

Vendor Show Schedule

September 2019

Monday – September 16, 2019

Exhibitor Set Up & Registration

8:00AM - 5:00PM

Super Show Sample Turn In Deadline (Room A-C)

8:00AM - NOON

Vendors approved to display new items. Sample turn in.

8:00AM - NOON

(Samples Turned in after Noon Deadline – See Registration)

Tuesday – September 17, 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

Vendor and Member Happy Hour (Outside Weather Permitting)

5:00 PM – 6:30 PM

Beverages & Appetizers

Wednesday – September 18, 2019

SHOW HOURS

8:00 AM – 4:00 PM

Lunch Served – Up & Away Café

11:30 AM – 1:00 PM

Super Show Sample pick up (Room A-C)

2:00 PM – 3:30 PM

New Item Sample pick up (Ambassador Room)

3:00 PM – 4:00 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 September 2019 Show



Wheatbelt September 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 # _____



Holiday Inn KCI Airport & KCI Expo Center
 11728 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	\$110.64	\$136.68	
	110V 20 Amp	\$240.81	\$305.90	
	Power Strip	\$52.70	\$65.08	
	208V Single or Three Phase 20 Amp	\$488.14	<i>72-hour notice required</i>	
	208V Single or Three Phase 30 Amp	\$514.17	<i>72-hour notice required</i>	
	208V Single or Three Phase 40 Amp	\$566.24	<i>72-hour notice required</i>	
	208V Single or Three Phase 50 Amp	\$592.27	<i>72-hour notice required</i>	
	208V Single or Three Phase 60 Amp	\$644.34	<i>72-hour notice required</i>	
	208V Single or Three Phase 100 Amp	\$774.51	<i>72-hour notice required</i>	
	208V Single or Three Phase 200 Amp	\$904.68	<i>72-hour notice required</i>	

Individual use of wireless internet for laptop connections can be purchased onsite for a single or multi-day use

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 are 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 \$20.00/box/day fee

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
Kansas City, MO 64153
(816) 464-2424 | | 11812 NW Plaza Circle
Kansas City, MO 64153
(816) 464-0525 | |
| 3. Four Points by Sheraton | \$115.00 | | |
| 11832 Plaza Circle
Kansas City, MO 64153
(816) 464-2345 | | | |



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.



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.



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.



September 2019 Wheatbelt

Show Schedule:

Exhibitor Move-In: Monday – September 16th, 2019 – 8AM to 5PM
Tuesday – September 17th, 2019 – 7AM to 8AM

Show Hours: Tuesday – September 17th, 2019 – 8AM to 5PM
Wednesday – September 18th, 2019– 8AM to 4PM

Exhibitor Move-Out: Wednesday – September 18th, 2019 – 4PM to 8PM

ALL FREIGHT NEEDS TO BE PICKED UP WEDNESDAY NIGHT BY 8PM

TO AVOID LATE CHARGES, SHIP ADVANCE FREIGHT BETWEEN

August 12th to September 11th

Monday to Friday 8AM to 3:30PM

SEND ALL COMMON CARRIER ADVANCE SHIPMENTS TO THE ADDRESS BELOW:



LIBERTY EXPOSITION SERVICES, INC.

C/O YRC

3500 BOOTH AVENUE

KANSAS CITY, MO 64129

SEND ALL UPS, FEDEX & USPS SMALL PACKAGES TO THE ADDRESS BELOW:

LIBERTY EXPOSITION SERVICES, INC.

1821 BEDFORD AVE.

NORTH KANSAS CITY, MO 64116



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

Reset

Print



ADVANCED WAREHOUSE

TO: _____

EXHIBITOR NAME

Liberty Exposition Services
c/o YRC
3500 Booth Avenue
Kansas City, MO 64129

EVENT: September 2019 Wheatbelt

BOOTH # _____ NO. _____ OF _____ PCS

RECEIVING BEGINS ON Aug. 12, 2019

RECEIVING DEADLINE IS Sept. 11, 2019



ADVANCED WAREHOUSE

TO: _____

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Liberty Exposition Services
c/o YRC
3500 Booth Avenue
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ADVANCED WAREHOUSE
FEDEX, UPS, USPS SMALL PKG.

TO: _____
EXHIBITOR NAME

Liberty Exposition Services
1821 Bedford Ave.
North Kanas City, MO 64116

EVENT: September Wheatbelt

BOOTH # _____ NO. _____ OF _____ PCS

RECEIVING BEGINS ON 8/12/2019

RECEIVING DEADLINE IS 9/11/2019

FEDEX, UPS, USPS SMALL PKG.



ADVANCED WAREHOUSE
FEDEX, UPS, USPS SMALL PKG.

TO: _____
EXHIBITOR NAME

Liberty Exposition Services
1821 Bedford Ave.
North Kanas City, MO 64116

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