

## **MPKS 2017 TRADE SHOW INFORMATION AND RULES FOR EXHIBITORS**

### **GENERAL INFORMATION:**

#### **Show schedule for exhibitors:**

Thursday June 22<sup>nd</sup>:

Exhibitor move in/setup from 12:00 noon until 5:00PM (NOTE: due to show setup, water filling, and for general safety, absolutely no vendor move in/setup will be permitted before noon on Thursday) MPKS staff and volunteers will be available to help with vendor move in. Also, we will have several carts available to help hauling in your freight. Vendors will move in through the overhead door near the northwest corner of the Darrien Sportsplex. There will be a vendor check in table located inside that door. No vendor will be allowed to move in until full payment of booth, vat and table rental, has been paid in full.

Friday June 24<sup>th</sup>:

Exhibitor move in/setup continues from 9:00AM until 5:00PM (All booths should be setup by 5:00PM)

Show open to the public from 6:00PM until 9:00PM

Saturday June 27<sup>th</sup>:

Show open to the public from 9:00AM until 5:00PM

Sunday June 28<sup>th</sup>:

Show open to the public from 10:00AM until 1:00PM

From 1:00PM until completed, teardown of the koi show and trade show. (NOTE: Exhibitors tearing down booths before 1:00PM Sunday will not be asked to return to future trade shows.)

### **EACH BOOTH SPACE RENTED INCLUDES:**

1 8' long covered and skirted table (additional tables are available for rent at our cost)

2 folding chairs

110 volt electricity

### **Additional Rules:**

All rules as stated in the "Exhibitor Contract Terms and Conditions" shall apply.

**Additional rules and information for exhibitors selling fish, or otherwise having water in their booth(s):**

Please note that there are two separate “shows” going on at the same time. The entire center of the venue is the MPKS koi show. The outer ring of booths is the MPKS trade show. Most years some of our trade show vendors also rent one or more of the koi show vats, for the purpose of entering some of their koi on behalf of customers who purchased the vendor’s koi and wish to enter in the competition. This is the only reason for which the vats in the show area may be used. All show rules apply to these vats the same as any other entries to the koi show. These rules include, but are not limited to the following: To keep the possibility of transmission of KHV or any other diseases, nothing is allowed to touch the water in show tanks, except a koi net and or koi bowl that have been properly disinfected, and are for use ONLY in that vat. At no time is any water from the show vats to be transferred to any other vat, or used for any other purpose. The water testing and quality team has final control of all the water in the show area vats. Their word is law.

Vats rented by vendors will be installed in their booth space(s) as requested, and filled during the setup of the show. (Water will be added to tanks either Wednesday afternoon, or Thursday morning). The standard vats are 6’ diameter, and hold approximately 300 gallons when filled to the usual level. This is about 2/3 full. You will be contacted via email before the show to find out where in your booth space(s) you wish the vat(s) to be located, and how full you want them. If you have the vats filled to the top, to have extra water for water changes, or other use, they will hold approximately 500 gallons.

Customers vats or other water containers of any kind will be filled ONE TIME as soon as possible after their arrival by the show staff on Thursday afternoon or Friday.

Additional water for water changes, etc. will be available ONE TIME Saturday afternoon, and at other times for emergencies. Per venue safety rules for vendors and attendees, there will be no hoses run in the show area during the show. Water will be available at the vendor entrance (a 1 ½” hose with shut off valve) The show staff will monitor the water use. The show will have two heavy duty carts available to haul the water to your booth space. To prevent the possibility of disease spread, each vendor wanting additional water must provide their own containers to haul the water, and these containers must not be shared.

Please plan ahead to have sufficient water available for your needs, with enough vats either rented or brought with you. Water coming from the lines is usually 45° to 50°, and must be treated for chlorine and/or chloramine. Water filled in rented vats should be tempered to room temperature by move in time.

At the end of the show (1:00 PM Sunday) our crack volunteer crew will pump out remaining water from vendor vats as soon as possible.