

PINE BLUFF REGIONAL CHAMBER OF COMMERCE

2019 BUSINESS EXPO EXHIBITOR'S MANUAL

MAY 2, 2019

at the

PINE BLUFF CONVENTION CENTER

1. MANAGEMENT



The Pine Bluff Regional Chamber of Commerce Business Expo is produced and managed by the Pine Bluff Regional Chamber of Commerce:

510 S. Main Street

Pine Bluff, AR 71601

Phone: (870) 535-0110

SHOW CONTACT: Mandy Owens

2. LOCATION



One Convention Center Plaza

Pine Bluff, AR 71601

(870) 536-7600

(870) 535-4867 - Fax

NO ALCOHOL MAY BE BROUGHT INTO THE PINE BLUFF CONVENTION CENTER FROM OUTSIDE SOURCES. THE STATE ALCOHOL BEVERAGE CONTROL BOARD REGULATES THE SALES, SERVICE AND CONSUMPTION OF ALCOHOLIC BEVERAGES.

3. MOVE-IN DATE AND HOURS

Wednesday, May 1, 2019

2:00 PM and 6:00 PM

Thursday, May 2, 2019

6:30 A.M. to 7:15 A.M. to complete exhibit preparations

ALL EXHIBITS MUST BE COMPLETE BY 7:15 AM

LOADING AND UNLOADING AREA

Entry C, behind the Arena on Missouri Street. Drive in access available upon request. Exhibitors will be admitted through the show's main entrance at the West Arena Concourse doors or rear arena overhead door.

No exhibit preparations will be allowed during the *Small Business Breakfast*, which is from 7:30 A.M. to 9:00 A.M. in the Banquet Hall.

4. SHOW DATE AND TIMES

Thursday, May 2, 2019

9:00 AM - 10:00 AM – VIP Hour

10:00 AM - 4:00 PM – Open to the Public

PLEASE NOTE: THE TRADE SHOW WILL BE OPEN DURING THE LUNCH HOUR.

5. MOVE-OUT DATE AND TIME

Thursday, May 2, 2019 **ALL** exhibits **MUST** remain in place until move-out time.

4:00 PM-6:00 PM

6. MOVE-OUT INFORMATION

No removal or dismantling of exhibits or exhibit material will be permitted before the 4:00 PM exhibit closing on Thursday, May 2, 2019. Exhibitors are strongly urged to remove all cartons and portable items from the building **IMMEDIATELY** after the close of the exhibits. **IMMEDIATE** removal will minimize the possibility of loss from pilferage. **Please note** the special instructions under the heading “insurance”.

All goods must be removed from the Pine Bluff Convention Center by **6:00 P.M. on Thursday, May 2, 2019.** All exhibitors with goods not removed by this time will be **charged** for storage and handling, and the Pine Bluff Convention Center **will not** be responsible for lost, damaged, or stolen merchandise.

7. STAFFING OF EXHIBITS

Exhibitors are asked to staff their exhibits during the show hours and to not close their booth prior to closing time of the show. There will be a drawing at the close of Business Expo, for exhibitors only, for a free booth. ***MUST BE PRESENT AND BOOTH INTACT TO WIN!***

8. INSURANCE

Show management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance **DOES NOT**, however, cover exhibitors’ properties, which are placed on display at the exhibitors’ **OWN RISK**.

The Pine Bluff Regional Chamber of Commerce and the Pine Bluff Convention Center assume no responsibility for any losses due to fire, theft, robbery, damage, accident or other causes.

The Pine Bluff Regional Chamber of Commerce and the Pine Bluff Convention Center also assume no responsibility or liability for injury to any officer, employee or agent of the exhibitor, or to any other person, occurring by reason of anything connected with the exhibitor’s participation in the show.

