

## **Exhibitors Kit – Shipping and Handling – Electrical – Fire Codes**

### **Page and Brown Exhibitors Kit Procedures:**

Page & Brown Convention Services is the Service Contractor for this event. A Service Kit which includes forms for extra booth furnishings and electric service will be emailed to the show contact you have provided four weeks prior to event.

You may also access this Service Kit online now, by going to [www.pagebrown.com](http://www.pagebrown.com), click on Service Kits, Show ID is TEAM 1234. Should you have any questions please contact Page & Brown Convention Services, Tel 573-348-5176 or email [helpdesk@pagebrown.com](mailto:helpdesk@pagebrown.com).

### **Ship In – Ship Out Requirements:**

The Hilton Hotel and the Branson Landing Convention Center restrict the shipping in or shipping out of parcels. All vendors are required to ship their exhibit boxes and/or ligature to Page and Brown. Shipping Labels are in the Exhibitors Kit. If the exhibitor chooses to ship parcels the day of the show, the exhibitor will be responsible for locating their shipments and getting it to the exhibit hall. Please see Exhibit Material Handling in Page & Brown Exhibitors Kit.

### **Electrical:**

All electrical needs will be in the Page & Brown Exhibitors kit. You will need to submit this form and payment to Liberty Exposition at the time of purchase. If you have any questions or concerns about your electrical purchase please contact Dan Styhl at 816-891-9500 or email [dstyhl@libertyexpo.com](mailto:dstyhl@libertyexpo.com)

### **Vehicles:**

If you are bring any vehicles for display per Fire Marshal; All vehicles on display must have less than ¼ tank of gas, battery cables disconnected, gas cap locked and sealed; vehicle must not obstruct or block exits.