

MEGASHOW

Home, Garden, & Business Expo

Dear Exhibitor, Thank you for your participation in our 2019 Mega Show.

Mega Show hours are as follows:

Friday December 21st, 2018: Early Bird registrations due. No early-bird discounts allowed on registrations not paid in full by this date.

Friday March 15th 2019: Last date for registrations to be received in order to have your passes mailed in advance of the show.

Wednesday March 20th: Last day for advance reservations with the Somerset County Chamber of Commerce for Mega Show Preview Spectacular.

Thursday March 21st 8:00 AM to 5:00 PM - Open for exhibitor set-up.

Friday March 22nd 8:00 AM to 4:00 PM - Open for exhibitor set-up.

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

Saturday March 23rd: 9:00 AM Open for exhibitor entry at the exhibitor entrance.

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

Sunday March 24th: 11:00 AM Open for exhibitor entry at the exhibitor entrance.

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 25th: 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 preferred access to the building will be from the back door and back overhead door. Each space is marked with a number that corresponds to the floor plan. If we have a sign for you it will be left at your booth. You may take it with you at the end of the show..* If you have not received your passes in the mail, 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 21st from 8:00 AM to 5:00 PM and Friday, March 22nd 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 20th, EVEN FOR FREE TICKETS. Send your reservation to sandyb@somersetcountychamber.com or call 814.445.6431** so that adequate preparations can be made for everyone's enjoyment. You will have the most networking opportunities if you have your exhibit manned during the hours of the Preview Spectacular.

3. **Enjoy the Mega Show.** Saturday & Sunday the exhibitor entrance 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 preferred access to the building will be from the back door and back overhead door* Tear down and move out hours are Sunday, March 24th from 5:00 PM to 7:00 PM and Monday, March 25th 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. **Please take your Mega Show booth sign with you..** 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.