

Frequently Asked Questions

Q: I read that floor covering is required for HBA shows. What can I use in my booth for floor covering or how do I rent carpet?

A: The HBA requires that the concrete floor in Bartle Hall not show in your booth. You can bring in a carpet remnant or cover the floor with your product if applicable. Carpet can be rented from the show decorator in a variety of colors and the rental price includes installation. See information from George E. Fern Company for details on ordering carpet or call 816-221-0525.

Q: What comes with our booth space?

A: A basic 10' X 10' booth consists of an 8' high, 10' wide burgundy and white backdrape and two 3' side rail drapes. If you have purchased a corner booth, you may remove the side drape on the corner for greater visibility. Island booths do not have any drapes.

Q: Can I give balloons away to children at the show?

A: Sure, as long as they are NOT helium. Balloons on sticks are fine, but Bartle Hall does not allow helium balloons because they get tangled in the ceiling rafters.

Q: How do I get my exhibitor badges?

A: Exhibitor badges are NOT MAILED to you - they are available during show move-in. Stop by the show office (east wall inside the hall) to check-in and pick-up your badges. You get 4 badges per 100 sq. ft. of exhibit space (maximum of 20 badges). Additional badges may be purchased for \$4.00 a piece. We encourage you to have your staff leave their badges at the *Will Call* booth located in the lobby during the show when the badges are not in use. This process simplifies shift turns and keeps badges from being left at home. **There is a \$4.00 charge for additional badges and/or lost badges – free replacements will NOT be issued.** All exhibitors must have a badge to enter the show floor beginning on Friday morning, as well as through out the duration of the show.

Q: Is it all right if I set-up a day earlier than my scheduled move-in?

A: Move-in schedules are structured according to when the booths are ready to be occupied. If you have concerns regarding move-in, please contact Kristen Fricke at (816) 942-8800 ext. 234 or via email at kristen@kchab.org.

Q: Where do I park?

A: During set-up, parking is available on the side streets surrounding the convention center or the nearby parking garages. To expedite move-in, we ask all vehicles to leave the hall once they are unloaded.

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

A: 24-hour security is provided at the show; however, in a show this large security cannot be everywhere at once. Please be responsible and do not leave valuable items in your booth overnight or during move-out. Televisions and other *small* items may be placed in the security room near the show office. Please see show staff if you have items you would like locked in the security room overnight.

Q: Will you announce the winner of my drawings over the PA system?

A: The PA system is used only in case of emergency or to find lost parents. With continuous seminars throughout the day, we refrain from making drawing or lost party announcements.