

Dear Just For Her Event Exhibitor,

We are thrilled to have you join us for the 14th annual Just For Her Event! We are gearing up for the event on June 24-26th and hope this packet will help you prepare for a great event!

Please note that your exhibitor information will **NOT BE MAILED**. All details are also online on our website www.justforherevent.com.

Included in this packet are the following (ATTACHED ON THIS EMAIL):

1. Event & Set-Up Information & Floor Plan

Also Includes:

- Food Sampling Permit Information - Only applicable if you plan to offer food or drink samples.
- Show Marketing Opportunities

2. Booth Assignments

3. Social media graphics - Use to help market the event!

Important Date Reminders:

6/13 - Updates to business name for event signage deadline

6/13 - Food Sampling Permits due online (No exceptions!)

6/14 - Discounted rates from OPCC for electrical deadline

6/16 - Liberty Expo Decorating table/chair/orders discount deadline

6/23 - Registration & set up begins at 3pm (3pm - 8pm)

6/24 - Registration & set up continues at 8am (8am - 3pm)

Social Media Graphics:

We firmly believe that the success of the Just For Her Event depends not only on the paid advertising we commit to, but primarily by word-of-mouth and social media buzz from our exhibitors and attendees. We have attached social media graphics for you to use to help promote your participation. If you would like further promotional materials or have advertising recommendations, please contact us immediately! Thank you for your help marketing the event!

Marketing Material:

If you live in the KC Metro area and would like marketing cards, please contact Jessi Noethe at jessi@justforherevent.com otherwise we will be passing these at around the city prior to the event and also doing the majority of the promotions ONLINE.

As vendors you have access to **10 FREE tickets** to use for the show. Please use CODE:

2022Vendorfree. <https://farfallaevents.ticketspice.com/2022-just-for-her-event>

We thank you for your participation in the Just For Her Event and we look forward to seeing you in June. If you have any questions regarding show details, please contact Megan Marshall at 816-305-6242, Kris Townsend at 913-208-7225 or Jessi Noethe at 316-516-6660.

JUST FOR HER EVENT 2021 – Overland Park EVENT INFORMATION

Location:

Overland Park Convention Center
6000 College Boulevard
Overland Park, KS 66211
(913) 339-3000
www.opconventioncenter.com

Show Hours:

Friday, June 24th - 5pm - 9pm

Please note: The VIP Party starts at 4pm on Friday night. Up to 250 VIP guests will be allowed to shop the event 1 hour earlier than GA Ticket Holders. We encourage vendors to offer some kind of VIP discount during the event to those who show the VIP wristband. Please be at your booth by 4:00pm to greet our VIP shoppers!

Saturday, June 25th - 10am - 6pm

Sunday, June 26th - 11am - 4pm

Parking:

Parking is FREE. The Overland Park Convention Center has 1,400 FREE parking spaces within their complex. Please park in the back of the lot on event days to allow premium garage and lot parking for our shoppers.

Booth Assignment: Click on the online link and search alphabetically

<https://farfallaeventco.com/events/vendor-list-2/>

Important Date Reminders:

6/13 - Updates to business name for event signage deadline

6/13 - Food Sampling Permits due online (No exceptions!)

6/14 - Discounted rates from OPCC for electrical deadline

6/17 -Liberty Expo table/chair/orders discount deadline

6/23 - Registration & set up begins at 3pm (3pm - 8pm)

6/24 - Registration & set up continues at 8am (8am - 3pm)

Check In / Set Up:

Thursday, June 23th - 3pm - 8pm

Friday, June 24th - 8am - 3pm (must be checked in and in the building by 3pm)

* The docks will be open during set up hours for move-in but will close at 3pm on Friday to regulate the temperature of the building. If you cannot check in by 3pm on Friday, please text or call Jessi at 316-516-6660 to let her know when you will arrive to set up. If you are not in the building or have not contacted us by 5pm your booth will be forfeited.

Tear Down:

Tear down begins at 4pm Sunday, directly after the event. You will not have access to the docks until 4pm. Booths that tear down early will be charged a \$100 fee as stated in our Terms & Conditions. Tear down must be completed by 10pm.