9. MATERIAL HANDLING EQUIPMENT AND LABOR

Labor required for moving materials and equipment to set up and dismantle exhibits is the responsibility of the individual exhibitor. Exhibitors requiring any material handling equipment such as a fork lift, small dollies and labor can be accommodated, **but at your own expense**, and **only if notification** of your requirements are given to the Pine Bluff Convention Center Decorating Service by **5:00 p.m. on Friday, APRIL 26, 2019.**

10. SHOW CONTRACTOR, EQUIPMENT RENTAL, DISPLAY WORK

The official show contractor is the:

Pine Bluff Convention Center Decorating Service

One Convention Center Plaza

Pine Bluff, AR 71601

Operations Director: Marty Huddleston, mhuddleston@pinebluff.com or

Operations Manager: Byron Connor, bconnor@pinebluff.com

Phone: (870) 536-7600

SHOW CONTRACTOR, EQUIPMENT RENTAL, DISPLAY WORK (Continued)

The Answer Place* as noted on **page 12, ARENA EXHIBIT LAYOUT**, is setup one-day only Wednesday on May 1, 2019 in the West Arena Concourse. Exhibitors requiring table cloths, electrical service, laborers, carpet, additional tables or chairs shall complete the appropriate order forms found pages 6 – 11 of this package.

Order forms are attached for exhibitors wishing to order any of these services. **ALL ORDERS MUST BE RECEIVED NO LATER THAN 5:00 P.M. ON FRIDAY, APRIL 26, 2019. ALL ORDERS RECEIVED AFTER 5:00 P.M. ON FRIDAY, APRIL 26, 2019 WILL BE CHARGED FLOOR ORDER PRICES.**

11. BOOTH REGULATIONS

Maximum height for exhibits is normally 8 feet. This height limit may be exceeded at the discretion of the show management. Exhibitors who wish to exceed this height limit **must** apply to show management for approval. No attachments of any materials will be made to any part of the suspended ceiling grid without approval **in advance** from the Pine Bluff Convention Center Decorating Service.

12. TREATMENT OF FLOORS IN EXHIBIT AREA

In accordance with restrictions imposed by the Building Management, in the interest of preserving the floor surface, the **following has been prohibited**; the drilling of holes, attachments to or painting of floor, or any other defacement to floors or walls and; exhibitors wishing to lay any floor covering may not adhere same to the building floor. In such cases, it is suggested that building paper or other suitable protection be first laid down.

13. STANDARD DRAPED DISPLAY

The Pine Bluff Regional Chamber of Commerce Business Expo will provide each exhibitor a three-sided exhibit blue draped exhibit space. The back wall is 8-feet-tall and 10-feet-wide with a 3-foot-tall blue side drape that extends 8 feet from the back wall to the front edge of your booth table. Exhibit space comes standard with one (1) 6’ x 30” blue skirted table and two (2) padded bottom folding chairs. Table cloth is not included however they are available to rent. Table cloths & other available items can be requested on the “*Equipment Rental Order Form*”, page 9.

IMPORTANT The standard drape equipment is the property of the Pine Bluff Convention Center Decorating Service. Permission **must** be obtained from the Pine Bluff Convention Center Decorating Service to attach materials or in any way affect the surface of the materials or to use the equipment for any other purpose than originally contracted.

14. COMPETITIONS, PROMOTIONS

Competitions and like-promotions conducted by exhibitors in conjunction with their displays shall be of a clear-cut nature and free of any obligation to the winner. The award or awards, and the terms of the same, must be clearly stated on the entry form. The Pine Bluff Regional Chamber of Commerce Business Expo **must** be informed of all contests **well** in advance of the show in order to decide on their suitability. Winning contestants’ names must be provided to show management when available.

15. DEMONSTRATIONS AND DISTRIBUTION

Displays, demonstrations or distribution of advertising material, samples, or souvenirs are **not permitted** outside the confines of exhibitors’ booth.

Please note that exhibitors are not permitted to distribute stickers or other items of this type, which can be stuck to walls, floors, etc.

Absolutely no helium balloons are allowed in the Pine Bluff Convention Center Arena. Any type of bottled gas is strictly prohibited and will not be allowed.

