

# Vendor Show Schedule

## February 2019

### Monday – February 4, 2019

**Exhibitor Set Up & Registration**

**8:00AM – 5:00PM**

Super Show Sample Turn In Deadline – Room A-C

**No Later Than -NOON**

Clothing, Footwear & Accessories Buying – By Appointment

**2:00PM – 6:00PM**

### Tuesday – February 5, 2019

Exhibitor Set Up & Registration

**7:00AM – 8:30AM**

**SHOW HOURS**

**8:30 AM – 5:00 PM**

Lunch Served – Up & Away Café

**11:30AM – 1:00PM**

Member – Vendor Happy Hour \*Beverages & Appetizers\*

**5:00 PM – 6:30 PM**

### Wednesday – February 6, 2019

**SHOW HOURS**

**8:00 AM – 4:00 PM**

Lunch Served – Up & Away Café

**11:30 AM – 1:00 PM**

Super Show Sample Pickup – Room A-C

**2:00 PM – 3:30 PM**

**PLEASE DO NOT TEAR DOWN YOUR BOOTH BEFORE 4:00PM ON WEDNESDAY**

(This includes any booths sold to members)

Thank You for Participating in the Wheatbelt February 2019 Show





**WHEATBELT, INC. - February 2019 "SUPER SHOW"**

Wheatbelt Director:

Vendor:

Address:

City/ST/Zip:

Phone #:

E-Mail:

Sales Contact:

Phone #:

E-Mail:

DEADLINE: 2/6/2019

Freight Terms:

Reg. Payment Terms:

Show Payment Terms:

Minimum Order:

PO #

SHIP ON:

VIA:

**SS #**

Product Description	UPC Code	Pk.	Wt.	Regular Cost	Show Cost	Super Show Cost	Item #	Qty.
1								
2								
3								

**VENDOR - COMPLETE THE INFORMATION BELOW:**

Supply name and address of person who should receive Super Show confirmation letter and / or whomever is responsible for the sample.

Company:

Name:

Address:

Phone:

Fax:

Email:

Booth:

Vendor:

Per:

**Purchase Order**

Vendor: 0

DEADLINE: 2/6/2019

Freight Terms: 1/0/1900

Reg. Payment Terms: 1/0/1900

Show Payment Terms: 1/0/1900

PO #

SHIP ON:

VIA:

Store Name/#:

Contact:

Address:

Phone #

Email:

Qty	Item #	Cost
	0	
	0	This
	0	

**Attention Members**

The items on this page qualify for a "Super Show" buy for the following reasons:

1.)

2.)

3.)

4.)

**IMPORTANT - Vendor, Please Complete Above**

**Items or Displays not accepted as a Super Show, do you agree to offer as a Booth Buy?**

YES

NO

Per: \_\_\_\_\_



# Wheatbelt February 2019 New Item Submission Form

Vendor:

Contact Person:

Phone #:

Fax #:

E-Mail:

1. Item must be new to the industry, **not** new to your line.
2. All submissions of new items will be reviewed
3. A confirmation email will be issued for items selected & declined
4. Items accepted will receive an email detailing set up/tear down procedures.
5. Contact your Merchandise Coordinator with any questions.
6. Email completed forms to: **showsheets@wheatbeltinc.com**

**If selected, new item to be displayed requires:**

Table Top Space

Floor Space

**Tell us about the new item:**

PHOTO HERE

Merchandise Coordinators Only

New item Selected

YES

NO

Booth # \_\_\_\_\_



February 2019  
Wheatbelt Show

## Show Sheet Procedures

### What is a show sheet?

Wheatbelt show sheets are used as order forms. Our members receive these forms prior to the show. Showsheets are also posted on our "member only" portion of the Wheatbelt website.

