



ImagineNation Kid Expo Check in Letter

Location: Katy Merrell Center
Address: 6301 S. Stadium Ln Katy, Texas 77494

General Admission Hours:
Saturday 10:00 am - 6:00 pm | Sunday 10:00 am - 6:00 pm

Set-up Hours: Friday 9:00 am - 6:00 pm
Break Down: Sunday 6:01 pm – 8:30 pm

Exhibitor Post

Attached is an image for you to share with your customers letting them know you will be at the show!





Parking

Trailer/Vendor parking will be located at the back of the lot! Please see map for details.

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:
Erica@imaginationexpo.com

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

Check-In & Set-Up

Check-in will be located in the back of the building at the loading dock. This is where you will load in. We are not allowed to use the side doors for load-in!

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 exhibitor use. Please finish unloading and move your vehicles before you start setting up.

There will be no Saturday morning check-in. Booths that have not checked-in by 5:00 pm on Friday 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.

Tables and chairs are available for rent from the building. These will be located at the loading check-in area. 6 foot tables are \$10, 8 foot are \$15, chairs are \$5 each. Please let us know when you check in if you have reserved tables and we will have these taken to your booth.

Booth Set-Up

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 literature. 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.

Lunches

We will have concessions available on the second floor, as well as snacks from local vendors throughout the show.

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://publichealth.harriscountytexas.gov/Services-Programs/All-Services/Food-Permits/Events-and-Markets/Temporary-Event>



We will see everyone very soon!

ImagineNation Expo Staff | Stacie, Erica, Katelyn, Nicole



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