

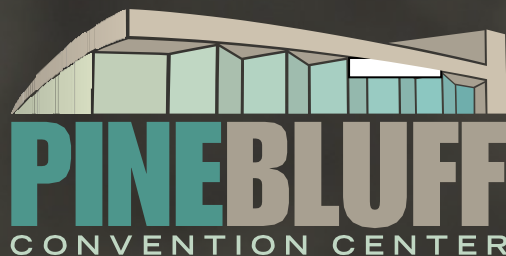


Pine Bluff Regional
CHAMBER
Of Commerce



May 2, 2024

EXHIBITORS' PACKET



One Convention Center
Plaza Pine Bluff, Arkansas
71601 Call 870.536.7600
Fax 870.535.4867
pinebluffconventioncenter.com



SHOWCASE YOUR BUSINESS WITH EFFECTIVE EXPO ENHANCEMENTS

EXPO ENHANCEMENT SUMMARY

COMPANY NAME	CHAMBER-ASSIGNED BOOTH #
COMPANY ADDRESS	AREA CODE & PHONE NUMBER
REPRESENTATIVE NAME (PLEASE PRINT)	REPRESENTATIVE SIGNATURE

THE ABOVE-NAMED CLIENT IS ORDERING THE FOLLOWING EQUIPMENT AND SERVICES:

PREMIUM DIGITAL MEDIA / BOOTH SIGNS.....	\$ _____ . ____
BOOTH FURNISHINGS RENTAL ORDER FORM	\$ _____ . ____
ELECTRICAL AND LABOR ORDER FORM.....	\$ _____ . ____
TOTAL AMOUNT DUE FOR BOOTH SERVICES.....	\$ _____ . ____

Please submit this summary along with payment and relevant individual order forms.

PAYMENT METHOD: CASH CHECK/ MONEY ORDER* CREDIT CARD†

*Make checks/money orders payable to: Pine Bluff Convention Center or PBCC

†To charge a bank card, complete and include the credit card authorization form in this packet.

Mail your order to: PBCC Decorating Service, One Convention Center Plaza, Pine Bluff, AR 71601

The amount due must be paid with a request for equipment and services. Orders must be submitted no later than 5:00 PM, Friday, April 26, 2024.

Orders received after this date will be priced as Floor Orders.



SCHEDULE PREMIUM DIGITAL MEDIA

Our premium digital media advertising package displays your business information or event specials May 1-2, 2024, on 8 screens across the convention center campus, including jumbo screens on all four sides of the overhead display above the arena and four wall-hung monitors in areas around the arena.

Yes! I want two days of digital impressions promoting my business during the Expo!

ADVANCE PACKAGE PRICE	FLOOR ORDER PACKAGE PRICE	TOTAL
\$75.00	\$150.00	

We can accept the following file-types: jpeg, png, bmp, tiff, gif, and mp4 (NO AUDIO). Digital Logos are encouraged. You may submit flyers in their original format however digital files are preferred.

Questions? Contact Byron Connor at 870-536-7600 or bconnor@pinebluff.com.

ORDER CARDSTOCK BOOTH SIGNS

WIDTH X HEIGHT	ADVANCE PRICE EA.	FLOOR PRICE EA.	COLOR LOGO?	QUAN	TOTAL
28" x 24"	\$14.00	\$21.00	<input type="checkbox"/> YES, + \$5 EA.		
24" x 13"	\$10.00	\$15.00	<input type="checkbox"/> YES, + \$5 EA.		
22" x 13"	\$9.00	\$11.00	<input type="checkbox"/> YES, + \$5 EA.		
24" x 7"	\$8.00	\$10.00	<input type="checkbox"/> YES, + \$5 EA.		
24" x70" Floor Sign	\$94.00	\$150.00	<input type="checkbox"/> YES, + \$5 EA.		

Signs are printed with black ink unless otherwise specified.

Custom colors and logos may be added to any sign for an additional \$5.00 per sign.

Questions? Contact Byron Connor at 870-536-7600 or bconnor@pinebluff.com.

Please submit this order form along with payment and order summary. Amount due must be paid with request for equipment and services. Orders must be submitted no later than 5:00 PM, Friday, April 26, 2024. Orders received after this date will be priced as Floor Orders.

Total Amount this Page:

MAKE YOUR BOOTH A STANDOUT WITH ADDED FURNISHINGS

Pine Bluff Regional Chamber of Commerce provides one 72" x 30" skirted table and two folding chairs for each booth, but you are invited to rent additional furnishings to meet your needs. Rentals quoted in this packet are for the duration of the show, including both setup and removal.

