

# 2024 3i SHOW

## EXHIBITOR INSTRUCTIONS

March 14, 15, 16 – Thursday, Friday &  
Saturday 2025 Show Dates: March 13, 14, 15  
Western State Bank Expo Center  
11333 U.S. Hwy. 283  
Dodge City, KS

### 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, MARCH 8<sup>TH</sup>. *WKMA MUST RECEIVE FULL PAYMENT, SIGNED CONTRACTS AND INSURANCE CERTIFICATE BY MARCH 1<sup>ST</sup>.*

### 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 Monday, February 12<sup>th</sup> to be included in the Exhibit Directory Handout.**

**EDDIE ESTES, PRESIDENT/CEO**

**Renee Offerle, Show Coordinator**

Western Kansas Manufacturers Association  
PO Box 1382  
Dodge City, KS 67801

Phone: 620-227-8082

[info@3ishow.com](mailto:info@3ishow.com) ~ [www.3ishow.com](http://www.3ishow.com)  

### SHOW DATES AND HOURS

March 14, 15, 16–Thursday, Friday, and Saturday. Exhibits will be open Thursday and Friday from 9 a.m. until 5 p.m. and Saturday from 9 a.m. until 4 p.m. **EXHIBITS MUST REMAIN INTACT UNTIL 4:00 P.M. SATURDAY. Failure to meet these requirements may cause subject exhibitor to 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, March 11. Move-in hours will be Monday and Tuesday 8 a.m. until 5 p.m. and Wednesday 8 a.m. until 7 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 7 P.M. WEDNESDAY, MARCH 13.** 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 VEHICLES

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!**

## **LARGE MACHINES**

Firms with large machines or complicated assembly will please report as EARLY as possible. To move into space before March 11, 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, March 11. Exhibitors who need to move in with the assistance of forklifts or loaders prior to this date, please contact Chris O'Neal at 620-227-4588 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 during show hours to make arrangements.

## **EQUIPMENT DEMONSTRATIONS**

A demonstration area will be provided on the North end of the outdoor show grounds. Demonstration equipment must be left in the demonstration area and organized by exhibiting company personnel. For more information or to coordinate a demonstration, 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. Display vehicles/equipment with rubber tires, 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](http://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 SHOW HOURS FOR SAFETY & 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 deliver 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 Rd., Pretty Prairie, KS 67570, Cell number: 620-727-5710.

**RENTALS**

Tents, tables, chairs and carpet rentals are available from Gerken Rent-All (620) 227-2900 310 W. Frontview, Dodge City, KS 67801.

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

**LABOR**

If you will need labor to assist in assembling or taking down your display, please contact Cindy at KansasWorks 620-227-2149.

**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 before 4:30 p.m. Saturday. This will be strictly enforced!**

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

See the 'Unloading and Loading Equipment' section for forklift information.

**\* \* \* \* \* EXHIBITOR APPRECIATION \* \* \* \* \***

All exhibitors are invited to join us in the Southeast area of the concrete side of the Western State Bank Expo at the close of the show Thursday, March 15, for Exhibitor Appreciation from 5:30 to 7 pm. Drinks and dinner will be served.

Sponsored by *ITC and Western Kansas Manufacturers Association.*

**ENTRY BY EXHIBITOR BADGE OR INVITE ONLY**