

Tips for a Successful Trade Show Booth

Thank you for being a vendor during the 2023 International Master Gardeners Conference. We want you to have a pleasant and successful time during the conference. We realize vending requires your time, money, and energy. Here are some helpful hints to make your time the best it can be.

-The loading dock adjacent to the Trade Show area is located on the east side of the convention center and can be used to unload materials.

-Depending on availability utility carts and volunteers may be available to assist with a timely and orderly move in.

-All cartons and other containers used to transport merchandise and plants to the trade show can be stored in your booth or an area designated by the conference manager.

-Merchandise and plants should be confined to your booth area. Contents of the booth should be arranged not to create any obstruction to the view of the other booths or create a hazard.

-Booth structure (curtains) should not be used for support of any of materials.

-No advertising or printed material should be distributed which is inappropriate or otherwise objectionable. You may only distribute brochures and other printed matter approved by conference manager from your booth.

-Posting or placing advertisement outside of your booth whether inside the convention center or hotel is not allowed.

-Please use the facility in a safe and careful manner. Don't deface any part of the facility and leave the area of the facility used in as good of condition as received at the beginning of the trade show, except for usual wear and tear.

-You will be expected to follow all rules, regulations, and policies of the facility.

-Keep your booth clean and neat. Cleaning of booths should take place at times other than show hours.

-All coverings should be removed and booth staff on duty prior to the opening hours of trade show.

-Staff should remain in the booth until closing time of each trade show period.

-No booths shall be dismantled prior to the end of the trade show.