

Women's Showcase

A NEW PERSPECTIVE ON TODAY'S WOMAN™

Set Up & Tear Down Information

Set up: Friday, October 16, 2009 – 1 p.m. to 9 p.m.

YOU MUST BE READY TO GO AT 8:45 A.M. ON SATURDAY

Set up Schedule: Set up for the show is scheduled from 1 p.m. to 9 p.m. on Friday, October 16. The Visitors and Convention Bureau will be manning a check-in desk near the northwest corner of the Dome. Fargo Rental will be located in this same area, so if you have questions or need to make changes regarding your badges, tables, chairs, etc., you will find them in the same area. **You can pick up your exhibitor badges, which are your admission to the show, at the Visitors and Convention Bureau desk at the northwest corner of the main floor of the Dome on Friday.**

Load In: FRIDAY ONLY - Anyone wanting to drive onto the arena's main floor to unload should go to Parking Lot A/AA and down the ramp to unload at the Northwest corner of the Fargodome. At times, there may be a waiting line to enter the drive-in doors at the loading dock on the northwest corner. The Fargodome staff does a great job of running the unloading area efficiently, and they will appreciate your patience. If you require a forklift, please contact The Forum (701-241-5419) by Monday, Oct 12. Forklift/operator fee is \$43/hr.

Concourse Exhibitors may use all concourse entrances; choose the entrance closest to your exhibit space. **SATURDAY** - The West entrance door will be open from 7:00 a.m. on Saturday for those setting up the morning of the show.

Bringing your own cart is recommended. *Please have your exhibit space assignment with you when you arrive. It will assist in locating your exhibit space.*

Freight Elevator: There is a freight elevator located on the North end of the building that can be used to transport exhibit items from the concourse to the main floor level. There is also an elevator located in the main ticket lobby for smaller items.

Entering on Show Day: Exhibitors may park at no charge in Lots E & F on the West side of the building (trailers in E, cars and trucks in F). Exhibitors will be allowed to enter the building starting at 7:00 a.m. Please have your exhibitor badge with you for admission. If you have not requested badges, there will be staff from the Visitors and Convention Bureau at the West doors available to help you get them. Throughout the day, you will also be required to show your badge when re-entering. If you forget your exhibitor name badge, you will be required to buy a ticket. No exceptions!!

Tear Down: Saturday, October 17, 2009, 5 p.m. – 9 p.m.

Tear down will begin immediately following the **close of the show at 5:00 p.m.** Saturday. All exhibits must be completely torn down that evening. No exceptions! Absolutely no one may begin tearing down before 5 p.m. While the traffic may get slower once the main speaker is on stage, we do have attendees who are only interested in attending the exhibits and will want to see your exhibit. **Exhibitors who tear down before 5 p.m. will be fined \$100. No exceptions!**