

MOTHER EARTH NEWS FAIR
EXHIBITOR KIT
BELL COUNTY EXPO CENTER
BELTON, TX
FEBRUARY 19-20, 2022



Questions?

Email: info@motherearthnewsfair.com

Phone: 1 (800) 234-3368

IMPORTANT DATES!

Jan. 28 - Feb. 11, 2022
Advance Shipping Deadline

Feb. 18, 2022
Ship Direct to Site (ONLY DAY)

Jan. 21, 2022
Electric request deadline

Jan. 31, 2022
Food Sampling COI

WHAT IS INCLUDED IN YOUR BOOTH PACKAGE?

WHERE IS YOUR BOOTH?

INSIDE

- 10' x 10' area
- 8' pipe and drape back wall with two 3' side walls
- 6' draped table
- Two chairs
- Identification sign (company name and booth number)
- Five exhibitor badges

OUTSIDE

- 10' x 10' area
- 6' draped table
- Two chairs
- Identification sign (company name and booth number)
- Five exhibitor badges
- Tents are not included in Outside Booth Packages. Please bring your own.
- Weights/stakes for your tents are not provided.

ANIMAL HUSBANDRY PEN

- Pen/Stall
- Bedding for pen
- 6' draped table
- Two chairs
- Identification sign (company name and booth number)
- Five exhibitor badges

HOME BASED BUSINESS

- 10' x 10" area
- 8' pipe and drape back wall with two 3' side walls
- Identification sign (company name and booth number)
- Five exhibitor badges

WILL YOU NEED ANY ADDITIONAL FURNISHINGS?

More than **one** table?
More than **two** chairs?
Carpet for your booth?

YES!

Additional furnishings must be ordered through our service contractor, Grady Henly Decorators. Please fill out this [form](#) and you will receive an email invitation to set up an account. Call 806-763-3578 with any questions.

HOW ARE YOUR BOOTH MATERIALS GETTING TO AND FROM THE VENUE?

I NEED TO SHIP MY MATERIALS

DO YOU WANT TO SHIP TO THE ADVANCE WAREHOUSE?

Material Handling fees will be higher for shipments sent to the warehouse to account for storage fees and shipping from the warehouse to the show site. Shipping to the warehouse ensures you can set up your booth as soon as exhibitor move-in begins.

LAST DATE TO ARRIVE: FEBRUARY 11

ADVANCE WAREHOUSE SHIPPING ADDRESS:
Mother Earth News Fair
Name of Exhibiting Company
Your Booth Number
SES/UPS FREIGHT Advance Warehouse
6000 S IH 35, Bldg. A
Robinson, Texas 76706

DO YOU WANT TO SHIP TO THE SHOW SITE?

Keep in mind that there is often a lapse of time from when your freight is received and the time your freight arrives in your booth area on the show floor.

Freight to the show site will only be accepted on **FRIDAY FEB. 18, 2022**. Shipments arriving before this date may be refused by the facility.

DIRECT SHOW SITE SHIPPING ADDRESS:
Mother Earth News Fair
Name of Exhibiting Company
Your Booth Number
Bell County Expo Center
301 W Loop 121
Belton, TX 76513

I'LL BRING MY MATERIALS WITH ME

Bring your own cart to assist with move in and move out. A limited number of carts will be available at the information desk.

Park your vehicle immediately after unloading. We'll give you a map showing where to park when you check in. (See page 5)

OUTBOUND SHIPMENTS

Working with your freight carrier, you will need to schedule pickup and provide labels.

Your shipment will need to be picked up by 12:00 pm on Feb. 21. Unclaimed freight left on the floor after the event may result in additional charges.

To set up an account with Grady Henly, please fill out this [form](#).

**CALL 806-763-3578
WITH ANY QUESTIONS**

WHAT ARE THE MOVE IN PROCEDURES?

MOVE IN HOURS

**Friday, Feb. 18,
Expo Building and Outside
booths
8 a.m. - 6 p.m.**

DIRECTIONS

**Bell County Expo Center
301 W Loop 121
Belton, Texas 76513**

From Austin: Follow I-35 N to Interstate 35 Frontage Rd/S Interstate Hwy 35 in Belton. Take the S Interstate Hwy 35 exit from I-35 N. Continue on Interstate 35 Frontage Rd/S Interstate Hwy 35 to your destination.

From Waco: Get on I-35 S from N 18th St. Follow I-35 S to Interstate 35 Frontage Rd/S Main St in Belton. Take exit 292 from I-35 S. Continue on Interstate 35 Frontage Rd/S Main St to your destination.

CHECK IN

**Check in and pick up your
badges at the information
desk located in the north
east side of the Expo
Building (look for signs).**

PARK

EXHIBITOR PARKING LOT
Exhibitor parking is north of the Expo Building. We'll give you a map to exhibitor parking when you check in.

**Move your vehicle out of the
loading zone promptly after
unloading. Please set up after
you park.**

WHAT ARE THE HOURS OF THE FAIR?



