Welcome Home® RIO GRANDE VALLEY CONNECTION FAIR 2018

Tuesday, November 6

Event Location: McAllen Convention Center, 700 Convention Center Blvd.

Schedule of events

10:00 a.m. – 12:30 p.m.	Vendor Set up
12:45 p.m.	Doors Open
1:00 p.m.	Entertainment
2:00 p.m.	Show Opens
4:00 p.m.	Show Concludes

** NO outside food or beverages for personal consumption are allowed in the building. Concessions will only be open from 10:00 a.m. – 3:00 p.m.*

Set-up/Check-In

You may set up your booth from 10:00 a.m. – 12:30 p.m. on the day of the event. Please locate the booth with your company name. If there are any questions, notify us immediately, but please **do not rearrange booths.**

Entering the Convention Center

All vendors need to enter through the north loading dock (not the front entrance as those doors are only unlocked during show hours). Please check in at the Registration Booth. After you have unloaded, you must move your car to the regular parking lot. There is no parking allowed in the loading dock area.

Tips and Notes Regarding Your Booth:

- **SET-UP MUST BE COMPLETED BY 12:30 p.m.** Your table assignment will be forfeited if you are not setup by 12:30 p.m. Remember, our guests arrive early at our events.
- A table with multi-color skirting and two chairs will be provided. *Title, Platinum and Gold Sponsor booths have pipe and drape.*

- If your company has a banner or sign, we encourage you to use it to decorate your area.
- Display products, photographs and testimonials to add visual interest.
- Take plenty of literature to hand out: brochures, flyers, business cards, magnets, coupons, etc.
- Take a sign-in sheet so that you can collect phone numbers, email addresses, etc. of those who are interested in your company.
- Bring your calendar so you can schedule appointments.
- If you plan to offer a special or park rate, please be prepared to share that information.
- Any instant win games, such as Wheel of Fortune, mini golf, Velcro darts, will keep people at your booth long enough to strike up a conversation. It doesn't have to be anything fancy, just something to do. Prizes can be simple.
- **If you require electricity at your booth**, for an additional fee, complete the attached form and return to McAllen Convention Center. We strongly recommend that you bring an extension cord with you.
  Please note electricity is included for Title, Platinum and Gold Sponsors.
- We anticipate an attendance of approximately 200 people.

Door Prizes:
We encourage every vendor to contribute only one door prize. Remember, these door prizes keep attendance at our events high. This may be company logo gear, merchandise, gift cards/credit for your company, restaurant gift cards or anything else you can provide. Be sure to attach a business card to your prize or include it in the envelope.
Please register your door prize with Welcome Home RGV at vendor registration. **Door Prize Drawing will be announced at 3:30 PM**

Payment
Payment is due when you register and must be received 10 (ten) days prior to the show. If payment is not received, your registration will be dropped and your table space will be allocated to another vendor.

Our job is to make this expo fun and easy for everyone!!
If you have any questions, problems or concerns, please contact Anne Marie Martin, events@welcomehomergv.com, 956-687-5115.

McAllen Convention Center Rules (*please read carefully)*
McAllen Convention Center does offer free Wi-Fi

If you are giving away food or beverages it is IMPERATIVE that you take care of the following things so there will be no problems during the event.

1. **Exhibitor Samples & Food Promotion Requests**

   Contact Centerplate 956-681-3862. Centerplate has exclusive food and beverage distribution rights at the McAllen Convention Center. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products ONLY upon written authorization. Fill out and return attached sample form to Center Plate as soon as possible. See link below for sample form.

2. Have a City of McAllen food handlers permit

3. Unless it is hard candy and prepackaged food, you MUST have an event permit from the McAllen Health Department. 956-681-1900. Fee associated.

We ask that you bring a copy of your permit and post your food permit visibly at your booth. Also, You MUST provide a copy to the registration desk so we can have it on file in case the Health Dept. comes. This will insure that the officer does not disrupt your booth.

GENERAL CONDITIONS:
- Food vendors of any kind (juice, candy, jerky) may be assessed a $200.00 charge per day to sell product during the show. This fee is payable to Centerplate.
- Items dispensed are limited to products manufactured, processed, or distributed by exhibiting firm in a trade show.
- All items are limited to SAMPLE SIZE:

1. Non-alcoholic beverages are limited to 2 oz. maximum
2. Food items limited to two (2) ounce portions
3. Food and/or beverage items used as traffic enhancements (candy, popcorn, coffee etc.) MUST be purchased from Centerplate.

Authorization Form to Sample Food & Beverage Distribution

http://bit.ly/2xViASG

Indemnities and Insurance

(A) Exhibitor, their agents or employees hereby covenants and agrees to indemnify the Welcome Home RGV Connection Fair, its officers and employees, and hold them harmless, and discharges them from any and all liability for loss, injury or damages to any person or persons or for any loss or damage to property, and for any loss, injury or damages to any person or persons or for any loss or damage to property occasioned by any persons attending the show during the course of the event. _____◄

(B) Exhibitor, their agents or employees hereby agrees to indemnify and hold harmless the McAllen Convention Center, its officers or employees and hold them harmless and discharge them from any and all liability for loss, injury or damages sustained by reason of the occupancy and/or use of the facilities at the McAllen Convention Center, during the course of the event. _____◄

(C) Insurance: It is recommended by the lessor that Exhibitor carry Comprehensive General Liability Insurance to protect himself fully with regard to any liability for loss, injury or damages to property or personal injury, damages or loss occasioned by any persons employed by exhibitor or any persons sustaining personal injury, damage or loss to as a result of your exhibit. _____◄

(D) Exhibitor shall provide lessor with a Certificate of Insurance. This is merely a binder acquired from your insurance company and in most cases there is no charge for this service. _____◄

(E) If you do not carry insurance, you still must initial, sign and return this form. _____◄

A Signature is required below and you must initial Items: A◄ B ◄ C ◄ D ◄ E ◄

COMPANY NAME: _____

Address: _____ City:_____ ST:_____

Authorized Representative:_____

Printed Name and Title:_____

This form must be returned to our office prior to show dates:

Welcome Home RGV

219 W. Nolana
McAllen, TX 78504
956-687-5115 office
956-682-4770 fax