



Top 5 Show Rules & Regs

1.SHOW SPECIALS: In order to maintain the integrity of the Prairie Showcase, Show Management must insist that participating Exhibitors who offer show specials have them available for the **two days of the show and to attending retailers only**. Pre-show marketing of specials can be sent out but **without** pricing prior to the show opening. ***Your competitors love to know your deals so they can steal your sale.*** These rules will be closely monitored by the WRLA Board, the retailers and exhibitors.

2.MOVING IN: Exhibitors will not commence booth set up before 7:00 am, Monday, January 21, 2013. Exhibitors must have their booths fully set up, merchandised, and decorated no later than 6:00 pm Wednesday, January 23, 2013. During the move-in, setup and move-out process, all Occupational Health & Safety Regulations must be strictly adhered too at all times. Material handling is provided by the WRLA and is included in the cost of your booth during move-in and move-out only. Hand jacks are available.

3.MOVING OUT: The moving out period between 4:30 pm to 10:00 pm, Friday, January 25, and 8:00 am to 5:00 pm on Saturday, January 26, 2013. If any product or booth material is left behind it must be clearly identified as garbage or to be picked up. Additional charges will apply if product is not picked up by the designated time.

4.EARLY TEAR DOWN - The Prairie Showcase is a two day show - January 24 & 25, 2013. **All booths must remain completely set up and decorated until the Show officially closes at 3:30 p.m., Friday, January 25, 2013.** Early tear down is strictly prohibited. The dismantling of any booth affects the integrity of the show, disrupts the consistency, and detracts from neighboring booths. Exhibitors must plan to have their booth operational at all times during exhibit hall hours. Hours are clearly stated in all materials - please make travel plans accordingly.

5.IF ANY OF THE ABOVE RULES AND REGULATIONS ARE VIOLATED THE FOLLOWING WILL OCCUR: The Company will be contacted by letter to inform them of their offense. If a second offense should occur, the Company will be expelled from the Prairie Showcase for a one-year period and/or at the discretion of the Board of Directors, termination of their WRLA membership.

