VENDOR DETAILS
IIDA Indiana DesignExpo
Tuesday, October 6th, 2020, rain date Thursday October 8th

Please read through ALL Vendor details & share with your team working your booth!

• LOCATION: Lakefront at Keystone – The Boardwalk
  9345 Counselors Row
  Indianapolis, IN

• TIMELINE:
  - Show hours are 1:00 – 7:00 pm.
  - Set up begins at noon on Tuesday. Please plan to be completely set up by 1:00pm.
  - Upon arriving at the show, please stop at the registration table first located near The Harbor to find your location.
  - Tear down is from 7:00pm – 8:00pm and all products must be removed that night. This is an outdoor event and there is no storage available.
  - NO EARLIER THAN 7:00 pm or dusk. Show committee will advise. Anyone who tears down prior to that will not be invited back next year. We would like the guests who are unable to attend early to have the opportunity to walk the entire show.
  - Rain date October 8th.

• PARKING:
  - Parking is available on various lots throughout Lakefront at Keystone. Please move large vehicles to allow guests to park closer to the event. Large trucks and trailers should be moved to additional lots to allow for attendee parking.

• LOADING/UNLOADING:
  - Vendors can unload their products from any of the available lots. Please use sidewalks rather than grassy areas when possible.
  - There will be no carts or dollies provided by the venue. You must bring your own.
  - There is no assistance at the venue for unloading. Please bring the proper assistance.

• BOOTH SET-UP / REQUIREMENTS:
  - Masks are required when moving around the area or social distancing can’t be achieved.
  - Attendees will be given wristbands to denote level of social distancing comfort. Please be mindful when interacting.
  - Reminder: This is a “No-Frills”, outdoor event. In order to keep costs down, no electric, tables, chairs, or canopies will be provided.
  - Show is located in a pedestrian area so no trailers. Products will be located in designated grass areas.
  - Booth space areas will be marked. We ask that you please observe the social distancing guideline of 6’ minimum between spaces.
  - Spaces will be located in a grassy area. No products to be displayed or used on walkways.
  - Canopies need to fit within the designated 10 x 10 area and cannot be located on the paved areas. You
may stake your canopy but please be sure to avoid the marked sprinkler system areas.
- Vendor signage is not provided, other than a yard sign to help you locate your booth. Should you bring signage it will need to be freestanding.
- NO SWIMMING

● NAMETAGS:
- Nametags will not be provided.

● ATTENDEES:
- We ask that you assist in spreading the word about this event to the A&D Community, Customers & End users who you feel would benefit from our Post-NeoCon Show. We appreciate your help!
- NO more than 3 members from 1 team in a tent at a time.

● FOOD:
- Food trucks will be located in the designated area.
- All food is for purchase. Food will not be provided.
- No alcohol should be brought in by participants. Liquor license and permit required.

● RAFFLE:
- We’d like to encourage you to provide a Raffle prize in your booth. Be Creative!! You will be responsible for delivery to the prize winner.

● REMEMBER TO BRING:
- Cart(s) to wheel in your products
- Extra Business Cards
- Wrapped sweets, mints etc are welcome to be shared at your booth, if you wish. However, no other outside food or beverages can be served.

You will be contacted should the event need to be called for rain. Rain date is October 8th. Please contact Mandy Stamper at 317-696-8273 or mandystamper@mac.com with any questions.

We are looking forward to this exciting new event and thank you for participating & supporting our local IIDA Chapter. See you October 6th!