

**2010 3i SHOW INFORMATION PACKET**  
MAY 5, 6, 7 – WEDNESDAY, THURSDAY, FRIDAY  
EXPO COMPLEX, MUNICIPAL AIRPORT – GREAT BEND, KS

**NOTE:** The 2011 3i SHOW will be held in Garden City, Kansas, May 4, 5, 6.

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

**SHOW OFFICE**

The office is located in EXPO-1 (SMALLER BUILDING). **Registration** will be in the office **upon arrival on the grounds**. The 3i SHOW **telephone number** at the Great Bend Show will be **620-792-3217**.

NO ONE WILL BE IN THE WKMA OFFICE IN DODGE CITY, KS, AFTER FRIDAY April 30<sup>th</sup>. *WKMA MUST RECEIVE FULL PAYMENT, SIGNED CONTRACTS AND INSURANCE CERTIFICATES BY APRIL 1<sup>st</sup>.*

**FAX AND COPY MACHINES**

An exhibitor Business Center with a fax machine and a copier will be available in Expo-1 behind the 3i SHOW office. The cost for sending or receiving a fax is \$1.00 per sheet. Copies may be made on the copier for 10¢ per sheet.

**TELEPHONE MESSENGER SERVICE**

Telephone message service will be provided to all exhibitors **during show hours**. Messengers will accept telephone calls made to the office and deliver them to your booth space. If you are expecting phone messages throughout the show, *please leave your space number with your office*.

**GENERAL SHOW INFORMATION**

**Exhibits will only be admitted into their space if the rent for that space has been PAID IN FULL. Exhibitors' 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  
[3ishow@rurallink.net](mailto:3ishow@rurallink.net)  
[www.3ishow.com](http://www.3ishow.com)

**JAN PETERS/LACEY OETKEN**

Great Bend Chamber of Commerce  
1125 Williams  
Great Bend, KS 67530  
Phone: 620-792-2401  
[jpeters@greatbend.org](mailto:jpeters@greatbend.org)  
[loetken@greatbend.org](mailto:loetken@greatbend.org)  
[www.greatbend.org](http://www.greatbend.org)

**CRIS COLLIER**

Convention/Visitors Bureau  
PO Box 274  
Great Bend, KS 67530  
Phone: 620-792-2750  
[www.visitgreatbend.com](http://www.visitgreatbend.com)

**SHOW DATES AND HOURS**

May 5, 6, 7 – Wednesday, Thursday, and Friday. Exhibits will be open from 9:00 a.m. until 5:00 p.m. each day.

**SHOW LOCATION**

Two miles west of Great Bend, KS, on 10<sup>th</sup> Street at the Municipal Airport Expo Complex.

**SECURITY**

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

**FLAGS**

Please send us your corporate flag to be displayed on the AVENUE OF FLAGS at the show ground entrance. Preferred flag size is 2' x 3'.

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

Exhibits may be moved into space beginning Sunday, May 2<sup>nd</sup>. Forklifts will be available beginning Sunday, May 2<sup>nd</sup>. If you need to move into your lot PRIOR TO THIS DATE and will be in need of forklifts, call Darren Straub or Elwyn Maneth, Straub International Service Department, at 620-792-5256. **All exhibits must be set up by 8:30 a.m. May 5<sup>th</sup>.**

**If you are located on the north side, numbers 57 through 339 (odd numbers only), you will not be allowed to anchor tents or other objects to the surface of the runway. All other locations, please contact Menges at 620-564-2283 for proper anchors. Upon tear-down, please remove all anchoring devices and fill holes with mixture provided by Menges.**

## **UNLOADING AND LOADING EQUIPMENT**

Forklifts will be available. Please provide or have available accurate information concerning the weight of your exhibit if it exceeds 5000 pounds. The fee for the service will be:

\$35.00 MINIMUM UP TO 30 MINUTES

\$ 50.00 30 TO 60 MINUTES

All EXHIBITORS will ASSUME LIABILITY for loading and unloading of their products and will be asked to sign a statement to that effect.

## **WATER**

Water will be available for exhibit plants and livestock. Contact the 3i SHOW Office in Expo-1 for arrangements.

## **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**

Due to insurance requirements, all golf carts must be registered at 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, Expo Complex, B29 Way, Great Bend, KS 67530. 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.

## **LARGE MACHINES**

Firms with large machines or complicated assembly will please report as EARLY as possible. We will be ready to move in any time after 8:30 a.m. Sunday, May 2<sup>nd</sup>. If you wish to move into space before that date, contact the Great Bend Chamber of Commerce 620-792-2401 to make special arrangements.

## **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 Expo-3. 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. Outdoor exhibitors may access the internet in the Business Center in Expo-1. Outdoor exhibitors are further encouraged to contact their cell phone providers for information regarding Air Card technology services for internet connection.

## **TELEPHONE SERVICE**

Cable facilities will be available for exhibitors who wish to order their own private lines. Call 1-888-890-5200 and ask for Special Events. Pricing and deposit information can be obtained from this number. Call M-F between 8:00 a.m. and 5:00 p.m. Phone orders may be placed until April 9th. Facilities are limited, so orders will be handled on a first-come first-served basis. The address to use when ordering a phone for space **Outside** and in **Expo-1** is 9910 B29 Way; **Expo-2** is 9810 B29 Way; **Expo-3** is 10010 B29 Way.

## **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, 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. **Storage building rentals** are available from Gary Miller at Sturdy-Bilt Storage Barns, 3909 Stacy Road, Hutchinson, KS 67501, 620-663-2288. **Golf car rentals** are available from Cofer Sales and Golf Carts, 1601 W. McArtor, Dodge City, KS 67801, Office Phone: 620-227-6170, Cell Numbers: 620-253-0500 or 620-430-0935.

Information for obtaining **landscape, flowers, etc.** for decorating your booth, please call the Great Bend Chamber of Commerce, 620-792-2401.

## **LABOR**

Labor assistance to assemble or take down your display is available by contacting Chris Ryan at Sunrise Staffing Services at 620-792-1004.

## **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 GROUNDS by Wednesday following the show.

FORKLIFTS needed after MONDAY May 10<sup>th</sup> need to make special arrangements with Darren Straub or Elwyn Maneth, Straub International Service Department at 620-792-5256.

## **FREIGHT COMPANIES IN GREAT BEND**

Beaver Express	620-793-5555	UPS	800-742-5877
Federal Express	800-463-3339		or 620-793-8401
Old Dominion	620-792-4477	Yellow Transportation	800-610-6500

## **SPECIAL EXHIBITOR EVENTS**

Wednesday, May 5: 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, Barton Community College and Great Bend Chamber of Commerce.*

Thursday, May 6: Appreciation Breakfast 6:30 a.m. to 8:30 a.m. at Highland Hotel & Convention Center. Sponsored by the *High Plains Journal.*

# 3i SHOW BADGE INFORMATION

COMPANY NAME \_\_\_\_\_  
(As Listed on Contract)

**Attending Representative Names:**

(Please type or print clearly to help expedite your show registration and check-in.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**PLEASE FAX BY WEDNESDAY, APRIL 28<sup>th</sup> TO:**

**(620) 227-8090**

Or mail to:

Western Kansas Manufacturers Association  
P.O. Box 1382  
Dodge City, KS 67801