16. SOUND SYSTEMS AND EQUIPMENT NOISE

Permission must be obtained from the Pine Bluff Convention Center Decorating Service for the use of public address systems, sound movies, etc. The Pine Bluff Convention Center Decorating Service reserves the right to refuse such permission, or in cases where permission has been granted, to order the sound reduced. Exhibitors showing any apparatus, the operation of which results in excessive noise, must regulate their operation to suitable intervals in order not to interfere with neighboring exhibits.

17. ELECTRIC AND WI-FI

The contractor in charge of electrical service is:

Pine Bluff Convention Center Decorating Service

Operations Director: Marty Huddleston, mhuddleston@pinebluff.aom or

Operations Manager: Byron Connor, bconnor@pinebluff.com

Phone: (870) 536-7600

Booth electric and Wi-Fi are available. Complete an “Electrical Service Order”, on page 11.

18. STORAGE

Crates and cartons can be stored in approved storage areas during the show. The Pine Bluff Convention Center Decorating Service requests removal of crates from the aisles of the building to the storage area as soon as possible after uncrating is complete.

19. AUDIO-VISUAL EQUIPMENT

Only advanced-notice of audio/visual rental equipment is available from the:

Pine Bluff Convention Center Technical Department

Operations Director: Marty Huddleston, mhuddleston@pinebluff.com or

Technical Director: Harold Ashburn, hashburn@pinebluff.com

Phone: (870) 536-7600

20. FOOD AND BEVERAGE ITEMS

All exhibitors distributing food items must receive approval from the Pine Bluff Convention Center in advance as the Pine Bluff Convention Center does have contracted food service.

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MASTER CHARGE SHEET

PINE BLUFF CONVENTION CENTER DECORATING SERVICE

One Convention Center Plaza, Pine Bluff, AR 71601

(870) 536-7600

ADVANCE ORDER DEADLINE: 5:00 P.M., FRIDAY, APRIL 26, 2019.

ASSIGNED BOOTH NUMBER (IF KNOWN) _____ (assigned by the Chamber)

COMPANY NAME: _____

REPRESENTATIVE NAME: _____

REPRESENTATIVE SIGNATURE: _____

PHONE: _____

EXPO BOOTH SERVICE ORDER FORMS

AMOUNT PER FORM

<input type="checkbox"/> PREMIUM DIGITAL MEDIA PACKAGE / <input type="checkbox"/> CARD STOCK BOOTH SIGN INFORMATION	\$ _____
<input type="checkbox"/> EQUIPMENT RENTAL ORDER FORM	\$ _____
<input type="checkbox"/> ELECTRICAL SERVICE AND WI-FI ORDER FORM	\$ _____
<input type="checkbox"/> LABOR ORDER FORM	\$ _____

TOTAL AMOUNT DUE FOR BOOTH SERVICES \$ _____

PLEASE SUBMIT THE FOLLOWING:

Full payment for requested services \$ _____

Master Charge Sheet (this page) plus each completed *Expo Booth Service Order Form*

PLEASE SELECT METHOD OF PAYMENT: () CASH () CHECK () CREDIT CARD
Credit Card Authorization Form

MAKE CHECKS PAYABLE TO: Pine Bluff Convention Center or PBCC

Deliver or Mail to: **PBCC Decorating Service**
One Convention Center Plaza
Pine Bluff, AR 71601

AMOUNT DUE MUST BE ENCLOSED WITH REQUEST FOR SERVICES.
ALL ORDERS MUST BE RECEIVED BY THE PINE BLUFF CONVENTION CENTER DECORATING SERVICE



AUTHORIZATION FOR USE OF CREDIT CARD

(PLEASE DO NOT EMAIL THIS FORM)

Fax to **870-535-4867**

2019 EXPO Event Number 1905004

ADVANCE ORDER DEADLINE: 5:00 P.M., FRIDAY, APRIL 26, 2019.

Card Type: VISA DISCOVER AMERICAN EXPRESS

CREDIT CARD NUMBER _____

PRINT YOUR NAME

Print the name as it appears on the card _____

CVV# (3-digit number on back of card): _____

Zip Code Associated with Credit Card: _____

Expiration Date of Your Card: _____

A \$1 CREDIT CARD PROCESSING FEE WILL BE ADDED TO YOUR TOTAL

AUTHORIZED PAYMENT AMOUNT \$ _____ **(include the \$1 Credit Card Processing Fee)**

I acknowledge that I am an authorized user of the credit card below and authorize the Pine Bluff Convention to charge this credit card.

