

**2011 3i SHOW INFORMATION**  
MAY 4, 5, 6 – Wednesday, Thursday & Friday  
FINNEY COUNTY FAIRGROUNDS - GARDEN CITY, KS

**This information should be given to the representative taking care of the 3i SHOW exhibit space.**

**SHOW OFFICE**

The office is located in the **3i EXHIBIT HALL C** (larger building). **Registration** will be in the office **upon arrival on the grounds**.  
The 3i SHOW **telephone number** in Garden City will be **620-272-3640**.

NO ONE WILL BE IN THE WKMA OFFICE IN DODGE CITY, KS, AFTER FRIDAY, APRIL 29<sup>th</sup>. *WKMA MUST RECEIVE FULL PAYMENT, SIGNED CONTRACTS AND INSURANCE CERTIFICATE BY APRIL 1<sup>st</sup>.*

**FAX AND COPY MACHINES**

A fax machine and a copier will be available in the 3i office in Exhibit Hall C. The cost for sending or receiving a fax is \$1.00 per sheet. Copies may be made on the copier for 10¢ per sheet.

**GENERAL SHOW INFORMATION**

**Exhibits will only be admitted into their space if the rent for that space has been PAID IN FULL. Exhibitor payments must be received by WKMA by April 1<sup>st</sup> to be included in the Exhibit Directory.**

**EDDIE ESTES**

Western Kansas Manufacturers Association  
PO Box 1382  
Dodge City, KS 67801  
Phone: 620-227-8082  
info@3ishow.com  
www.3ishow.com

**PAUL JOSEPH**

Garden City Chamber of Commerce  
1511 East Fulton Terrace  
Garden City, KS 67846-6165  
Phones: 800-879-9803  
chamber@gcnet.com  
www.gardencitychamber.net

**SHAWNA WHITEHURST**

Garden City Chamber of Commerce  
1511 East Fulton Terrace  
Garden City, KS 67846-6165  
Phones: 800-879-9803  
swhitehurst1@gcnet.com  
www.gardencitychamber.net

**SHOW DATES AND HOURS**

May 4, 5 and 6 – Wednesday, Thursday and Friday. Exhibits will be open from 9:00 a.m. until 5:00 p.m. each day.

**SHOW LOCATION**

Three blocks south of Highway 50 on Highway 83 in Garden City, Kansas, at the Finney County Fairgrounds, 409 Lake Avenue.

**SECURITY**

Security will be on duty two days before the show, during the show and one day after the show.

**EXHIBIT SET-UP AND MOVE-IN**

Exhibits may be moved into space beginning Sunday, May 1. For winch trucks and forklifts on Sunday, May 1, contact Shawna Whitehurst at 620-805-4759. If you need to move into your space prior to this date and will need forklifts and winch trucks, call Cass Moquet at 620-275-0465 during business hours (7:00 a.m.-5:30 p.m. Monday through Saturday) or 620-271-6215 after business hours. **All exhibits must be set up by 8:30 a.m. May 4<sup>th</sup>.**

**LARGE MACHINES**

Firms with large machines or complicated assembly will please report as EARLY as possible. To move into space before May 1, contact the Garden City Chamber of Commerce at 620-276-3264 or Shawna Whitehurst at 620-805-4759 to make special arrangements.

## **TRUCK AND TRAILER PARKING**

Truck and trailer parking will be located on the West end of the show grounds.

## **UNLOADING AND LOADING EQUIPMENT**

Forklifts and winch trucks will be available. Please provide or have available accurate information concerning the weight of your exhibit if it exceeds 5,000 pounds. The fee for this service will be:

UP TO 30 MINUTES MINIMUM . . . . \$35.00

30 TO 60 MINUTES. . . . \$50.00

All EXHIBITORS will ASSUME LIABILITY for loading and unloading of their products and will be asked to sign a statement to that effect. Rigging equipment will be available but must be reserved in advance.

## **WATER**

Water will be available for exhibit plants and livestock. Contact the 3i SHOW Office in Exhibit Hall C during show hours to make arrangements.

## **EQUIPMENT DEMONSTRATIONS**

Demonstration areas will be provided on the West end of the outdoor show grounds and in the dirt area located West across the street from Exhibit Hall A. Demonstration equipment must be left in the demonstration area and organized by company personnel. For more information, contact Eddie Estes, WKMA President/CEO, at 620-227-8082.

## **SALES TAX**

All federal, state and local laws governing retail sales tax must be followed. Failure to comply may result in expulsion from the show. Vendors in the state for no more than two shows per year may participate and remit Kansas retailers sales tax with the 3i SHOW special event sales tax number available in the show office, if remitted immediately after the show. Vendors in the state for more than two shows per year in the state must have their own sales tax number. For more information, visit the Kansas Department of Revenue website [www.ksrevenue.org/specialsalesevents.htm](http://www.ksrevenue.org/specialsalesevents.htm).

