

Women's Showcase

A NEW PERSPECTIVE ON TODAY'S WOMAN™

Set Up & Tear Down Information

Set up: Friday, October 24, 2008 – 9 a.m. to 5 p.m.

YOU MUST BE READY TO GO AT 8:45 A.M. ON SATURDAY

Set up Schedule: Set up for the show is scheduled from 9 a.m. to 5 p.m. on Friday, October 24. The Visitors and Convention Bureau will be manning a check-in desk near the northwest corner of the Dome. United Rental will be located in this same area, so if you have questions or need to make changes regarding your badges, tables, chairs, etc., you will find them in the same area. **You can pick up your exhibitor badges (order form enclosed with this packet) which are your admission to the show at the Visitors and Convention Bureau check-in desk.**

Load In: Anyone wanting to drive into the building to unload should go to Parking Lot B and unload in the Northwest corner of the Fargodome. Exhibitors able to load directly (hand carrying items to booth) can use the concourse doors on the South, East and/or West side of the Fargodome. (The West entrance door will be open from 7:00 a.m. to 9:00 a.m. on Saturday for those setting up the morning of the show) Staff will be located at each entrance for any questions. Bringing your own cart is recommended. *Please have your booth assignment with you when you arrive. It will be needed for identification.*

At times, there may be a waiting line to enter the drive-in doors on the northwest corner. The Fargodome staff does a great job of running the unloading area efficiently, and they would appreciate your patience. If you require a forklift, please contact the Fargodome by Mon, Oct 20. Forklift/operator fee is \$43/hr.

Freight Elevator: There is a freight elevator located on the North end of the building that can be used to transport booth items from the concourse to the main floor level.

Entering on Show Day: Exhibitors may park in Lots E & F on the West side of the building (trailers in E, cars and trucks in F). Exhibitors will be allowed to enter the building starting at 7:00 a.m. Please have your exhibitor badge with you for admission. If you have not requested these, there will be staff from the Visitors and Convention Bureau desk at the West doors that will be available to help you purchase them. Throughout the day, you will also be required to show your badge when re-entering. If you forget your exhibitor name badge, you will be required to buy a ticket. No exceptions!!

Tear Down: Saturday, October 25, 2008, 5 p.m. – 9 p.m.

Tear down will begin immediately following the **close of the show at 5:00 p.m.** on Saturday. All exhibits must be completely torn down that evening. No exceptions! Absolutely no one may begin tearing down before 5 p.m. While the booth traffic may get slower once the main speaker is on stage, we do have attendees who are only interested in attending the exhibits and will want to see your booth. **Exhibitors who tear down before 5 p.m. will be fined \$100. No exceptions!**