

VENDOR FAQs

Question: *What comes with my booth space?*

Answer: The Show will provide standard pipe and rail drape for the 10x10 booth. A basic 10x10 booth consists of an 8' high, 10' wide drapery and two 3' side rail drapes. A table is also provided. Electricity is available for at additional charge.

Question: *Am I allowed to drive onto the floor during move-in/move-out?*

Answer: During move-in vehicles are permitted on the show floor on Thursday, 2:00 p.m. – 9:00 p.m. and Friday, 9:00 a.m. – 9:00 p.m. Please move vehicle upon unloading to allow others access to their booths. During move-out vehicles are permitted on the show floor Sunday, 4:00 p.m. – 9:00 p.m. and Monday 9:00 a.m. – 12:00 p.m.

Question: *Does the show provide security for the items in my booth?*

Answer: Security staff is comprised of Eastern States Expo security personnel as well as members of the West Springfield Police Force. 24 hour security is provided on the grounds of the Eastern States Expo, however in a show of this size security can not be everywhere at once. Please be responsible and do not leave valuable items in your booth overnight.

Question: *Is it all right if I set up a day earlier than the scheduled move-in?*

Answer: Move-in times are scheduled according to when the booths are ready to be occupied. If you have concerns or need additional information regarding move-in, please contact the NEWG&OF Show.

Question: *Where do I pick up my exhibitor badges?*

Answer: Before you move into the show, you must check in at Exhibitor Registration. If you have not received your exhibitor package prior to the show, you will be given a package with useful show information as well as your exhibitor badges.

Question: *Where do I park?*

Answer: During move-in and move-out you may park adjacent to the Mallery Building. Please do not block any of the entrances or overhead doors. During the hours of the Show you will be directed as to where you may park by Eastern States Expo personnel.