



We are very pleased you will be exhibiting at our show. Advance registrations indicate that lots of pork producers are making plans to attend. The following information should be helpful as you make plans. We hope the 2019 Illinois Pork Expo will be a profitable and rewarding experience for you.

THE PERSON SETTING UP & WORKING YOUR BOOTH NEEDS TO KNOW.....

**MOVE-IN & MOVE-OUT**

**MOVE-IN:**

Displays must be moved in between 2:00pm-5:00pm, Monday, January 28 and 7:00am-9:00am on Tuesday, January 29... The Bank of Springfield Center CLOSSES AT 5:30pm on Monday, February 4.

**LARGE EQUIPMENT:** Exhibitors with VERY LARGE equipment may want to make plans to bring in displays early on Monday morning, January 28, before all areas are draped. Please call Excel Decorators at (217) 528-4024 or Kelsey at (217) 972-0923 with any questions.

**MOVE-OUT:**

The show officially closes at 1:00pm on Wednesday, January 30. We ask all exhibitors to remain set-up until that time. All Exhibitors need to be moved out by 7:00pm, Wednesday, January 30. If there is a problem, please contact Kelsey to discuss arrangements. (217) 972-0923 or [kelsey@ilpork.com](mailto:kelsey@ilpork.com)

**REGISTRATION**

You should have all received your registration form from me. Illinois Pork Expo registration desk will be located in the Lobby of the BOS Center and will be open Monday, January 28, from 2:00pm-5:00pm and then will open Tuesday, January 29 at 7:00am-9:00am and again at 11:30pm. Please pick up your registration packet on Monday afternoon or Tuesday. It will include name badges which are required to enter the trade show floor each day. After your registration form has been processed, there will be a \$10 fee per name for changes.

**PARKING**

Please see attached Exhibitor Guidelines and Downtown Map.

**DECORATOR PACKETS**

Your booth will be draped at the back and sides at no cost to you. The show decorator (Excel Decorators) will send email campaigns to all exhibitors via email. These campaigns include: forms to be used for renting equipment, requesting electricity, water, carpet and just about anything you might need. The decorator will provide a sign for your booth at no cost to you, if you return the proper form. We recommend placing orders in advance.

ON-SITE ORDERS COULD CAUSE SET-UP DELAYS....AND...ALWAYS COST MORE.

## Exhibitor Guidelines

- Freight (trade show equipment and materials) will not be accepted at The Bank of Springfield Center. All show freight must be sent to the show decorator.
- All exhibitors are responsible for fees of utilities used including electrical and water services. Utilities must be paid in advance. The BOS Center's electrical/water order form will be made available to you through the show decorator.
- Free wireless high-speed internet is available throughout the facility. Exhibitors needing phone lines and/or hard-wired internet service will have order forms available to you from the show decorator.
- Parking for Active Loading/Unloading is along Washington Street and Adams Street at the meters covered with "no parking" bags under the following conditions:
  - Active loading/unloading is defined as transporting bulky or heavy commodities to/from vehicles, to/from the inside of The BOS Center.
  - Setting up or packing up exhibits while loading or unloading is not permitted.
  - Round trips to/from vehicle should take no more than 3 to 5 minutes. Over that time active loading/unloading is no longer occurring and vehicles may be subject to ticketing from the City of Springfield.
- Additional parking for Active Loading/Unloading is located at the concrete areas in front of the corner doors under the following conditions:
  - Vehicles are not allowed to pull inside The BOS Center
  - Vehicles are not to block sidewalks, crosswalks, nor be within 30 feet of a traffic signal.

**Vehicles cannot block the fire lane—offenders will be towed.**