



Sedalia Area Chamber of Commerce

BUSINESS EXPO 2018

Saturday, October 13, 2018 9:00 a.m. to 5:00 p.m.

Mathewson Exhibition Center - Missouri State Fair Grounds, Sedalia MO

Please help the Chamber make this a successful event by following these guidelines:

Exhibitor move-in will be Friday, October 12, 2018 from noon until 7:00 p.m. and Saturday, October 13, 2018 from 7:00 a.m. until 9:00 a.m. To encourage most vendors to set up Friday afternoon a special free donut and coffee exhibitor mixer and networking opportunity will be held during the Saturday morning move-in time slot. Also, a few youthful helping hands will be available on Friday afternoon.

Do not install any merchandise in your booth which will obstruct the view of other exhibitors. If you wish to use speakers, recording equipment, television sets, computer monitors, radios etc. please adjust the volume so that you are not disturbing other exhibitors or guests.

Distribute your printed advertising, souvenirs, free samples, etc. from your booth only. We would prefer that your souvenirs and samples not be of the noise making variety. The Chamber will be providing bags to the first 500 visitors so specialty items, aka freebie's, from your business is encouraged. If you want to have a drawing, please comply with all applicable laws.

Cash and carry non-food product sales are allowed but please let the Chamber know when registering for the event. Food products may not be sold due to the food contract with the Missouri State Fair. Free food samples of 3 ounces or less or food coupons are encouraged and most welcomed.

We have arranged for student performances throughout the day to encourage a regular flow of new visitors. We expect guests to be coming into the event up to 5:00 p.m. so please do not start tear down until after 5:00 p.m. You will have until 7:00 p.m. to clear your space. A few youthful helping hands will be available to help you if needed.

Some additional points:

Please do not bring your personal pets into the Mathewson Exhibition Center.

Sharing or subletting your booth space is discouraged and must have pre-approval.

Please be kind to the facilities and protect the floor from any dripping etc.

No Helium filled balloons are allowed due to HVAC issues that they may cause.