Signature: _____

Date: _____

DIGITAL MEDIA AND SIGN ORDER FORM



PREMIUM DIGITAL MEDIA PACKAGE (Marquee and TV)

The premium digital media advertisement package provides your business information or event specials on 8 displays around the Arena. You receive 2 days of impressions on May 1 -2, 2019.

Arena Floor – Center Hung Digital Video Display

<u>LOCATION</u>	<u>ADVANCE ORDER</u>	<u>FLOOR ORDER</u>	<u>TOTAL ORDER</u>
2 sided 8 th St Digital Marquee	\$200.00	\$350.00	\$_____

(4) Video monitors in the arena seating areas. Two (2) on the South and two (2) on the North.

(4) Arena center hung jumbo screens.

Still image format types: jpeg, png, bmp, tiff, or giff.

Logos are welcome.

Flyers may be submitted in their original format.

For additional questions or inquiries Byron Connor, Operations Manager at 870-536-7600 or via email at bconnor@pinebluff.com.

CARD STOCK BOOTH SIGNS

<u>QUANTITY (height x width)</u>	<u>ADVANCE ORDER</u>	<u>FLOOR ORDER</u>	<u>TOTAL ORDER</u>
_____ 13" x 28"	\$11.00 Each	\$22.00 Each	\$_____
_____ 13" x 22"	\$10.00 Each	\$20.00 Each	\$_____
_____ 7" x 28"	\$ 8.00 Each	\$16.00 Each	\$_____
_____ 7" x 22"	\$ 6.00 Each	\$12.00 Each	\$_____
_____ 5½"x 7"	\$ 5.00 Each	\$10.00 Each	\$_____
_____ Color Logo with sign – add	\$ 5.00 Each	\$ 5.00 Each	\$_____

COLOR OF INK REQUESTED: _____
 (Every attempt will be made to provide the requested color of ink. You will be notified if your requested color is not available.)

Logos may be added to any sign for an additional \$5.00 per sign. All signs are white stock. Please specify requested color of ink.

For additional questions or inquiries Byron Connor, Operations Manager at 870-536-7600 or via email at bconnor@pinebluff.com.

Sign information may be emailed or submitted with this form and the master charge sheet.

SIGNED: _____

TITLE: _____

TOTAL AMOUNT DUE FOR DIGITAL MEDIA OR SIGN ORDER \$ _____

EQUIPMENT ORDER FORM

PINE BLUFF CONVENTION CENTER DECORATING SERVICE
One Convention Center Plaza
Pine Bluff, AR 71601
(870) 536-7600



ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE PROVIDED AT FLOOR ORDER PRICES.
 AMOUNT DUE MUST BE ENCLOSED WITH REQUEST FOR SERVICES.

PLEASE ATTACH THIS FORM TO THE MASTER CHARGE SHEET.

ADVANCE ORDER DEADLINE: 5:00 P.M., FRIDAY, APRIL 26, 2019.

The following rental prices are for the duration of the show and include delivery and removal. **One 6'L x 30"W skirted table and two folding chairs are already provided in each booth by the Pine Bluff Regional Chamber of Commerce Business Expo.**

DISPLAY TABLES

UNFINISHED DISPLAY TABLES (table only without skirt or table cloth)

<u>QUANTITY</u>	<u>ADVANCE ORDER</u>	<u>FLOOR ORDER</u>	<u>TOTAL ORDER</u>
_____ 72"L x 30" W	\$ 9.00 Each	\$18.00 Each	\$ _____
_____ 96"L x 30" W	\$10.00 Each	\$20.00 Each	\$ _____
_____ 30"W Round Top	\$15.00 Each	\$30.00 Each	\$ _____
_____ 60"W Round Top	\$16.00 Each	\$32.00 Each	\$ _____

SKIRTED DISPLAY TABLES (Rectangle tables – without table cloths)

<u>QUANTITY</u>	<u>ADVANCE ORDER</u>	<u>FLOOR ORDER</u>	<u>TOTAL ORDER</u>
_____ 72"L x 30"W-With Skirt (8 foot)	\$15.00 Each	\$30.00 Each	\$ _____
_____ 96"L x 30"W-With Skirt (6 foot)	\$16.00 Each	\$32.00 Each	\$ _____

TABLE CLOTHS (white linen) Pick up your table cloths from the service desk.

