitor passes available at \$2.00 each.
10. Set up and tear down is the responsibility of the vendor.
11. Please have an attendant in your booth at all times. If you need relief at your booth please let one of our staff know and we will provide temporary assistance for you.
12. Tear down is to start **NO** sooner than 4:00 pm on Saturday. Violation of this provision may jeopardize your participation in next years show.
13. All vendors are encouraged to evacuate the building by **6:30 p.m.** at the latest unless prior arrangements have been made.

***All vendors are encouraged to donate door prizes for this event. Those who donate a door prize will be recognized via the public address system. These donated items will be collected upon your arrival at the venue.

***If you have any questions about the contract provisions or anything that is not covered in this document please feel free to call us at 217-543-3848 or email us at millrichoutdoorsllc@yahoo.com

