**SHOW AND BOOTH INFORMATION**

**ARKANSAS RIVER VALLEY LAWN and GARDEN SHOW**

**March 20, 21, 22, 2020**

**Kay Rogers Park**

**4400 Midland Avenue**

**Fort Smith, Arkansas**

**BOOTH INFORMATION**

Each booth is 10 feet wide and 10 feet deep and comes furnished with 8-foot high back drapes, 3-foot side drapes and a standard identification sign.

SINGLE BOOTH (10’ WIDE BY 10’ DEEP) $250, EACH ADDITIONAL BOOTH $200

One (1) table and two (2) chairs will be provided with each booth. Electricity and water will be available upon request; however, you must provide your own extension cords and water hoses. If utilities are required, please fill out the “utility request form” and send payment direct to the Convention Center.

**GARDEN INFORMATION**

Prizes will be awarded to the best garden space.

GARDEN Space $435

20’ x 25’ garden plus one (1) 10’ x 10’ booth for total of 600 SQUARE FEET

Garden design must adhere to the theme of the show as closely as possible to be eligible for the Best of Show Award. All aspects of the theme for the show must be incorporated in the garden.

Gardens shall conform in all respects to the dimensions as specified by show management. A garden shall not be a commercial booth. The purpose of having gardens is to give visitors ideas on how they can bring color and design into their landscape. With this understanding, all gardens shall consist of a well planned and laid out design. Gardens must stay intact for the duration of the show. Additional booths are available.

**SPACE ASSIGNMENTS**

Space is available on a first come, first served basis. A diagram of the Convention Center is included in this packet. Please indicate your first four choices on your application and we will make every effort to accommodate you. The ARVLGS has the final decision on booth assignments as outlined in Item 2 of Basic Terms and Conditions of the show.

**PAYMENT POLICY**

A non-refundable deposit of 50% is required at the latest on January 10th, to reserve exhibit space. This deposit must be received in our office before a booth will be reserved. A space contract will be issued upon receipt of the reservation and deposit. All balances must be paid in full no later than February 10th.

**TERMS AND CONDITIONS**

Complete rules and regulations are included in this packet. PLEASE READ THESE CAREFULLY and sign the bottom of the Contract acknowledging receipt and understanding.

Make all checks payable to: ARVLGS

Mail to: ARVLG P.O. BOX 542, FORT SMITH, AR 72913

**EXHIBITOR INFORMATION**

Exhibitors with full size booth will be furnished with one (1) company identifications sign, additional $25 if booth request occurs after February 10th, 3’ side drapes and 8’ back drapes, One (1) 8’ table with tablecloth and skirt, Two (2) chairs

Free exhibitor’s registration with name badges for representatives (Limit 4 per vendor/booth)

**EXHIBITOR NAME BADGES**

All exhibitors and their representatives must wear name badges at all times. Badges may be picked up at the registration desk. Badges must be worn for access to vendor/volunteer hospitality room. Each vendor will be given 4 badges. Additional badges are $5.00 each.

**GARDEN AWARDS**

BEST GARDEN:  Judging will be done at the opening of the show and the awards will be placed in the garden. The judging will be based on presentation and layout, use of Lawn and Garden Show theme, horticultural correctness, and originality of design.

**PRODUCT SALES**

Cash and carry selling is permitted in exhibit booth areas only. Sale of food for immediate consumption is not permitted. Orders may be taken for merchandise or service to be delivered at a future date. All sales taxes collected are the obligation of the booth vendors and will be collected daily. Vendors will be given a tax form and envelope, Please pay by Check.

**PARKING**

Vendors should park in the South parking lot during show hours to leave room for attendees.