FAIR HOURS:

SATURDAY, FEBRUARY 19, FROM 9 A.M. - 6 P.M.

SUNDAY, FEBRUARY 20, FROM 9 A.M. - 5 P.M.

MOVE IN HOURS:

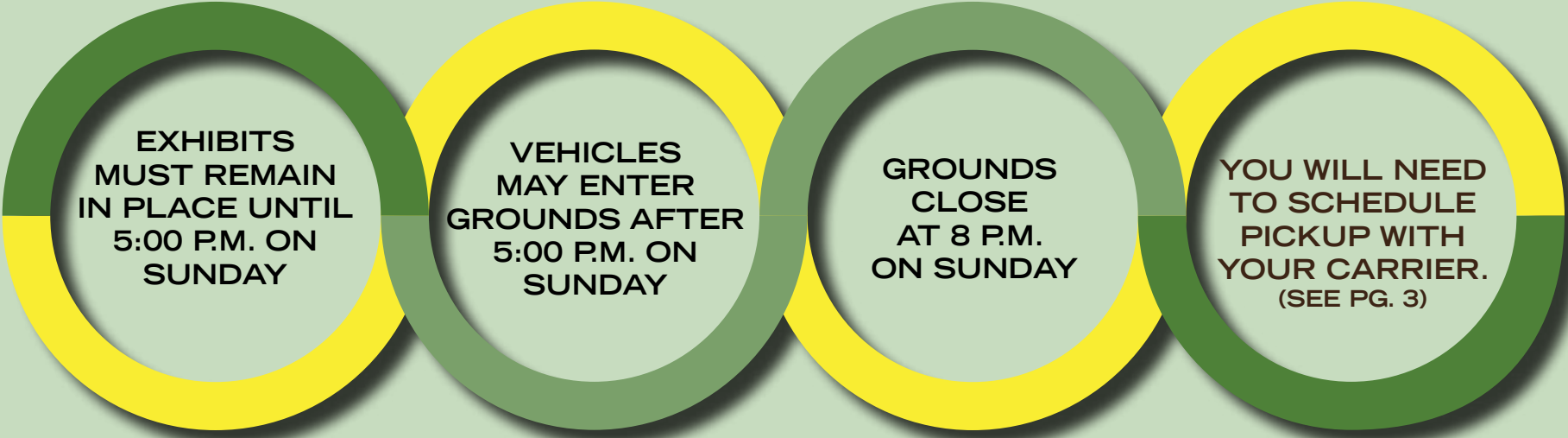
FRIDAY, FEBRUARY 18,

EXPO BUILDING AND OUTSIDE BOOTHS FROM 8 A.M. - 6 P.M.

MOVE OUT HOURS:

SUNDAY, FEBRUARY 20, FROM 5 P.M. - 8 P.M.

WHAT ARE THE MOVE OUT PROCEDURES?



**EXHIBITS
MUST REMAIN
IN PLACE UNTIL
5:00 P.M. ON
SUNDAY**

**VEHICLES
MAY ENTER
GROUNDS AFTER
5:00 P.M. ON
SUNDAY**

**GROUNDS
CLOSE
AT 8 P.M.
ON SUNDAY**

**YOU WILL NEED
TO SCHEDULE
PICKUP WITH
YOUR CARRIER.
(SEE PG. 3)**

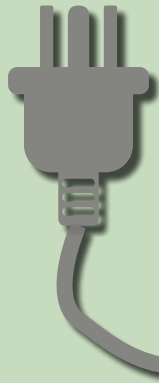
WHERE DO YOU PARK DURING THE FAIR?

EXHIBITOR PARKING LOT

Please be courteous of other exhibitors setting up and move your vehicle to exhibitor parking after you unload. Exhibitor vehicles will only be permitted in the attendee parking lots on Friday. On Saturday morning, park your vehicle in exhibitor parking on the north side of the Expo Building. We'll give you a map to exhibitor parking when you check in.

Please do not park in the Attendee parking lots during Fair hours. We need all of this parking for your customers!

DO YOU NEED ELECTRICITY?



**ELECTRIC
REQUEST
DEADLINE:
JAN. 21, 2022**

**INFORM YOUR
EXHIBITOR EVENT
COORDINATOR YOU
NEED ELECTRICAL**

Judy Massey
jmassey@ogdenpubs.com

**BRING A
100-FOOT-LONG
EXTENSION
CORD
TO REACH
THE NEAREST
OUTLET.**

HOW DO YOU PAY SALES TAX?

Most all retailers participating in the Mother Earth News Fair need to have a Sales Tax Permit. Please allow 2-3 weeks to receive your permit from the state of Texas. General Information can be found at the Texas Comptroller of Public Accounts' website. The fastest way to apply for a Sales Tax permit is through the Comptroller's Tax Application page: <https://www.comptroller.texas.gov/taxes/sales/>

The application page also lists the few situations that may not require a Sales Tax Permit.

WILL YOU BE SAMPLING FOOD?