Booth Number/Booth Signs:

All vendor booth names and booth numbers are noted on our booth assignment attachment and online at <https://farfallaeventco.com/events/vendor-list-2/>. Please confirm the spelling of your business name. What is on the attachment is what will print on your booth identification sign and printed in the show guide. Please contact us by June 10th if you need anything edited. Your name will print as noted in this vendor packet on our your booth sign unless we hear otherwise.

Booth Inclusions:

All booths include an 8' black drape back wall and 3' side walls. Booths in The Main Event exhibit have concrete floors and booth in The Ballroom are carpeted. If you upgraded to an endcap booth please note that your pipe and drape will be 8' tall by 10' wide in the center and dropped to 3' tall by 5' wide on each side. No pipe and drape adjustments can be made.

TABLES & CHAIRS ARE NOT INCLUDED (only Gold Sponsor packages). You must bring your own or rent them.

Rentals:

To rent tables, chairs, carpet or other set-up items, exhibitors may order directly through our contracted company, Liberty Expo. Please note the discounted packages on the Liberty Expo attachment. All orders will be placed in your booth for set up. The deadline for discounted rates is 6/17. You should receive an email that includes your username and password from Liberty Expo no later than 6/1. If you do not receive this email, please contact Sales@libertyexpo.com or (816) 891-9500.

Shipment/Deliveries to the Event:

All shipments that need to be shipped or delivered to the Overland Park Convention Center must be contracted through Liberty Expo. Contact Sales@libertyexpo.com or (816) 891-9500 with questions or to place an order.

Advance Warehouse Shipments (Liberty Expo Warehouse):

Must Arrive Between: May 16 – June 21, 2022

Show Site Shipments:

Cannot Arrive Before: Thursday, June 23

Exhibitor Badges:

Exhibitor badges will be available at check in. We do not require names of anyone working your booth. 4 badges will be printed per booth but additional badges will be available if you need more. Badges must be picked up during registration and distributed to your booth team prior to the event. Please help us recycle and return badges in Badge Bins after the event. Unfortunately, we do not have a will call for ticket pick up.

Hotels: Due to limited capacity, we do not have any secured room blocks this year. Below are the closed hotels to the convention center.

Sheraton

6100 College Blvd, Overland Park, KS 66211

Holiday Inn & Suites

10920 Nall Avenue, Overland Park, Kansas 66211

Electrical Orders:

Electrical is not included in the booth fee and must be ordered online from the OPPC. The cost is \$75 per standard 5 amp outlet if ordered 10 days before the event (6/14/21). Fees will increase after 6/14. To order, go to

<https://opconventioncenter.com/consumer-show-space-in-overland-park-kansas/> and click on our event on the calendar. If you do not have an exhibitor account with the OPCC you'll need to set one up to order online. You can locate your booth number on the booth assignment attachment.

Internet/Communications Orders:

WIFI is complimentary at the Overland Park Convention Center.

Food Vendor Information & Food Sampling Permits – ONLINE SUBMISSION

Direct sales of prepared food and beverages for consumption on the premises is NOT allowed unless approved ahead of time by the JFH team. Sampling is allowed, however portions may be no greater than 2 oz. for food and 4 oz for liquid.

Vendors providing food or beverage samples are responsible for securing any and all licenses and permits as may be necessary, and for complying with all State and Local Health Department guidelines regarding food sampling. To apply for a sampling permit, register **ONLINE**. **The deadline for the online permit is 6/13**. The city will not allow late submissions and you will NOT BE ALLOWED TO SAMPLE without a permit. Our permit number is **SEP2022-00236** to register. Please contact Stacie Mackey at the City of Overland Park with any questions.

Contact for Food Permits: Stacie Mackey

(W) 913-895-6347 (F) 913-895-5084

stacie.mackey@opkansas.org
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Approved sampling vendors will be required to follow all health guidelines. A hand washing station will be provided in or near your booth.

