

## **Exhibitor Fact Sheet**

- When using the loading dock, exhibitors must fill out dock pass upon entering the loading dock and place it on the dashboard.
  - **Company Name**
  - **Phone Number**
  - **Driver Name**
- It is strongly suggested that you bring your own hand truck, pushcart, or dolly to facilitate move-in/out. The venue does not supply or have any available for exhibitor usage.
- All items must be unloaded at the loading dock first, then vehicles are to be parked in the parking garage. After vehicles are parked, you may set up your booth displays.
  - Directions to parking will be provided during check in.
- Cooking on site, open flames, propane, candles, incense, etc. are not permitted on site.
- Banners are not permitted to be hung from the ceiling. All banners must be on the floor or hung from pipe and drape back drops.
- Covered booths, tents, canopies, fabric booth coverings are not permitted on show site.
- Items left in the Exhibit Hall will be held up to 2 days, then properly discarded. Please contact Show Management to retrieve any left behind items.
- Cold sparks, fog machines, bubbles and anything that produces a liquid substance, smoke or mist are not permitted on site.
- Only exhibitors with approved samples are allowed to distribute food and non-alcoholic beverages on site.
  - Sampling is limited to 2 oz. or less for food and beverages.
  - Approval forms must be received in advance of the show.
- Alcoholic beverages can only be served by Mixx Catering – AmericasMart In-house Catering team. No exceptions.

- Products including THC are prohibited.
- AmericasMart is a non-smoking, no vaping facility.
- Move-out: ALL booth displays and items must be packed and on the loading dock prior to bringing vehicle back to the loading dock. Exhibitors will be asked to pull out & circle around if ALL items are not on loading dock.
- When using the loading dock, exhibitors must have their dock pass upon entering the loading dock and place it on the dashboard.
  - **Company Name**
  - **Phone Number**
  - **Driver Name**



# Dock Pass

AMERICASMART  
**ANDMCORE**

**Company:**

**Name:**

**Cell #:**

**Booth #:**

Staff Use Only

**Arrival Time:**

Staff Use Only

To keep the flow of traffic moving, we ask that you park your vehicle in the designated lot as soon as you're finished unloading/loading.

**THIS IS NOT A PARKING PASS**



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