<u>QUANTITY</u>	<u>ADVANCE ORDER</u>	<u>FLOOR ORDER</u>	<u>TOTAL ORDER</u>
_____ Rectangle	\$10.00 Each	\$20.00 Each	\$ _____
_____ Round	\$10.00 Each	\$20.00 Each	\$ _____

BOOTH CARPET

<u>QUANTITY</u>	<u>ADVANCE ORDER</u>	<u>FLOOR ORDER</u>	<u>TOTAL ORDER</u>
_____ 8'x 10' (1 booth width)	\$30.00 Each	\$ 60.00 Each	\$ _____
_____ 8'x 20' (2 booths wide)	\$50.00 Each	\$100.00 Each	\$ _____
_____ 8'x 30' (3 booths wide)	\$70.00 Each	\$140.00 Each	\$ _____

PLEASE CHECK CARPET COLOR CHOICE: () Red () Green () Blue
 (Color choices are available on a first-come, first-served basis. Other colors may be available upon request.)

EQUIPMENT ORDER FORM (Continued)



CHAIRS

<u>QUANTITY</u>		<u>ADVANCE ORDER</u>	<u>FLOOR ORDER</u>	<u>TOTAL ORDER</u>
_____	Crimson Cushion, Gold Frame, Folding Padded Chair	\$5.00 Each	\$10.00 Each	\$_____

BOOTH ACCESSORIES

<u>QUANTITY</u>		<u>ADVANCE ORDER</u>	<u>FLOOR ORDER</u>	<u>TOTAL ORDER</u>
_____	Waste Basket	\$ 3.00 Each	\$ 6.00 Each	\$_____
_____	Banner Hooks	\$ 0.25 Each	\$ 0.50 Each	\$_____
_____	Mirrors	\$ 14.00 Each	\$ 28.00 Each	\$_____
_____	Clothing Rack	\$ 10.00 Each	\$ 20.00 Each	\$_____
_____	Screen – 6’	\$ 35.00 Daily	\$ 70.00 Daily	\$_____
_____	Screen – 12’	\$100.00 Daily	\$150.00 Daily	\$_____
_____	T.V. – 37”	\$ 75.00 Daily	\$150.00 Daily	\$_____
_____	4’ X 8’ X 1’ Stage Riser	\$ 10.00 Each	\$ 20.00 Each	\$_____
_____	Phone Line/ Dedicated WiFi	\$ 60.00 Each	\$120.00 Each	\$_____

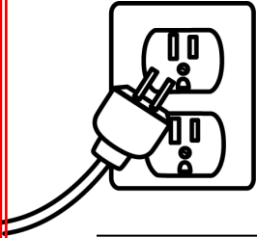
SIGNED: _____

TITLE: _____

TOTAL AMOUNT DUE FOR ELECTRICAL SERVICE \$ _____

ELECTRICAL SERVICE ORDER

PINE BLUFF CONVENTION CENTER DECORATING SERVICE
 One Convention Center Plaza
 Pine Bluff, AR 71601
 (870) 536-7600



ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE PROVIDED AT FLOOR ORDER PRICES.
 AMOUNT DUE MUST BE ENCLOSED WITH REQUEST FOR SERVICES.

PLEASE ATTACH THIS FORM TO THE MASTER CHARGE SHEET.

ADVANCE ORDER DEADLINE: 5:00 P.M., FRIDAY, APRIL 26, 2019.

The following rental prices are for the duration of the show and include delivery and removal.