### What sheet do I use?

- Regular Worksheet – basic order form showing your regular cost and show special(s)
- Multi Tier Worksheet – needed to denote multiple pricing levels/regions
- Super Show Worksheet – your "better than regular show offer" on item  
(subject to approval from merchandise coordinators)

### How do I complete these forms?

- If you haven't downloaded the forms yet, you can retrieve them from:  
[www.wheatbeltusa.com](http://www.wheatbeltusa.com) Vendor tab / February 2019 Show
- **DO NOT change any preset text, formats or templates**
- **Complete all information in the top portion of the form**
- Enter all items that are show specials, highlighting your best sellers
- Complete both left and right sides of the form
- DO NOT make any additional tabs to your form or include any links
- SAVE YOUR SHOW SHEET

### I am done completing my show form(s) – now what?

- Email completed showsheet(s) [\*\*showsheets@wheatbeltinc.com\*\*](mailto:showsheets@wheatbeltinc.com).

You will receive an email confirmation of receipt within a week – if you do not please follow up to find out why.

**DEADLINE:**



Holiday Inn KCI Airport & KCI Expo Center  
 11730 NW Ambassador Drive  
 Kansas City, MO 64153  
 (816) 801-8400  
 www.holidayinn.com/kciaairport  
 www.kciexpo.com



## EXHIBITOR SERVICE ORDER FORM

Quantity	ELECTRICAL - Item Description	Advance Rate (48 hours prior)	Floor Rate (within 48 hours)	Total Due
	110V 5 Amp	\$115	\$140	
	110V 20 Amp	\$245	\$305	
	Power Strip (In addition to your power order)	\$15	\$20	
	208V Single or Three Phase 20 Amp	\$490	72hr notice required	
	208V Single or Three Phase 30 Amp	\$515	72hr notice required	
	208V Single or Three Phase 40 Amp	\$570	72hr notice required	
	208V Single or Three Phase 50 Amp	\$590	72hr notice required	
	208V Single or Three Phase 60 Amp	\$645	72hr notice required	
	208V Single or Three Phase 100 Amp	\$775	72hr notice required	
	208V Single or Three Phase 200 Amp	\$905	72hr notice required	
	<b>INTERNET - Item Description</b>			
	*24HR Wi-Fi passcode - Internet Access	\$10.95	\$12.95	
	*3 Day/72HR Wi-Fi passcode - Internet Access	\$18.95	\$23.95	
	*7 Day/168HR Wi-Fi passcode - Internet Access	\$36.95	\$48.95	
	1 Hardline Internet connection w/ Ethernet cable (location of booth will determine availability)	\$185	\$215	
<p><i>*Pre-paid Wi-Fi passcodes will be sent to you via fax or email along with your receipt</i>  <b>All Rates listed above include 20% service charge and 8.475 % tax</b></p>				

**Complete this form and fax, mail, or email with payment to the KCI Expo Center**

11730 NW Ambassador Drive Kansas City, MO 64153	(816) 891-7696 Fax Jennifer.Jarrett@hikciaairport.com
----------------------------------------------------	----------------------------------------------------------

<b>Show Name</b>	<b>Booth #</b>
<b>Firm / Booth Name</b>	<b>Phone</b>
<b>Contact</b>	<b>Fax</b>
<b>Address</b>	<b>Email</b>
<b>City &amp; State</b>	<b>Zip Code</b>
<b>Credit Card Number</b>	<b>Expiration</b>
<b>Name on Card</b>	<b>Auth Code</b>
<b>Cardholder Signature</b>	<b>Date</b>

**Exhibitor Services Order Terms:**

- No refunds will be given within 24 hours of show start date
- Receipts and pre-paid Wi-Fi codes are also available on show date in the Sales Office of the KCI Expo Center
- Charges on credit cards will be appear as Holiday Inn KCI Airport on your merchant statement
- You must indicate analogue or digital on phone line orders; change fee will apply if changed once laid
- Orders will not be accepted and / or processed without payment in full
- Advance rate discounts only available with orders submitted at least 48 hours prior to move-in date
- Labor and additional services available
- Current sales tax is included in the above stated rates
- The KCI Expo Center is not responsible for any damage to exhibitor equipment
- Packages shipped to or from the Holiday Inn KCI and KCI Expo Center are subject to a \$10.00/box/day storage and handling fee