Exhibitors that wish to sample food or beverages must submit a Certificate of Insurance (COI) form unless food is factory-sealed when sample is given. Ogden Publications, Inc. requires that the form specifies a minimum limit of \$1,000,000 and names MOTHER EARTH NEWS as additional insured.

COI must read: Ogden Publications, Inc, d/b/a Ogden Publications is named as additional insured with regard to the MOTHER EARTH NEWS FAIR, February 19-20, 2022.

Submit Certificate of Insurance by Sept. 24, 2021.

Ogden Publications
1503 SW 42nd St.
Topeka, KS 66609
Fax: 785-274-4453
Phone: 785-274-4441
Email: info@ogdenpubs.com

Exhibitors must follow Texas food regulations and rules. For more information, including the Texas Health and Safety Code, please check the Texas Department of State Health Services website: <https://www.dshs.state.tx.us/foods/laws-rules.aspx>



HOW DO YOU PLACE AN ORDER WITH OUR SERVICE CONTRACTOR?

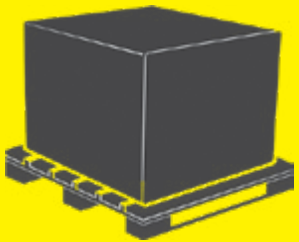
NEED ANY ADDITIONAL FURNISHINGS?

More than **one** table?

More than **two** chairs?

Carpet for your booth?

Crate storage?



Additional furnishings
must be ordered through
Grady Henly Decorators.

GRADY HENLY DECORATORS, INC.

RENTAL AND FREIGHT INFORMATION:

Please fill out this [form](#) to set up an account with Grady Henly.

Southwest Exposition Service (a division of Grady Henly Decorators, Inc.) is proud to have been designated as the official decoration and service contractor for the TEXAS MOTHER EARTH NEWS FAIR.

To receive the **20% discount** on the order, it must be placed and payment must be received by **February 13, 2022**.

Your order will be on file at the Grady Henly Decorators service desk at the Fair.

Grady Henly Decorators looks forward to being of service to you. If you have any questions, please give them a call at 806-763-3578, mention the upcoming MOTHER EARTH NEWS FAIR, and one of their Customer Service Reps will be happy to assist you.

RULES AND REGULATIONS

- Exhibitors are required to abide by city and state ordinances, including all necessary health and fire permits.
- No open flame is allowed inside the building without a fire permit from the Fire Department. This includes burning of candles or incense.
- Aisles and exits must be kept clear and free of all obstacles. Literature must be kept within booths.
- Exhibitors shall not stand in the aisles to hand out literature or place chairs or other furniture in the aisles.
- No solicitation of any kind is allowed outside of booth.
- Individuals are not allowed to bring alcoholic beverages onto premises.
- Keep music, microphones, or other noise-producing items to a level that does not disturb other exhibitors.
- Make sure that every product you are selling is listed on your contract AND that you have verbally informed your exhibitor event coordinator of any product that you intend to represent.
- Use only professional signage.
- Be on time! Make sure your booth is fully set up before show opening each day.
- DO NOT break down your exhibit space until 5:00 p.m. on Sunday.
- All food giveaways and sampling requires compliance with all necessary Texas Department of State Health Services regulations.
- Literature on display shall be limited to reasonable quantities in the booth (two-day supply).
- Reserve supplies shall be kept in booth.
- Helium balloons and confetti are prohibited.
- The facility's no smoking policy is strictly enforced.
- The house paging system is available only for emergencies and show announcements. Individual paging will not be provided.
- Vacuuming and emptying of waste bins are not included in booth rental.
- Do not nail, screw, staple, pin, glue, tack, or tape any material directly to the fabric, walls, steel frame, or carpeting. Please note that the use of pins, staples, tape, or other adhesives to affix materials to the drapery back walls and hardware is not permitted. Sign hooks are available at the Information Desk.
- Damaged draperies and hardware will be considered as purchased by the exhibitor and the exhibitor will be charged accordingly. Do not attempt to display heavy materials from the booth structures. Mother Earth News Fair will accept no liability for damage or injury resulting from misuse of this equipment.
- Exhibitors are responsible for the security of their booth items. Mother Earth News Fair and the Bell County Expo Center assume no liability. Although security is provided overnight, exhibitors are advised to bring coverage materials to protect their goods.
- Leave No Trace Policy: If your booth is not clean and free of materials, with the exception of freight packaged and labeled for shipment, you may be charged a fine of \$50 to offset the costs associated with cleanup.
- Displays may not reach heights higher than 8 feet.
- Mother Earth News Fair has the right to close an exhibit that fails to comply with the policies above.

CAN YOU BRING YOUR DOG?

Pets are strictly prohibited from the Fairgrounds and Parking Lots (including parked cars). Service animals, dogs that are individually trained to do work or perform tasks for the benefit of an individual with a disability, are welcome on the Fairgrounds.

If you are traveling long-distance with your pet(s), please contact a pet kennel in the area.

Here is a link to Google search for Belton, Texas dog boarding:
<https://goo.gl/vZrUVx>