Vendor Responsibilities:

- All exhibitors MUST check in at our registration table no later than 3:30pm on Friday, June 25th. You will collect event information, name badges and a sales tax form at registration. Once checked in and your booth is set up, you do not need to return until 30 minutes prior to the event. Registration will be in the back of Exhibit Hall B near the dock entrances. Please note that while our registration table will remain open until 3:30pm, the dock doors will close at 3pm. If you plan to arrive after 3pm you will not have access to the dock doors. If you do not plan to arrive by 3:30pm, please contact Jessi at 316-516-6660. Failure to check in by this deadline may result in a cancellation per our cancellation policy.

- Once checked in and your booth is set up, you do not need to return until 30 minutes prior to the event.
- Exhibitor Badges MUST be worn at all times while in the exhibit hall/during setup/show hours and teardown.
- Exhibitors may set-up during the noted set-up hours. Cars and trucks may park at the Exhibit Hall B docks to empty their vehicles for move-in. Exhibitors are responsible for moving their vehicle promptly after unloading. No vehicles are allowed inside the exhibit halls for loading or unloading without approval from the Just For Her Event team.
- Dock doors will close at 3pm to regulate the exhibit hall temperature. You will not be allowed to enter through the docks after 3pm so plan accordingly.
- Booth teardown, clean up and exit of the building to be completed by Sunday at 10pm. The docks will not be accessible until 4pm on Sunday, June 26th for move-out. We request your patience with this process as we allow 6 hours to move out for all vendors.
- We will have limited carts available for move-in and move-out. We request you bring your own carts to help with the process. If you use a cart, please return it promptly to the dock area for others to use.
- Exhibitors assume all responsibility and liability for any loss, damage, theft or personal injury occurrence inside or in front of their booth. The exhibit halls are all locked each night with only access to the Just For Her Event team and OPCC staff.
- Exhibitors are responsible for a neat, attractive, clean display area during the show, and for complete clean-up, including their trash removal after the show.
- Exhibitors must order their own electrical outlet lines directly through the OPCC. If you order electricity, you are responsible for bringing your own power cords or other electrical supports. **The deadline for discounted electrical orders is 6/14.**
- Exhibitors may bring in their own set-up items, including tables, chairs, signage, props, etc. Booths DO NOT come with a table or chairs, unless part of a sponsorship package. Rentals are through Liberty Expo. You may place orders on-site at an additional cost. **The discounted deadline for orders is 6/15.**
- Booths will include a standard tradeshow identification sign with business name and booth number but we highly recommend supplying your own branded signage to enhance the look of your booth.
- Exhibitors who accept credit cards will need to provide their own remote processing machine. We do not offer rentals.
- All exhibitors selling products are responsible for Kansas Sales Tax collection and filing with the State. The sales tax for Overland Park 9.6% and must be charged on all purchases. A sales tax form will be provided at registration or can be downloaded from our website after the event.

- No pets or animals are allowed at the show facility without permission from the Overland Park Convention Center and the Just For Her Event.
- Children of exhibitors must be closely supervised at all times. Running within the center will not be allowed, and will be strictly enforced.
- Helium balloons are not allowed inside the Overland Park Convention Center and may not be used for display. There is a \$150 fee if you bring in balloons and they float to the ceiling. OPCC requires a crane and union labor to remove balloons.
- Water bottles or any drinks greater in size than the 4 oz. sample size are not allowed to be given out during the event. Any drink samples require a food sampling permit through the city.
- Food samples or unwrapped food require a food permit. **Please ensure your food permit is submitted by the deadline 6/13.**
- You may only market your business within the realms of your booth. Any marketing activity outside of your booth area (aisles, entrances, restrooms, etc.) will not be tolerated unless otherwise agreed upon by the Just For Her Event staff.

Additional information regarding our rules and regulations may be found in the Terms and Conditions agreement.