11728 NW Ambassador Drive  
Kansas City, MO 64153  
(816) 891-7694 Fax: (816) 891-7686  
www.holidayinn.com/kciairport  
www.kciexpo.com

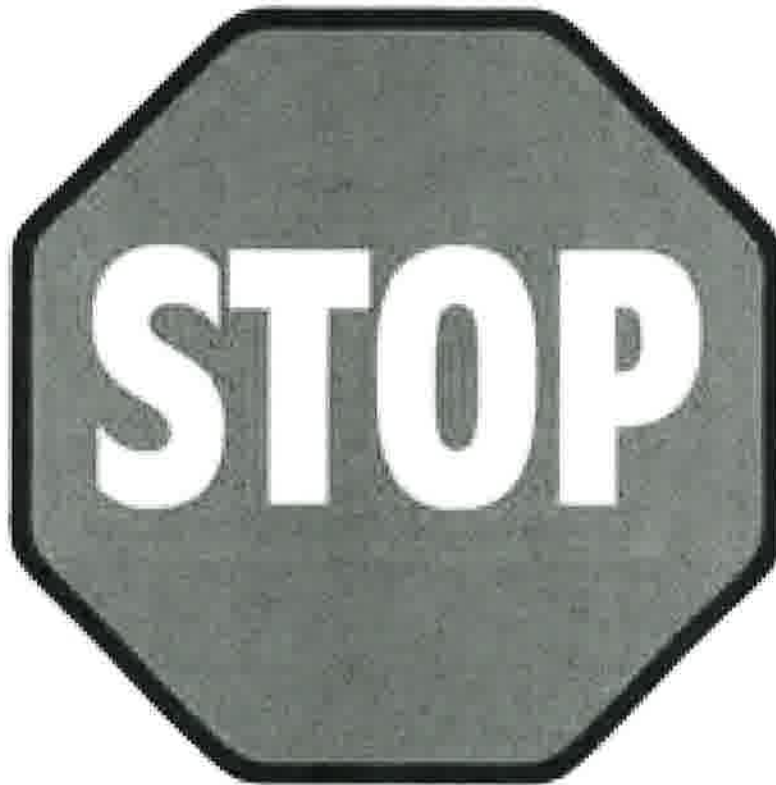


## BUILDING RULES & REGULATIONS

1. **No loading or unloading through the front (South) entrance. Please use the back (North) entrance. No parking in Fire Lanes.**
2. No holes drilled, cored or punched inside building.
3. Helium balloons need approval from management at the KCI Expo Center
4. Adhesive backed decals or similar items not allowed.
5. Decorations, signs, banners need to be approved by the management for proper hanging procedures.
6. Carts, hand trucks with hard wheels are not allowed on carpeted services.
7. Animals inside building need management approval.
8. Combustion/Vehicles may not be operated in building. The following rules must apply.
  - Gas tanks taped
  - Plastic / cardboard under vehicles
  - (1) gallon or less of fuel
  - Battery cables disconnected
9. Propane tanks may not exceed 2.5 pounds LPG capacity & require 2A10BC extinguisher.
10. Building management approval required prior to event date.
11. All draping material must be flame retardant.
12. Dirt, sand, mulch or other landscaping products must be placed on protective plastic. Planting, fountains require water proof plastic underneath any item.
13. Paint or tape may not be used on exhibit hall floor.
14. Flammable, combustible liquid used in displays or demonstrations require building management and city Fire Marshal approval.
15. Fire Extinguishers and Standpipes must be visible at all times. All emergency fire exits are to be free of obstructions permitting a free Egress at all times in the event of emergencies.
16. Air, water or drain access contact management office for pricing & proper instructions.
17. Disposal of grease / food items contact building management prior to show date.
18. Combustible materials, i.e. hay, straw, excelsior, corn shucks, firewood, trees, plants only allowed if the items are pre-treated.
19. No structures allowed inside with enclosed roofs or 100 square feet or greater.
20. Pursuant to Kansas City Missouri Ordinance the entire facility is a SMOKE FEE establishment.
21. All electrical connections are to be made by building operations only. No outside equipment is permitted due to safety regulations.
22. Additional fee will apply for connection of equipment or special services.
23. No credit will be issued on any installations ordered and not used.
24. Claims on electrical will not be considered unless filed prior to close of show.