RENT DISPLAY TABLES

TABLE SIZE/SHAPE/FINISH	ADVANCE RENTAL EA.	FLOOR RENTAL EA.	QUAN	TOTAL
72" X 30" Rectangle, No Skirt, No Cloth	\$9.00	\$18.00		
96" X 30" Rectangle, No Skirt, No Cloth	\$10.00	\$20.00		
30" Diameter Round, No Skirt, No Cloth	\$15.00	\$30.00		
60" Diameter Round, No Skirt, No Cloth	\$16.00	\$32.00		
72" X 30" Rectangle, With Skirt, No Cloth	\$15.00	\$30.00		
96" X 30" Rectangle, With Skirt, No Cloth	\$16.00	\$32.00		
White Linen Rectangle Tablecloth	\$15.00	\$25.00		
White Linen Round Tablecloth	\$15.00	\$25.00		

Tablecloths may be picked up from the service desk during setup period.

RENT BOOTH CARPETS

SIZE	ADVANCE RENTAL EA.	FLOOR RENTAL EA.	COLOR PREFERENCE	QUAN	TOTAL
8' X 10' Single Booth	\$30.00	\$60.00	<input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN		
8' X 20' Double Booth	\$50.00	\$100.00	<input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN		
8' X 30' Triple Booth	\$70.00	\$140.00	<input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN		

Carpet colors are available on a first-come, first-served basis. Custom colors may be available upon request.

RENT BOOTH ACCESSORIES

ITEM DESCRIPTION	ADVANCE RENTAL EA.	FLOOR RENTAL EA.	QUAN	TOTAL
Padded Gold Folding Chair, Crimson Pad	\$5.00	\$10.00		
Waste Basket	\$10.00	\$20.00		
Banner Hook	\$0.25	\$0.50		
Mirror	\$14.00	\$28.00		
Clothing Rack	\$10.00	\$20.00		
6-Foot Screen	\$35.00	\$70.00		
12-Foot Screen	\$100.00	\$150.00		
Television, 37" Diagonal Screen	\$75.00	\$150.00		
Stage Riser, 8'w x 4'd x 1'h	\$10.00	\$20.00		
Landline or Dedicated WiFi	\$60.00	\$120.00		

Please submit this order form along with payment and order summary. Amount due must be paid with request for equipment and services. Orders must be submitted no later than 5:00 PM, Friday, April 26, 2024. Orders received after this date will be priced as Floor Orders.

Total Amount this Page:

WE'LL HELP YOU GET SET UP AND FULLY CONNECTED

RENT ELECTRICAL OUTLETS

POWER OUTLETS – 120VAC	ADVANCE RENTAL EA.	FLOOR RENTAL EA.	QUAN	TOTAL
10 Amp (TV, Computer, Lamp)	\$30.00	\$60.00		
20 Amp (Food Warmer, Toaster)	\$50.00	\$100.00		
30 Amp (Direct Tie-in)	\$60.00	\$120.00		

For voltage or amperage other than listed above, contact us for quote.

NOTE: Local ordinances prohibit connecting more than two (2) lamps per outlet and one (1) other device per outlet. All wiring and other electrical installations, motors, etc. must meet code. To prevent overloading of circuits, outlet boxes will be installed on the floor at the back wall of the booth. Connections from outlets to equipment shall be charged at **time and material**.

WIFI ACCESS

WiFi Access	ADVANCE RENTAL EA.	FLOOR RENTAL EA.	QUAN	TOTAL
Open, Unsecured WiFi	Complimentary	Complimentary	N/A	\$0.00
Dedicated Access	\$60.00	\$120.00		

ELECTRICAL LABOR RATES: Straight time is billed at \$45.00/hour. Overtime is billed at \$60.00/hour.

REQUEST LABOR

LABOR TYPE	ADVANCE MAN HOUR	FLOOR MAN HOUR	DATE	TIME	MEN	HOURS	TOTAL
Move-In	\$18.00	\$36.00					
Move-Out	\$18.00	\$36.00					
Forklift	\$100.00	\$200.00					

LABOR TIME POLICY

Straight time is 8:00AM to 4:30PM, Monday through Friday except holidays. All other time is Overtime. There is a one man/hour minimum. We must be notified of labor cancellations at least 48 hours in advance of your appointment, or you will be charged as ordered.

Please submit this order form along with payment and order summary. Amount due must be paid with request for equipment and services. Orders must be submitted no later than 5:00PM, Friday, April 26, 2024. Orders received after this date will be priced as Floor Orders.

Total Amount this Page: \$



The Pine Bluff Regional Chamber of Commerce Business Expo is an exhibition conference dedicated to showcasing products and services from business owners across the State of Arkansas. It 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 MANAGEMENT CONTACT: Jennifer Kline



TO ENSURE A SUCCESSFUL, SAFE AND ENJOYABLE EXPO FOR ALL, PLEASE OBSERVE THESE STANDARDS

1. VENUE NOTIFICATION

- 2. **MOVE-IN DATE AND HOURS** – Wednesday, May 1, 2024, from 2:00 PM to 6:00 PM, Thursday, May 2, 2024, from 6:30 AM to 7:15 AM to complete exhibit preparations **ALL EXHIBITS MUST BE COMPLETE BY 7:15 AM**

LOADING AND UNLOADING AREA Entry C, behind the Arena Complex on Missouri Street. Drive-in access is available upon request. Exhibitors will be admitted through the show’s main entrance at the West Arena Concourse doors or the rear arena overhead door.

