

Frequently Asked Questions

Q: I read that floor covering is required for HBA shows. What can I use in my booth for floor covering or how do I rent carpet?

A: The HBA requires that the concrete floor in Bartle Hall not show in your booth. You can bring in a carpet remnant or cover the floor with your product if applicable. Carpet can be rented from the show decorator in a variety of colors and the rental price includes installation. See the enclosed information from Geo. Fern Co. for details on ordering carpet.

Q: What comes with our booth space?

A: A basic 10' X 10' booth consists of an 8' high, 10' wide bright gold and white backdrapery and two 3' side rail drapes. If you have purchased a corner booth, you may remove the side drape on the corner for greater visibility. Island booths do not have any drapes. Please space/height requirements.

Q: Can I give balloons away to children at the show?

A: Sure, as long as they are NOT helium. Balloons on sticks are fine, but Bartle Hall does not allow helium balloons because they get tangled in the ceiling rafters.

Q: How do I get my exhibitor badges?

A: Exhibitor badges are available during show move-in. Stop by the show office (east wall inside the hall) to check-in and pick-up your badges. You get 4 badges per 100 sq. ft. of exhibit space. Additional badges may be purchased for \$4 a piece. We encourage you to have your staff leave their badges at the *Will Call* booth located in the lobby during the show when not in use. This process simplifies shift turns and keeps badges from being left at home. **There is a \$4.00 charge for additional badges.** All exhibitors must have a badge to enter the show floor beginning on Thursday morning, as well as through out the duration of the show.

Q: Is it all right if I set-up a day earlier than my scheduled move-in?

A: Move-in schedules are structured according to when the booths are ready to be occupied. If you have concerns regarding move-in, please contact Kristen Fricke at (816) 942-8800, ext. 234.

Q: Where do I park?

A: During set-up, parking is available on the side streets surrounding the convention center or the parking garage. To expedite move-in, we ask all vehicles to leave the hall once they are unloaded.

Q: Does the show provide security for the items in my booth?

A: 24-hour security is provided at the show; however, in a show this large security cannot be everywhere at once. Please be responsible and do not leave valuable items in your booth overnight or during move-out. Televisions and other items may be placed in the security room near the show office. Please see show staff if you have items you would like locked in the security room overnight.

Q: Will you announce the winner of my drawings over the PA system?

A: The PA system is used only in case of emergency or to find lost parents. With continuous seminars throughout the day, we refrain from making drawing or lost party announcements.