



ImagineNation Kid Expo Rosenberg | Check in Letter

July 4-6th, 2025

Location: Fort Bend County Fairgrounds |
4310 TX-36, Rosenberg, TX 77471

General Admission Hours:
Friday, Saturday & Sunday 10:00 am-5:00 pm

Set-up Hours: Thursday 9:00 am - 6:00 pm

Break Down: Sunday 6:01 pm – 9:00 pm

Exhibitor Post

We kindly ask for your support in spreading the word about your participation on social media. By sharing your participation and inviting your followers

to visit your booth, you can help us create excitement and attract even more visitors to the market to visit and shop with you in person! Here is a sample image to use.



Parking

Trailer and vendor parking is not allowed behind buildings. This is a walkway for customers between buildings with food trucks, seating and vendors set up. Designated trailer and vendor parking is located in the BLUE LOT (next to B) and inside the gate PAST THE FIRST AID BUILDING. We will have customers walking near this area and need all vehicles at a distance. DO NOT park at the front

outside of the gate in our prime customer parking. For customer safety, the gate will be closed 30 minutes before the show opens

Exhibitors may enter the show each day one hour prior to opening to the public.

Booth Appearance Requirements:

Each participant is required to have a kids-themed element of their booth to make for a fun, interactive experience throughout the entire show! This would include backdrops, balloon arch, kids-themed decor, themed food names, etc. If you are a commercial or small business, you must provide an activity for kids to engage with in your booth.

Please reach out if you are unsure and need assistance on this:
info@imaginestationexpo.com

We will be providing commercial pipe and drape setup for booths.

Check-In & Set-Up:

We will have a table for check-in inside at the front of Building C.

You can load in at the front and back of each building. We will have helpers to assist you if needed for load-in and load out, they do work on tips, this is not a complimentary service! Please be sure to bring your own dollies, we do not supply them for vendor use. Please finish unloading your product and move your vehicles before you start setting up.

There will be no Friday morning check-in! The building will be open at 9 am for finishing up. Booths that have not checked-in by 6:00 pm on Thursday will be released and will result in automatic loss of space assignment, and loss of all deposit. There will be no setup allowed once the show doors are open, no exceptions. No dollies are allowed in the building and no product/boxes are allowed in the aisles once the show doors are open.

Booth Set-Up:

Tables and chairs are complimentary to use until we run out of them, only 8 foot tables are available. You do not need to reserve them, they will be available to use in each building. When setting up your booth, please stay within your designated booth space. Please do not place displays, racks, etc. outside of your booth line.

Exhibitors will not be allowed to stand in the aisles, or walk the aisles handing out information. All selling should be conducted within your booth.

Staples, pins, nails, stickers, paint, masking tape and duct tape are not allowed on walls, floors, windows, posts or drapes.

Tables are required to have floor-length covers, and all storage boxes must be out of sight. Decorative tables do not require tablecloths.

Music:

Booths are not allowed to play their own music. We will be playing a themed

playlist throughout the market.

Lunches:

We will have food trucks onsite to serve lunch at the back of the buildings with seating, as well as snacks from local vendors throughout the show.

Market Map:

You can view your booth location on the map prior to the show on our vendor portal. Please log back in before the show to confirm location. We reserve the right to make adjustments to the map prior to each market. Your booth number may have been updated to reflect map changes and renumbering due to product separation, sizing, electric needs, etc.

Wifi:

There is free open wifi at the building. If you need personal wifi, you may purchase a private access code at the fairgrounds office at the front of Building C. (It is always recommended to supply your own hotspot in case of any building disruptions)

Break Down:

Do not break down your booth before the show is over while our customers are still present. No dollies are allowed on the floor while the show is still open, no exceptions. If this occurs, you will not be invited back to future events.

To ensure a smooth loading out process for everyone, please finish packing up your product before you pull your vehicle/trailer to the loading dock.

All exhibitors must be out of the building by 8:30 pm.

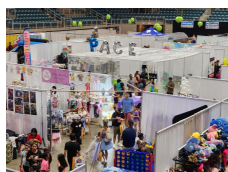
Food Vendors:

If you are a food vendor that will be sampling, please remember to apply for your food permit here:

<https://www.fortbendcountytexas.gov/sites/default/files/document-central/document-central/administrator-documents/ApplicationForTemporaryFood.pdf>

Outdoor Booths:

If you are an outdoor vendor, remember to bring your own tent, we do not supply these! Tables and chairs are not allowed to leave the buildings, please plan to bring what you need. We highly suggest bringing walls to zip up at night and weights to secure your tent.



We will see everyone very soon!

ImagineNation Expo Staff | Stacie, Katelyn, Rob, Tammy, Noah



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