



### **SET-UP AND BREAK DOWN:**

We will give you **one hour** time limit to pull into the building and unload your truck and remove it to the parking area. You have Tuesday and Wednesday, 9am to 5pm to setup. All displays must be completed by 5pm on Wednesday. Security is provided over night. Participants will receive their non-transferable credentials and parking permits on set-up day. Booths may be dismantled at 2pm on Sunday August 5<sup>th</sup>. Please do not start breaking down until this time; it is extremely disrespectful to all the other exhibitors who have paid to be in the show. We would greatly appreciate your cooperation in this matter. No vehicles will be allowed to move into loading positions until 2:30pm. This is strictly enforced by the NSRA.

### **EQUIPMENT:**

**You are responsible for your own display.** Tables, chairs, curtains will be available for rent from the show decorators. You may contact them at 502-639-5383 for more information on all rentals. Please place your orders as soon as possible.

### **ADMISSION TO THE GROUNDS:**

Your registration fee includes two non-transferrable admission buttons and one vehicle pass to the grounds per booth. Your vehicle pass **MUST** be adhered to the driver's side windshield at the top and bottom. You must purchase additional buttons and passes if needed. We cannot give any extra buttons or passes away. Do not pass buttons around or you will be asked to leave and lose all your space fees – no exceptions. **You will receive your admission buttons and vehicle pass on Tuesday or Wednesday. Starting Thursday morning you will need your vehicle pass and admission button for entry into the Exposition Center. Use gate 6 only. (Preston Hwy entrance)**

### **IMPORTANT:**

- Attendance for the entire four days is mandatory. Please do not apply if you cannot attend the entire show.
- All tables must be draped on three sides and all boxes must be out of sight. You will be setting up for four days so additional time and energy in making your display attractive is justified. Everyone's cooperation is essential in presenting a professional image.
- Please be considerate of your neighbor and do not obstruct vision or accessibility to your neighbor's booth.
- Trash and garbage must be in trash cans or must be broken down and put in bigger boxes. There is no reason to leave any trash of any kind in your space unless it is in a trash bin or big boxes!!!
- No smoking in buildings (smoking in outside designated areas only).
- Only one discreet sign indicating clearance, reductions, or show specials is allowed. We are sorry for any inconvenience. But to maintain a more professional show, don't clutter your booth.
- Clearly post your policy regarding refunds in your booths.
- No consumption of alcoholic beverages is permitted at anytime.
- No pets allowed in show for vendors. **NO EXCEPTIONS**
- **NO CANOPY TOPS ARE ALLOWED BY ORDERS OF FIRE MARSHALL**
- Please use your best judgment in deciding what is appropriate for sale. No die-cast cars are allowed or any other items on our **DO NOT SELL LIST**. If we want our shoppers to return year after year, we must provide them unique quality items at a fair price. An inviting appearance is the first step along with quality items.
- **ALL TRAILERS, TRUCKS AND CAMPERS MUST BE PARKED IN DESIGNATED AREAS ONLY! - OR YOU WILL BE TOWED AWAY AT YOUR OWN EXPENSE.**

- NO EXCEPTIONS! All trailers must have a sticker on the trailer hitch and we will provide it. Please ask.
- No campers are allowed in parking area overnight. For camping information, call (502)367-5000.
- Buildings are locked securely upon our departure each night. The doors will be locked promptly at 5:00 pm; so be ready to pack up and leave at this time. **You must exit the building by 5:10. No exceptions.** The doors will be opened at **8:30am** each morning for exhibitors. The front doors will remain locked until 9am for general public to enter.
- You will receive 4 cards on set up day with four different car numbers. The Street rodders will come in every day, looking at every booth to see if their number is posted. You may give away anything of your discretion as long as it does not violate the terms of your contract. This is a wonderful promotion of Women's World and creates a lot of traffic.
- If you know of another vendor who you think might be interested in doing our show, please let me know and I will send them a contract.

Best wishes,

Bob and Sherry Whittington  
Women's World director

### **DO NOT SELL LIST**

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1. Automotive waxes, polishes or chemicals
2. Canopies
3. Car Covers
4. Cassettes or CD's
5. Chairs
6. Chamois
7. Coolers
8. Decals
9. Gas pumps
10. Slot machines
11. Hats (Automotive baseball type hats)
12. Lapel pins
13. Machinery
14. Neon items (no automotive neon)
15. Toys (no die cast toys or hot wheel type toys)
16. Patches
17. Photographers (no taking pictures on site)
18. Auto related Metal or tin signs
19. Automotive T-Shirts
20. Sunglasses
21. Telephone services
22. Tools
23. Travel services, Time share sales or promotion
24. Knives (pocket, hunting, weapon)