## BUILDING RULES & REGULATIONS



For those vendors who are new to Wheatbelt and a reminder to those returning.....

- **NO LOADING OR UNLOADING THROUGH THE FRONT (SOUTH) ENTRANCE.**
- **USE THE BACK (NORTH) ENTRANCE.**
- **NO PARKING IN THE FIRE LANES.**

Questions regarding these policies, please visit with the officer stationed at the front doors.



**WHEATBELT – February 2019**

**Vendors:**

Exhibitor Move In: Monday – February 4<sup>th</sup>, 2019 – 8AM to 5PM

Tuesday – February 5<sup>th</sup>, 2019 – 7AM to 8AM

Show Hours: Tuesday – February 5<sup>th</sup>, 2019 – 8:00AM to 5PM

Wednesday – February 6<sup>th</sup>, 2019 – 8AM to 4PM

Exhibitor Move Out: Wednesday – February 6<sup>th</sup>, 2019 – 4PM to 8PM

**ALL FREIGHT NEEDS TO BE PICKED UP WEDNESDAY NIGHT**

**ADVANCE FREIGHT RECEIVED**

**January 2<sup>nd</sup> to January 25<sup>th</sup>**

**AFTER THE 25<sup>TH</sup> LATE CHARGES WILL APPLY**

**LIBERTY EXPOSITION SERVICES, INC.**

**C/O YRC**

**3500 BOOTH AVENUE**

**KANSAS CITY, MO 64129**

**Material Handling and Drayage for ALL inbound freight is charged by weight:**

**1 – 35 lbs. \$56.00 per shipment 36 – 200 lbs. \$140.00 Over 200 lbs. \$70.00 per hundred lbs.**

**PLEASE HAVE YOUR COMPANY NAME AND BOOTH NUMBER ON ALL SHIPMENTS**

**ANY ADDITIONAL QUESTIONS OR IF YOU DO NOT RECEIVE ORDERING INFORMATION FROM  
LIBERTY EXPO PLEASE CONTACT US AT 816-891-9500 or email [sales@libertyexpo.com](mailto:sales@libertyexpo.com)**

Exhibiting Company Name: \_\_\_\_\_



Booth Number \_\_\_\_\_

Show: **Wheatbelt – February 2019**

**LIBERTY EXPOSITION SERVICES, INC.  
c/o YRC  
3500 Booth Avenue  
Kansas City, MO 64129**

**ALL GOODS & MATERIALS REQUIRING PROTECTION FROM FREEZING  
MUST BE LABELED USING LARGE LETTERS.  
LIBERTY EXPOSITION SERVICES WILL NOT BE RESPONSIBLE FOR  
GOODS NOT LABELED.**



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Exhibiting Company Name: \_\_\_\_\_



Booth Number \_\_\_\_\_

Show: **Wheatbelt – February 2019**

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c/o KCI Expo Center  
11730 N.W. Ambassador Drive  
Kansas City, MO 64153**

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✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂

Exhibiting Company Name: \_\_\_\_\_



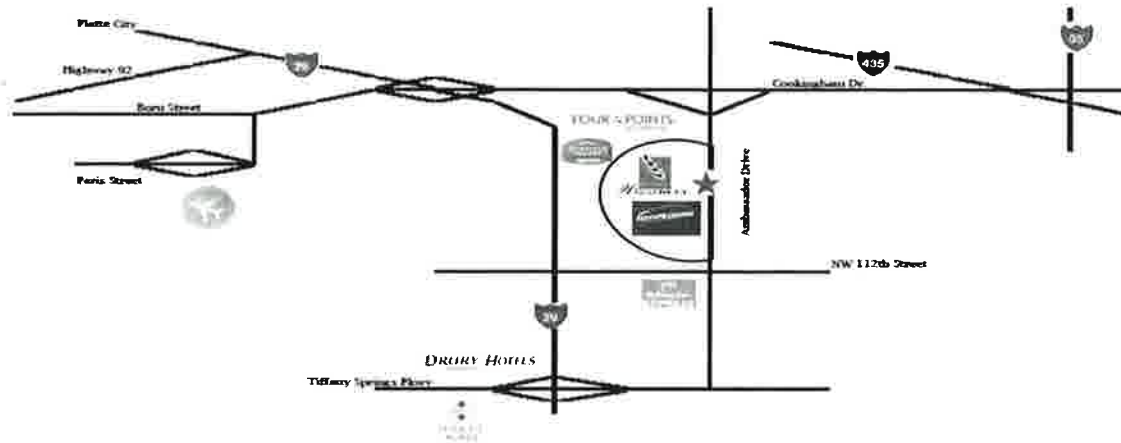
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# K C I Expo Center



## Hotel Listing (Must Ask for Wheatbelt Rate)

- |                                                               |                 |                                                                  |                 |
|---------------------------------------------------------------|-----------------|------------------------------------------------------------------|-----------------|
| <b>1. Fairfield Inn</b>                                       | <b>\$107.00</b> | <b>2. Towne Place Suites</b>                                     | <b>\$123.00</b> |
| 11820 Plaza Circle<br>Kansas City, MO 64153<br>(816) 464-2424 |                 | 11812 NW Plaza Circle<br>Kansas City, MO 64153<br>(816) 464-0525 |                 |
| <b>3. Four Points by Sheraton</b>                             | <b>\$115.00</b> |                                                                  |                 |
| 11832 Plaza Circle<br>Kansas City, MO 64153<br>(816) 464-2345 |                 |                                                                  |                 |



## Welcome to real living

Wheatbelt guests, we welcome you to come stay with us at the TownePlace Suites KCI. We are located right across the street from the KCI Expo Center. In our all suites hotel each room is equipped with a full kitchen, up-to-date technology, and complimentary WiFi. Our modern hotel offers complimentary continental breakfast beginning at 4:00 am and hot breakfast beginning at 6:00 am, airport shuttle starting at 4:00 am, indoor salt water pool, and 24 hour fitness center. After a long day at the Wheatbelt Show come back and relax at our patio which includes a large fire pit and two Weber grills.

**Wheatbelt Group Rate**  
**\$123 / night**

VISIT [MARRIOTT.COM/MCITA](http://MARRIOTT.COM/MCITA)

TownePlace Suites<sup>®</sup>  
Kansas City Airport  
11812 NW Plaza Circle  
Kansas City, MO 64153  
816 464 0525

**TOWNEPLACE**  
**SUITES**  
MARRIOTT

*Rates per room, per night, based on availability. Once the group block is full this rate will no longer be available.*





**FAIRFIELD**  
INN®  
Marriott

## A successful business trip starts here.

Wheatbelt guests a refreshing outlook on business travel has arrived at Fairfield Inn & Suites KCI. We are located right across the street from the KCI Expo Center. With everything from spaces to meet and work and free WiFi, free continental breakfast beginning at 4:00 am and hot breakfast beginning at 6:00 am. Complimentary shuttle service starting at 4:00 am, Indoor pool, 24 hour fitness center, we have what you need to stay on track. Check in to a hotel experience that allows you to maintain momentum and stay productive while on the road.



### You're our #1 priority.

We promise you'll be satisfied or we'll make it right. That's our commitment to you.\*\*

**\$107.00 / night**  
Wheatbelt Group Rate

#### Fairfield Inn & Suites KCI

11820 NW Plaza Circle  
Kansas City, MO 64153  
816.464.2424  
marriott.com/mcifa

#### Our Location

Located across the street from the KCI Expo Center.

**Book early to get a room at the Wheatbelt group rate.**  
Call us at 816.464.2424

\*Rates are per room, per night, based on availability, once the group block is full this rate will no longer be available.