## **GOLF CARTS AND UTILITY VEHICLES REGISTRATION**

Due to insurance requirements, all golf carts must be registered with the 3i SHOW office. **Permits will be issued, and the exhibitor must sign a liability form. *ATV's AND OTHER MOTORIZED VEHICLES MAY BE UTILIZED DURING SET-UP AND TEAR-DOWN ONLY AND ARE NOT PERMITTED DURING SHOW HOURS FOR SAFETY & LIABILITY REASONS.***

## **SHIPPING INSTRUCTIONS**

All goods must be plainly marked with **company name and space number**. They should be shipped in care of the 3i SHOW, Exhibition Building C, 409 Lake Ave., Garden City, KS 67846. They will be received and stored until your arrival. **Under no circumstances will goods be accepted on which there are transportation or deliver charges due.** Outgoing shipping services are not available at the show; make sure shipping arrangements leaving the show are made in advance.

## **ELECTRICAL HOOK-UP**

If you need electrical hook-up and have not requested it, please do so. Remember, a **100-foot extension cord** is recommended to complete your power hook-up. There will be a charge for electrical hook-up outside and inside Exhibit Hall B. All 220-volt equipment must have a safety switch as per national electrical safety code. Recreation vehicles must be plugged into the 220-volt system with a four-wire 50-amp plug.

## **WIRELESS INTERNET SERVICE**

Wireless internet service is provided free of charge to all indoor buildings.

**TELEPHONE SERVICE**

Call Special Event Services at 888-890-5200 between 8:00 a.m. and 6:00 p.m. to order a private phone line. Pricing and deposit information can be obtained from this number. Phone orders may be placed until April 10<sup>th</sup>. Facilities are limited, so orders will be handled on a first-come first-served basis. The address to use when ordering a phone is **409 Lake Street, Garden City, KS, 67846.**

**CUSTOMER DELIVERY**

Customer delivery assistance will be provided. A contact person and phone number will be provided in the Exhibitor Packet upon check-in at the 3i SHOW Office.

**INSIDE EXHIBITORS**

You will need to sweep your own booth area into the aisle, REMEMBER TO BRING YOUR BROOM.

**MOBILE WASHING SERVICE**

If you wish to arrange for mobile washing services, please contact Andy Miller of Harney-Miller Services, Inc., P.O. Box 69, Blair, NE 68008-0069, Cell number: 402-618-7389.

**RENTALS**

**Tents, tables, chairs and carpet** rentals are available from Menges Rentals Inc., P.O. Box 125, Ellinwood, KS 67526, 620-564-2283. **Assembled temporary sales building** are available for use during the 3i SHOW from Pro Builders, 1514 E. Fulton, P.O. Box 599, Garden City, KS 67846, 620-275-7411. **Golf car rentals** are available from Cofer Sales and Golf Carts, 1606 W. McArtor, Dodge City, KS 67801, Office Phone: 620-227-6170, Cell Numbers: 620-253-0500 or 620-430-0935.

Information for obtaining **carpet, flowers, etc.** for decorating your booth, please call the Garden City Chamber of Commerce, 800-879-9803.

**LABOR**

If you will need labor to assist in assembling or taking down your display, please contact KansasWorks 620-276-2339.

**FREIGHT COMPANIES IN GARDEN CITY, KS**

Beaver Express	620-276-7851		
Federal Express	800-463-3339	United States Post Office	620-276-3432
United Parcel Service	800-742-5877 or 620-275-1734	Yellow Transportation	800-610-6500

**EXHIBIT DISMANTLING AND MOVE OUT**

Under no consideration will any portion of an exhibit be allowed to be removed from the grounds before 5:00 p.m. Friday. ***This will be strictly enforced!***

ALL inside exhibits must be out of the buildings by Monday following the show.  
ALL outside exhibits must be off the grounds by Wednesday following the show.

FORKLIFTS AND WINCH TRUCKS needed after MONDAY, May 9<sup>th</sup>, need to make special arrangements with Cass Moquett at 620-275-0465 during business hours (7:00 a.m.-5:30 p.m. Monday through Saturday) or 620-271-6215 after business hours.

**\* \* \* \* \* SPECIAL EXHIBITOR EVENTS \* \* \* \* \***

Wednesday, May 4: Hospitality Hour 5:15 p.m. to 6:15 p.m. at the GMC Tent on the show grounds sponsored by ***Kansas Farmer Magazine, Western Kansas Manufacturers Association, and Garden City Chamber of Commerce.*** Entry by name badge only.  
Thursday, May 5: Appreciation Breakfast 6:30 a.m. to 8:30 a.m. at the Clarion Inn Conference Center sponsored by the ***High Plains Journal.***