POWER OUTLETS – 120 VOLTS

<u>QUANTITY</u>	<u>ADVANCE ORDER</u>	<u>FLOOR ORDER</u>	<u>TOTAL ORDER</u>
_____ 10 Amps <i>(TV, DVD, Computer, Lights)</i>	\$30.00 Each	\$ 60.00 Each	\$ _____
_____ 20 Amps <i>(Food Warmer, Toaster)</i>	\$50.00 Each	\$100.00 Each	\$ _____
_____ 30 Amps <i>(Direct tie-in)</i>	\$60.00 Each	\$120.00 Each	\$ _____

FOR VOLTAGE OTHER THAN 120 VOLTS OR AMPERAGE OTHER THAN LISTED, CALL FOR PRICE QUOTE.

WIFI ACCESS

<u>QUANTITY</u>	<u>ADVANCE ORDER</u>	<u>FLOOR ORDER</u>	<u>TOTAL ORDER</u>
_____ Free Wi-Fi*	No Charge	No Charge	No Charge
_____ Dedicated Access	\$60.00 Each	\$120.00	\$ _____

(*If you do not request Wi-Fi service by the advance order deadline, service may not be available.)

ELECTRICAL LABOR

Straight Time \$45.00 per hour. Overtime \$60.00 per hour. Straight Time is 8:00 AM to 4:30 PM, Monday through Friday, except Holidays. Other hours are overtime. Minimum one man-hour.

() Electrical labor that is required for hookup of equipment. The order for this labor must be placed at the service desk during move-in when the equipment is in and ready for hookup.

NOTE: Local ordinances prohibit more than two (2) connections per outlet box for lighting and one (1) connection for power outlet. All wiring and other electrical installations, motors, etc., must meet code. To prevent overloading of circuits, outlets will be installed on the floor at the back wall of the booth. Connections from outlets to equipment shall be TIME AND MATERIAL. Outlets requiring 24-hour service will be charged at the above rates plus 50%.

SIGNED: _____

TITLE: _____

TOTAL AMOUNT DUE FOR ELECTRICAL SERVICE \$ _____

LABOR ORDER FORM

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PINE BLUFF CONVENTION CENTER DECORATING SERVICE
One Convention Center Plaza
Pine Bluff, AR 71601
(870) 536-7600



ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE PROVIDED AT FLOOR ORDER PRICES.
AMOUNT DUE MUST BE ENCLOSED WITH REQUEST FOR SERVICES.

PLEASE ATTACH THIS FORM TO THE MASTER CHARGE SHEET.

ADVANCE ORDER DEADLINE: 5:00 P.M., FRIDAY, APRIL 26, 2019.

LABOR RATES:

Straight Time is 8:00 AM to 4:30 PM, Monday through Friday, except Holidays. Other hours are overtime. Minimum one man-hour

	<u>ADVANCE ORDER</u>	<u>FLOOR ORDER</u>
Move-in & Move-out only	\$ 18.00 per man, per hour	\$ 36.00 per man, per hour
Fork Lift operator (per use – up to 1 hour)	\$100.00 per man, per hour	\$200.00 per man, per hour

WE WILL REQUIRE LABOR AS FOLLOWS:

	NUMBER OF PEOPLE	DATE	TIME	APPROX. HOURS
Set-Up				
Dismantle				
Fork Lift				

If you specify a definite starting time, we will have personnel available during move-in on Wednesday, May 1, 2019 ONLY. Labor charges will start at that time.

THERE WILL BE A MINIMUM CHARGE OF 1-MAN PER HOUR IF LABOR IS ORDERED AND NOT USED, UNLESS WE ARE NOTIFIED 48 HOURS IN ADVANCE.

I WISH TO HAVE THE PINE BLUFF CONVENTION CENTER DECORATING SERVICE INSTALL OUR EXHIBIT UNDER OUR SUPERVISION:

SIGNED: _____ TITLE: _____

TOTAL AMOUNT DUE: \$ _____

Exhibitor load-in from Missouri Street
Entry C - Arena Bay Door and Side Entrance