Vendor	Booth #
3 Blondes Boutique	424
3 Blondes Boutique	426
ACE Jewelry	731
ACE Jewelry	733
Acu-Pulse	624
Acu-Pulse	626
Advanced Beauty	716
Advanced Beauty	718
Affricana Art	542
AKT Leawood	638
AlbumWorks	603
All Star Dips	618
All things Beaded and Gifts	215
All things Beaded and Gifts	217
Ambee's Creations	1225
Amber Jo Boutique	612
Anchora Bella Boutique	824
Anchora Bella Boutique	826
Angela Alec Arts	637
ANN'S BATH TREATS	832
Anne-Marie Designs	1038
Apple Pie Painting, LLC	501
Arbonne International	611
Area 314 Designs, LLC	214
Avon	511
AYAM Africa	835
B A Boutique LLC	803
B A Boutique LLC	805
Bags of Fun	101
Bali Sterling Silver	701
Bathhouse Trading Company	636
Beau Ciel LLC	315
Birdie Rae KC	512
BodCraft	930
BodCraft	932
Boji Toe Rings	801
Bordner Home Improvement	833
Boss. Queen.	817
Boss. Queen.	819
Branded Concrete	1111
Brown Suga	125
Cashmere Popcom	903
Cashmere Popcom	905
Cat & Cricket Candle Co.	1011
Cates-Crafts	933
Cates-Crafts	935
Cedar Street Toffee	225
Chalk Couture - Petals & Paste	227
Champagne Hearts Boutique	909
Cindi Rogers	107
Cleverish Co.	430

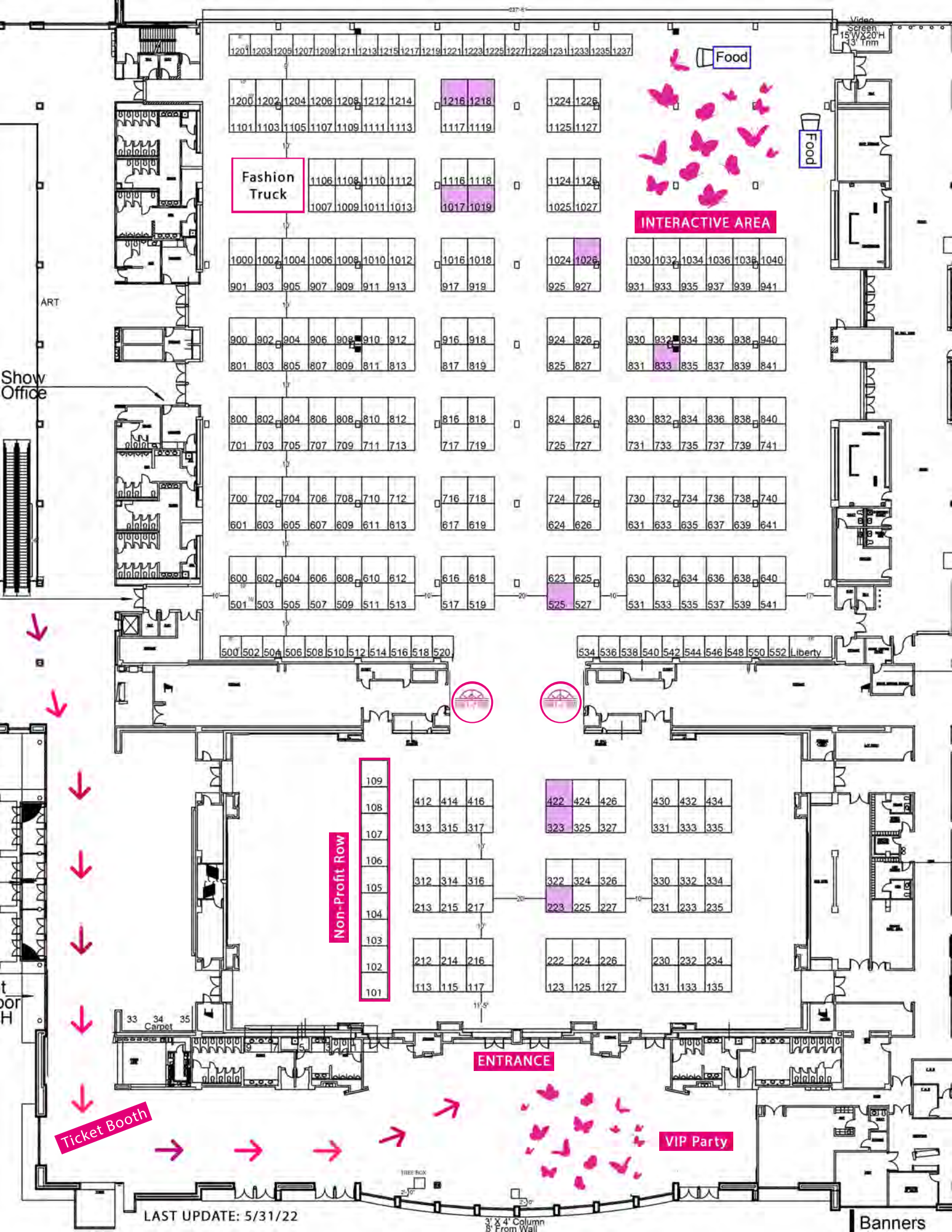
Cleverish Co.	432
Club Pilates West Overland Park	317
Collections By J	600
Collections By J	602
Color Street	519
Continental Siding	934
Continental Siding	936
Copper Nut Kettle	924
Cottage Lane Boutique	735
Cottage Lane Boutique	737
Country Road Cupboard	741
Crackerology	840
Craftology	127
Crazy Cute Bowtique	623
Crockstar Dinner Club	1016
Crockstar Dinner Club	1018
Crystal River Creations	531
CUSTOM RHINESTONE CO.LLC	507
CWIGLEY Creations	537
Devi Beauty Co.	1221
DoTerra	503
Dragonfly Drinkware	830
Drake Anthony	331
Dscover UR Dzine, LLC	831
EaRationale	510
Eclectic Treasures KC	1112
Elizabeth Kelly	730
Elizabeth Kelly	732
Ella Kate Boutique	1229
Essential Henna	234
Everything Nice by Tiffany	1231
Expressions of Bliss	1010
ExtrAccessoriez	607
Farmasi	1219
Farmers Insurance, Steven Koh	816
Four Seasons Home Products	703
Frannie Frankes Coffee Cakes	619
Gel Tough Nails with Christine	535
Glassy Girls Kansas	226
Gracious Heart Boutique, LLC	634
Greta June Designs	539
Hague Quality Water	233
Hague Quality Water	235
Hairdistrikt	925
Hairdistrikt	1024
Happy Zone	808
Harlow Honey	1217
HCA Midwest Healthcare	323
HCA Midwest Healthcare	422
Healing Flames Candle Compan	1215
Healthy Hair Solutions	719
Heaven Scent Soy Candles	325

