

# MEGASHOW

## Home, Garden, & Business Expo

Dear Exhibitor, Thank you for your participation in our 2018 Mega Show.

### **Mega Show hours are as follows:**

**Wednesday March 21st: Reservations due at Somerset County Chamber of Commerce for Mega Show Preview Spectacular.**

Thursday March 22<sup>nd</sup> 8:00 AM to 5:00 PM - Open for exhibitor set-up.

Friday March 23<sup>rd</sup> 8:00 AM to 4:00 PM - Open for exhibitor set-up.

5:00 PM to 7 PM - Mega Show Preview Spectacular

Saturday March 24<sup>th</sup>: 9:00 AM to 10:00AM Open for exhibitor entry.

10:00 AM to 8:00 PM Mega Show open to the public.

Sunday March 25<sup>th</sup>: 11:00 AM to 12:00 noon Open for exhibitor entry.

12:00 noon to 5:00 PM Mega Show open to the public.

5:00 PM to 7:00 PM Open for exhibitor tear-down.

Monday March 26<sup>th</sup>: 8:00 AM to 5 PM open for exhibitor tear-down.

### **Please read and follow these instructions carefully:**

- 1. Set up your exhibit booth.** *During setup hours all access to the building will be from the back door and back overhead door. Each space is marked with a 40" wide x 8" high sign. These signs are the property of the Mega Show Committee and must be left behind. If we cannot find the sign after move-out you will be charged \$10.00.* Check in at the exhibitor registration office during exhibitor set-up hours to pick up your booth assignment, exhibitor tickets and Preview Spectacular tickets. Exhibitor setup hours are Thursday, March 22<sup>nd</sup> from 8:00 AM to 5:00 PM and Friday, March 23<sup>rd</sup> from 8:00 AM to 4:00 PM. On Thursday, Friday and Monday there will be a crew of Somerset Technology Center students available to assist exhibitors in any way possible from 9:00 to 10:40 AM and 12:15 to 2:00 PM. **Unless otherwise ordered in advance, exhibitors planning to use electricity will have access to 1(one) 120 volt plug-in and should bring their own 25' extension cord.**
- 2. Mega Show Preview Spectacular.** Chamber members and exhibitors are invited to the Mega Show Preview Spectacular for food, beverages, prize drawings and networking. Each 10x10 booth is entitled to up to 4 free tickets and each sales table up to 2 free tickets for exhibitor personnel only. You may pre-register additional individuals at \$5.00 per person. **Pre-registration is REQUIRED BY WEDNESDAY, MARCH 22<sup>ND</sup>, EVEN FOR FREE TICKETS. Send your reservation to [sandyb@somersetcountychamber.com](mailto:sandyb@somersetcountychamber.com) or call 814.445.6431** so that adequate preparations can be made for everyone's enjoyment. Please plan to have your exhibit set up and manned during the hours of the Preview Spectacular.
- 3. Enjoy the Mega Show.** Saturday & Sunday the front door will be unlocked 1 hr early for exhibitors. **To avoid congestion, please plan to arrive at least ½ hour before the show opens to the public.** Please keep your exhibit open until the closing time of the show each day. Get your pass punched on the way in. Get your wrist stamped if you need to leave and return the same day.
- 4. Remove your exhibit.** *During tear down hours all access to the building will be from the back door and back overhead door* Tear down and move out hours are Sunday, March 25<sup>th</sup> from 5:00 PM to 7:00 PM and Monday, March 26<sup>th</sup> from 8:00 AM to 5:00 PM. There will be a crew of Somerset Technology Center students available to assist exhibitors in any way possible from 9:00 to 10:40 AM and 12:15 to 2:00 PM. **Make sure you leave the official Mega Show booth sign behind. If we cannot find the sign after move-out you will be charged \$10.00.** Anything left behind at the end of tear down hours becomes the property of the Mega Show committee.

Exhibitors are encouraged to promote and conduct their own sweepstakes giveaways at their booth. So that each exhibitor can concentrate on working with their own customers, we strongly discourage exhibitors from going to other exhibitor's booths to solicit.

If you have any questions before or during the show, please contact Karl at 814-431-8617(cell).

We look forward to seeing you at the show.

The Somerset County Mega Show Committee.