No exhibit preparations in the arena exhibit hall from 7:30 AM to 9:00 AM will be allowed during the Business Expo Breakfast.

- 3. **SHOW DATE AND TIMES** – Thursday, May 2, 2024
9:00 AM - 10:00 AM – VIP Hour
10:00 AM - 3:00 PM – Open to the Public

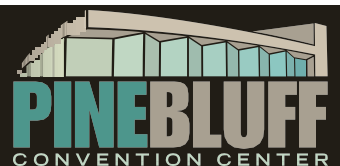
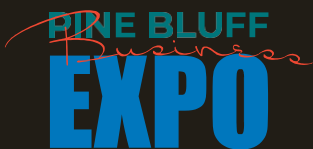
PLEASE NOTE: THE TRADE SHOW WILL BE OPEN DURING THE LUNCH HOUR.

- 4. **MOVE-OUT DATE AND TIME** – Thursday, May 2, 2024

ALL exhibits MUST remain in place until move-out time.

MOVE-OUT INFORMATION: The Exhibit Showcase areas close at 3:00 PM on Thursday, May 2, 2024. No removal or dismantling of exhibits or exhibit materials will be permitted before that time. Exhibitors are strongly urged to remove all non-disposable items from the building IMMEDIATELY after the close of the exhibits. The deadline is 6:00 PM All exhibitors with goods not removed by this time will be charged for storage and handling. The Pine Bluff Convention Center will not be responsible for lost, damaged, or stolen merchandise left in the building.

- 5. **STAFFING OF EXHIBITS** – Exhibitors are asked to staff their exhibits during the show hours and to remain staffed until the 3:00 PM closing time of the show. There will be a drawing at the close of the Business Expo, for exhibitors only, for a free booth. **MUST BE PRESENT AND BOOTH INTACT TO WIN!**



6. **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 displayed 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.
7. **SHOW CONTRACTOR, EQUIPMENT RENTAL, AND DISPLAY WORK** –
 Show Contractor: 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
- Exhibitor requests for tablecloths, extra tables or chairs, electrical power, forklift and driver, setup labor, carpet and booth signage must complete the appropriate expo order forms and Master Charge sheet found on pages 7 – 12. ALL ORDERS MUST BE RECEIVED NO LATER THAN 5:00 PM ON FRIDAY April 26, 2024. All orders received after this deadline will be charged the FLOOR ORDER PRICE. The Answer Place is available from 2 PM – 6 PM on Wednesday, May 1, 2024, to distribute pre-ordered tablecloths and last-minute floor order requests. See location of the Answer Place* is identified on the Expo Exhibit Showcase layout.
8. **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 without approval in advance from the Pine Bluff Convention Center Decorating Service.
9. **TREATMENT OF EXHIBIT AREA FLOOR** – In accordance with restrictions imposed by the Show Management and in the interest of preserving the floor surface the following is prohibited: drilling of holes, attachments to the floor, painting the floor. The Show Contractor must approve any tape or adhesive hangers before attaching them to any wall surface, column, or floor. Approved items must be removable without leaving surface residue or defacement of paint. Exhibitors will be charged for repair, cleaning, or replacement of damaged items due to application negligence or violation of this application requirement.
10. **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-foot-tall and 10-foot-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. Tablecloths and other available items can be requested on the “Equipment Rental Order Form”. See 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 before attaching any materials, item or fixture to the drapes. Any item used that will penetrate the fabric is strictly prohibited.

11. **COMPETITIONS AND 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.
12. **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.
13. **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.
14. **ELECTRIC AND WI-FI** – The contractor in charge of electrical service is:
Pine Bluff Convention Center Decorating Service
Operations Director: Marty Huddleston, mhuddleston@pinebluff.com or
Operations Manager: Byron Connor, bconnor@pinebluff.com
Phone: (870) 536-7600
Booth electric and Wi-Fi are available.
15. **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.
16. **AUDIO-VISUAL EQUIPMENT** – Only advanced-notice of audio/visual rental equipment is available from 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
17. **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.

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



BANK CARD AUTHORIZATION

I, the undersigned authorize Pine Bluff Convention Center to charge my credit card for the agreed-upon purchase, including the processing fee, as described below:

Card Number

Print the name as it appears on the card.

Expiration Date /

MM/YY 3-digit Security Number Postal Code

In addition to the total purchase amount, a bank card processing fee of .4%

Purchase Amount \$ Card Processing Fee \$

TOTAL AUTHORIZED PAYMENT AMOUNT \$

Signature

Date

Please submit this bank card authorization form along with the order forms and summary. The amount due must be paid with a request for equipment and services. Orders must be submitted no later than 5:00 PM, Friday, April 26, 2024. Orders received after this date will be priced as Floor Orders.