Hello Garage	1017
Hello Garage	1019
Henna BY Jayna Pate	518
Henna Hands by Nida	710
HOTWORX	727
Hustle & Ground	232
Hustle and Heart Fitness	1110
Inappropriate Grandpa Cards	613
Invisible Riptide	106
Isagenix	416
Ivy Lena	513
J's D'vine D'lites	541
Jax Henry	1223
JoOnTheGo	1227
K & V Designs	625
K.N.D Magic LLC	224
Kansas City Dessert Company	1040
Kansas City Kreation	1034
Kansas City Kreation	1036
Kansas Strong	1026
KC Caramels	520
KC Companies LLC dba Kansas	1030
KC Companies LLC dba Kansas	1032
Kiliki Boutique	135
KS Breastfeeding Coalition	104
L.C. Mortimer (Local Author)	1203
Leaf Guard	806
Life is Sweet KC LLC	548
LightRx Face & Body	316
Lil Munchkins Children's Boutiqu	740
Lilla Rose	1113
Lola Soap - Ytm Enterprises	324
Lola Soap - Ytm Enterprises	326
Lola's Bag	809
Lularoe Kelly Heim	639
Lularoe Kelly Heim	641
Lurra Pottery	811
Magnetic Lashes (ToriBelle Cos	631
Magnetic Lashes (ToriBelle Cos	633
Mandys Way	216
March of Dimes	102
Marvelous-Scents Candle Co	1105
Mary Kay	1237
Mattie Jules	330
Meadowlark Beverage	918
Mission Driven	927
MMSK LLC Mountain Man Skrut	500
Modern Home Technologies/Rai	738
Modesty & Fashion	940
MODish Design Co	1233
N'Style Uniforms	1000
Name It Already	113

