

Vendor Show Schedule

JUNE 3, 4, 5, 2019

Monday – June 3, 2019

Exhibitor Set Up & Registration 8:00 AM – 5:00 PM

Super Show Sample Turn In Deadline Rooms A – C **No Later than - NOON**

Vendor & Member Happy Hour 4:00 PM – 6:00 PM
Beverages & Appetizers Served

Tuesday – June 4, 2019

Exhibitor Set Up & Registration 7:00 AM – 8:30 AM

SHOW HOURS 8:30 AM – 5:00 PM

HOT Lunch Served – Up Up & Away Café 11:30 AM – 1:00 PM

Wednesday – June 5, 2019

SHOW HOURS 8:00 AM – 3:00 PM

HOT Lunch Served – Up & Away Café Up 11:30 AM – 1:00 PM

Super Show Sample Pickup – Rooms A – C 1:00 PM – 2:00 PM

PLEASE DO NOT TEAR DOWN YOUR BOOTH BEFORE 3:00 PM ON Wednesday

(This includes any booths sold to members)

Thank You for Participating in the Wheatbelt June 2019 Show



WHEATBELT, INC. - June 2019 "SUPER SHOW"

Vendor:		0	
Address:			
City/State/Zip:		6/5/2019	
Phone #:		6/5/2019	
E-Mail:			
Sales Contact:			
Freight Terms:		1/0/1900	
Reg. Payment Terms:		1/0/1900	
Show Payment Terms:		1/0/1900	
Minimum Order:			
PO #			
SHIP ON:			
VIA:			
Store Name/#:			
Contact:			
Address:			
Phone #			
Email:			

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

SS #

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:

Purchase Order

Vendor:	0
DEADLINE:	6/5/2019
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

Booth: _____

Vendor: _____

Per: _____



June 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 Vendor tab / June 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.**

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

DEADLINE: April 19, 2019

Wheatbelt June 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@wheatbellinc.com**

If selected, new item to be displayed requires:

Table Top Space

Floor Space

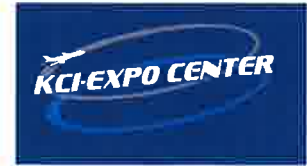
Tell us about the new item:

PHOTO HERE

Merchandise Coordinators Only
 New item Selected
 YES
 NO
 Booth # _____



Holiday Inn KCI Airport & KCI Expo Center
 11730 NW Ambassador Drive
 Kansas City, MO 64153
 (816) 801-8400
 www.holidayinn.com/kciairport
 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	
	INTERNET - Item Description			
	*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> All Rates listed above include 20% service charge and 8.475 % tax</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@hikciairport.com

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

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.



WHEATBELT – June 2019

Vendors:

Exhibitor Move In: Monday – June 5th, 2019 – 8AM to 5PM

Tuesday – June 6th, 2019 – 7AM to 8AM

Show Hours: Tuesday – June 6th, 2019 – 8:00AM to 5PM

Wednesday – June 7th, 2019 – 8AM to 4PM

Exhibitor Move Out: Wednesday – June 7th, 2019 – 4PM to 8PM

ALL FREIGHT NEEDS TO BE PICKED UP WEDNESDAY NIGHT

ADVANCE FREIGHT RECEIVED

May 1st to May 29th

AFTER THE 29TH 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**

BUILDING RULES & REGULATIONS

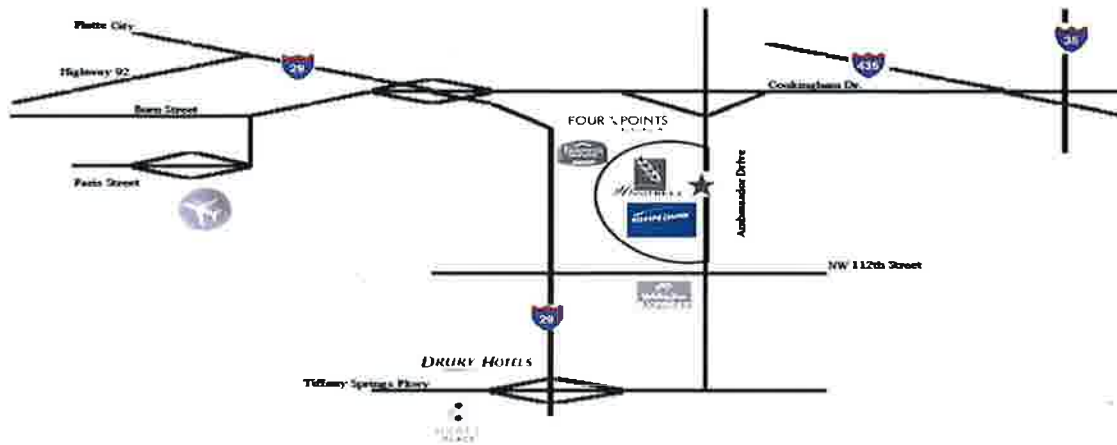


For those vendors who are new to Wheatbelt and a reminder to those returning.....

- **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.

K C I Expo Center



Hotel Listing (Must Ask for Wheatbelt Rate)

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

TownePlace Suites[®]
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