

2016 3i SHOW
EXHIBITOR INSTRUCTIONS
October 13, 14, 15 – Thursday, Friday & Saturday
2017 Show Dates: October 12, 13, 14
Western State Bank Expo Center
11333 U.S. Hwy. 283
Dodge City, KS

Please give to the representative taking care of the 3i SHOW exhibit space.

SHOW OFFICE / EXHIBITOR CHECK-IN

The 3i SHOW Office is located in the Northeast corner of the Western State Bank Expo (WSBE) Center building in the Building Solutions meeting room. Check-in will be in the office upon arrival on the grounds. Exhibitors will be given a packet containing Exhibitor IDs, parking passes and other important information. The onsite 3i SHOW Office telephone number will be 620-227-8082, and the onsite fax number will be 620-338-8846.

NO ONE WILL BE IN THE WKMA OFFICE IN DODGE CITY, KS, AFTER FRIDAY, OCTOBER 7th. *WKMA MUST RECEIVE FULL PAYMENT, SIGNED CONTRACTS AND INSURANCE CERTIFICATE BY SEPTEMBER 1ST.*

FAX AND COPY MACHINES

A copier will be available in the 3i SHOW office. Copies may be made on the copier for 15¢ per sheet. A fax machine is available in the WSBE Office. The cost for sending or receiving a fax is \$1.00 per sheet.

GENERAL SHOW INFORMATION

Exhibits will only be admitted into their space if the rent for that space has been PAID IN FULL. Exhibitor payments must be received by WKMA by August 19th to be included in the Exhibit Directory.

EDDIE ESTES, PRESIDENT/CEO
Christy Granlund, Administrative Assistant
Western Kansas Manufacturers Association
PO Box 1382
Dodge City, KS 67801
Phone: 620-227-8082

info@3ishow.com ~ www.3ishow.com



SHOW DATES AND HOURS

October 13, 14, 15–Thursday, Friday, and Saturday. Exhibits will be open Thursday and Friday from 9:00 a.m. until 5:00 p.m. and Saturday from 9:00 a.m. until 4:00 p.m. **EXHIBITS MUST REMAIN INTACT UNTIL 4:00 P.M. SATURDAY. Failure to meet these requirements may cause subject exhibitor to forfeit priority renewal and/or be barred from future shows.**

SECURITY

Security will be on duty two days before the show, during the show and one day after the show.

EXHIBIT SET-UP AND MOVE-IN

Exhibits may be moved into space beginning Monday, October 10. Daily move-in hours will be 8:00 a.m. until 8:30 p.m. Exhibitors who need to move in prior to this date, please call WKMA to make arrangements. **ALL EXHIBITS MUST BE SET UP BY 8:30 P.M. WEDNESDAY, OCTOBER 12.** Due to the size of the WSBE Center accommodating a large number of indoor exhibits in one building, WKMA asks that indoor exhibits be set up as early as possible to help set-up proceed as smoothly as possible and eliminate congestion issues. **INDOOR EXHIBITS REQUIRING FORKLIFTS OR OTHER EQUIPMENT TO UNLOAD, please report to the North large center overhead door.**

EXHIBITOR/TRUCK AND TRAILER ENTRANCE/PARKING

Exhibitors and deliveries will enter the East side of the show grounds from U.S. Hwy. 283 where they will have a defined Exhibitor Parking area. Truck and trailer parking will have a defined section within the Exhibitor Parking. Please note: **ALL TRUCK TRAFFIC MUST FOLLOW MARKED TRUCK ROUTES.**

DISPLAY VEHICLE PERMITS

For the safety of everyone on the show grounds, the only vehicles allowed on the show grounds during show hours will be display vehicles. Display vehicle permits will be issued in the 3i SHOW Office upon check-in. A form must be completed including the year, make, model and license plate number of the vehicle. ***Vehicles must be parked within the contracted exhibit space, and permits must be hanging from the vehicle's rearview mirror at all times. NO VEHICLES WILL BE ALLOWED IN THE AISLES DURING SHOW HOURS! Anyone in violation of this policy will immediately forfeit their permit and all rights to future display vehicle permits.***

LARGE MACHINES

Firms with large machines or complicated assembly will please report as EARLY as possible. To move into space before October 10, contact WKMA at 620-227-8082 to make arrangements.

UNLOADING AND LOADING EQUIPMENT

Please complete the load/unload request form available online **IN ADVANCE**, providing accurate information concerning the weight of your exhibit. Forklifts and loaders will be available beginning Monday, October 10. Exhibitors who need to move in with the assistance of forklifts or loaders prior to this date, please contact Chris O'Neal at 620-408-6440 or WKMA at 620-227-8082.

The fee for load/unload is a minimum charge of \$30 for up to 30 minutes and \$25 for each additional/portion of 30 minutes thereafter. Services will be billed by Ford County.

All EXHIBITORS will ASSUME LIABILITY for loading and unloading of their products and will be asked to sign a statement to that effect. Rigging equipment will be available but must be reserved in advance.

WATER

Water will be available for exhibit plants and livestock. Contact the 3i SHOW Office to make arrangements.

EQUIPMENT DEMONSTRATIONS

Demonstration Request Forms are available online. A demonstration area is provided on the northeast end of the outdoor show grounds. Demonstration equipment must be left in the demonstration area and organized by exhibiting company personnel. For more information, contact Eddie Estes, WKMA President/CEO, at 620-227-8082.