Name It Already	212
Nature's Nail Polish & Lip Balm L	506
Neighborhood Hearing	734
No Time Nails LLC	509
Nomad Design Co	605
Norwex	312
Norwex	314
Oakleigh Rose Boutique	533
One of A Kind Hair Design	800
Origami Owl Custom Jewelry	708
Pace Group Inc	717
Paco Designs	332
Paco Designs	334
Paparazzi \$5 Accessoires	601
Parisian Gypsy	617
Pawpurrz	706
Pet Wants Greater Kansas City	739
PETEY'S Playhouse Pet Service	527
Pha's Bakery	1207
Pickens Sweet Treats	713
Pink Zebra	1101
Plexus	540
Pomifera	544
Porch & Patio Co	825
Porch & Patio Co	827
ProFashion Hair	724
ProFashion Hair	726
Puptivism	426
Pure kc air	834
Pure kc air	836
Pure Romance	538
Purple Products	640
Rachels Best Soaps	802
Rachels Best Soaps	804
Real Time Pain Relief	550
Red Aspen	1201
Renewal by Anderson	525
Rodan & Fields	508
Royally Retro KC	115
Ruby Ribbon	609
Salt Soothers	813
Salt Soothers	912
Sazzy's Lingerie	1206
Scandalous Stones	635
Scentsy Wickless Candles	725
Seago Sews	700
SenGence/LipSense	536
Share Waves	108
Sharing Solace	335
Sherry Lynn & Co, Reece Nichol	1235
Shine Boutique	911
Simple Morea	327

Simply Tops	904
Simply Tops	906
Simply Tops	908
Sis & Boogs	230
Sleep Apnea Solutions	812
Snazztastic Designs	505
Spark.KC	1213
State Farm-Mitzi Rybun	223
Steph's Sassy Creations	546
Steve's Bee Company	901
Sticky Roller	709
StyleAlum	604
StyleAlum	606
Styled by Ashley Brooke	837
Sun Tan City	502
Susanna Zeller LLC	327
Sweet Daddy Corn, Devon's Aut	133
Sweet Streams Lavender	123
Sweet Streams Lavender	222
Tabu Knits Boutique	941
Tailored Home Remodeling	322
Tailored Home Remodeling	517
Tailored Home Remodeling	616
Take Care LLC	1211
Tastefully Simple	818
The Babe Standard	839
The Babe Standard	841
The Berry Nutty Farm	900
The Body Shop at Home	1214
The Custom Made Sisters	1008
The Fashion Truck KC	
The Fashion Truck KC	
The Fashion Truck KC	
The Graphic Tee	1025
The Graphic Tee	1027
The Graphic Tee	1124
The Graphic Tee	1126
The Layne Boutique	919
The Merrymaker	131
The Pink Cottage	931
The Purple Buffalo	736
The Rolling Garden	838
The Rolling Garden	840
The Sunflower Market	608
The Sunflower Market	610
The Sweet Bees	504
The Zipper Pouch People	412
The Zipper Pouch People	414
Thermal King Windows, Inc	231
Thompson Farms Soups and Md	913
Thompson Farms Soups and Md	1012

Thrasher	1216
Thrasher	1218
Tillie & Co. Boutique	810
Tivona Naturals	552
Tony Temple	103
Totes & More, LLC	514
True Honey Teas	1119
Tupperware	534
TVG-Medulla LLC/Chiro One We	937
Twisted Peach	712
Twisted Vines Candle Co	939
Under the Stars KC	333
Usborne Books & More	902
Uzuri Closet	1000
Virtue Chiropractic	516
Vita Chiropractic	632
Webbie's Engraving // Lit Bomb	702
Webbie's Engraving // Lit Bomb	704
Winkle Berry Arts	213
Wonder Wooden Floral	630
Wooden Element	117
YAWA & CO	313
YaYa's Special Seasonings	711
Zip KC	1205



LAST UPDATE: 5/31/22

3' X 4' Column
8' From Wall

Banners