INSIDE EXHIBITORS

New piping and draping has been purchased by the WSBE Center. Please help keep them looking new! **Signage and/or decorations may not be pinned or stapled or otherwise puncture the drape material.** Please use S-hooks to hang your banners along the back piping (available in the show office if needed). Display vehicles/equipment with sharp edges or any surface which can possibly damage the concrete floor must have carpet samples or some type of protection between it and the concrete surface. **NO SPRAY PAINTING INSIDE THE BUILDING! NO PETS ALLOWED** inside the building. Inside exhibitors need to sweep their booth area into the aisle each evening. REMEMBER TO BRING YOUR BROOM.

SALES TAX

All federal, state and local laws governing retail sales tax must be followed, and sales tax certificates must be on display or readily available if requested. Failure to comply may result in expulsion from the show. Vendors in the state for no more than two shows per year may participate and remit Kansas retailers sales tax with the 3i SHOW special event sales tax number available in the show office, if remitted immediately after the show. Vendors in the state for more than two shows per year in the state must have their own sales tax number. For more information, visit the Kansas Department of Revenue website www.ksrevenue.org/specialsalesevents.htm.

GOLF CARTS AND UTILITY VEHICLES REGISTRATION

Due to insurance requirements, all golf carts must be registered with the 3i SHOW Office. **Permits will be issued, and the exhibitor must sign a liability form. ATV's and other motorized vehicles MAY BE UTILIZED DURING SET-UP AND TEAR-DOWN ONLY and are not permitted during shows hours for safety and liability reasons.**

SHIPPING INSTRUCTIONS

All goods must be **plainly marked with company name and space number**. They should be shipped in care of the 3i SHOW, 11333 U.S. Hwy. 283, Dodge City, KS 67801. Shipped material will be accepted and received **three days prior to the show. Under no circumstances will goods be accepted on which there are transportation or delivery charges due.** Freight box/container storage will be available during the show. If forklifts are needed to unload or move freight, refer to unloading and loading above.

Outgoing shipping services are **not available at the show**. Be sure shipping arrangements leaving the show are made in advance. Exhibitor is responsible for providing all packing material. Prior to leaving the show, **exhibitor must ensure all outgoing shipments are packaged, labeled (bill of lading attached, if required), ready for pickup and brought into the 3i SHOW Office.**

ELECTRICAL HOOK-UP

If you need electrical hook-up and have not requested it, please do so. Remember, a **100-foot extension cord** is recommended to complete your power hook-up. There will be a charge for electrical hook-up outside and on the dirt floor section inside the WSBE Center. All 220-volt equipment must have a safety switch as per national electrical safety code. Recreation vehicles must be plugged into the 220-volt system with a four-wire 50-amp plug. **EXHIBITOR MUST PROVIDE ANY REQUIRED ADAPTERS.**

WIRELESS INTERNET SERVICE

Wireless internet service is provided free of charge to the indoor exhibits as well as the outdoor show grounds.

CUSTOMER DELIVERY (PONY EXPRESS)

Customer delivery assistance will be provided by the "Pony Express" for products sold during show hours. A contact person and phone number will be provided in the Exhibitor Packet upon check-in at the 3i SHOW Office.

MOBILE WASHING SERVICE

If you wish to arrange for mobile washing services, please contact Terry Stucky of Auto & Ag Specialties, 23618 S. Valley Pride Road, Pretty Prairie, KS 67570, Cell number: 620-727-5710.

RENTALS

Tents, tables, chairs and carpet rentals are available from Menges Rentals Inc., P.O. Box 125, Ellinwood, KS 67526, 620-564-2283. **Assembled temporary sales buildings** are available for use during the 3i SHOW from **Sturdi-Bilt Storage Barns**. Contact Gary Miller at 800-281-5998, 3909 Stacy Road, Hutchinson, KS 67501. **Golf car rentals** are available from Cofer Sales and Golf Carts, 1606 W. McArtor, Dodge City, KS 67801, Office Phone: 620-227-6170, Cell Number: 620-253-0500.

Information for obtaining **carpet, flowers, etc.** for decorating your booth, please call the Dodge City Chamber of Commerce, 620-227-3119.

FREIGHT COMPANIES IN DODGE CITY, KS

Beaver Express	620-225-5821	United States Post Office	620-227-8618
Federal Express	800-463-3339	Yellow Transportation	800-610-6500
United Parcel Service	800-742-5877		

EXHIBIT DISMANTLING AND MOVE OUT

For the safety of customers attending the show, under no consideration will any portion of an exhibit be allowed to be removed from the grounds until 4:30 p.m. Saturday or until grounds are clear of attendees. *This will be strictly enforced!*

ALL inside exhibits must be out of the buildings by Sunday following the show.
ALL outside exhibits must be off the grounds by Wednesday following the show.

Loading will commence at 4:30 p.m. Saturday, October 15, until sunset and on Monday, October 17, from 8:00 a.m. to 5:00 p.m. **NO SERVICES WILL BE AVAILABLE ON SUNDAY, OCTOBER 16.** Forklifts and loaders needed after Monday, need to make special arrangements in the Unload/Load office on Saturday or with Chris O'Neal at 620-408-6440.

*** * * * * EXHIBITOR APPRECIATION * * * * ***

All exhibitors are invited to the Beer Garden inside the WSBE Building at the close of the show Thursday, October 13, for Hospitality Hour from 5:15 p.m. to 6:15 p.m. Drinks and food will be served sponsored by **Pizza Hut, Glazer's, Western Beverage, Kansas Farmer Magazine, and Western Kansas Manufacturers.** Entry by exhibitor badge only. Each exhibitor will be given 2 drink tickets upon entry.