

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 23rd - 5pm - 9pm
Saturday, June 24th - 10am - 5pm
Sunday, June 25^h - 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/just-for-her-event/vendor-list-event-map/>

Important Date Reminders:

6/13 - Updates to business name for event signage deadline
6/14 - Discounted rates from OPCC for electrical deadline
6/17 -Liberty Expo table/chair/orders discount deadline
6/22 - Registration & set up begins at 3pm (3pm - 8pm)
6/23 - Registration & set up continues at 8am (8am - 3pm)

Check In / Set Up:

Thursday, June 22nd - 3pm - 8pm
Friday, June 23rd - 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/just-for-her-event/vendor-list-event-map/> 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. 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, 2023

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: This year we have a block of rooms at the Sheraton.

Sheraton

6100 College Blvd, Overland Park, KS 66211

I have included a customized link for you to book the discounted rate: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1684451252267&key=GRP&app=resvlink>

You can also call our Central Reservations Number to book via phone. They must mention that they are with **Just For Her Vendor Room Block** in order to secure the group rate. The telephone number is: **(866) 837-4214**.

*The cut-off date for guest rooms is scheduled for **Friday, June 2nd**. Please note, our cancellation policy is 48 hours prior to arrival. Any reservation cancelled less than 48 prior to arrival is subject to 1 night's room & tax charge.*

If you have any guest room updates or changes please email our Guest Services Coordinator, Chelsea, at Chelsea.Jones2@marriott.com and CC Whitney.Smith@marriott.com

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 (6/14/23). 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.

At this time, we have been informed that the City of Overland Park passed a bill that no longer requires you to get a TEMP PERMIT for FOOD SAMPLING.

Vendors providing food or beverage samples are responsible for complying with all State and Local Health Department guidelines regarding food sampling.

This also means that we will **NO LONGER** be providing you with **hand washing stations** for this event.

If you have any questions about the rules and regulations for food sampling per the City of Overland Park, you can reach out to them directly at **913.895.6270**.

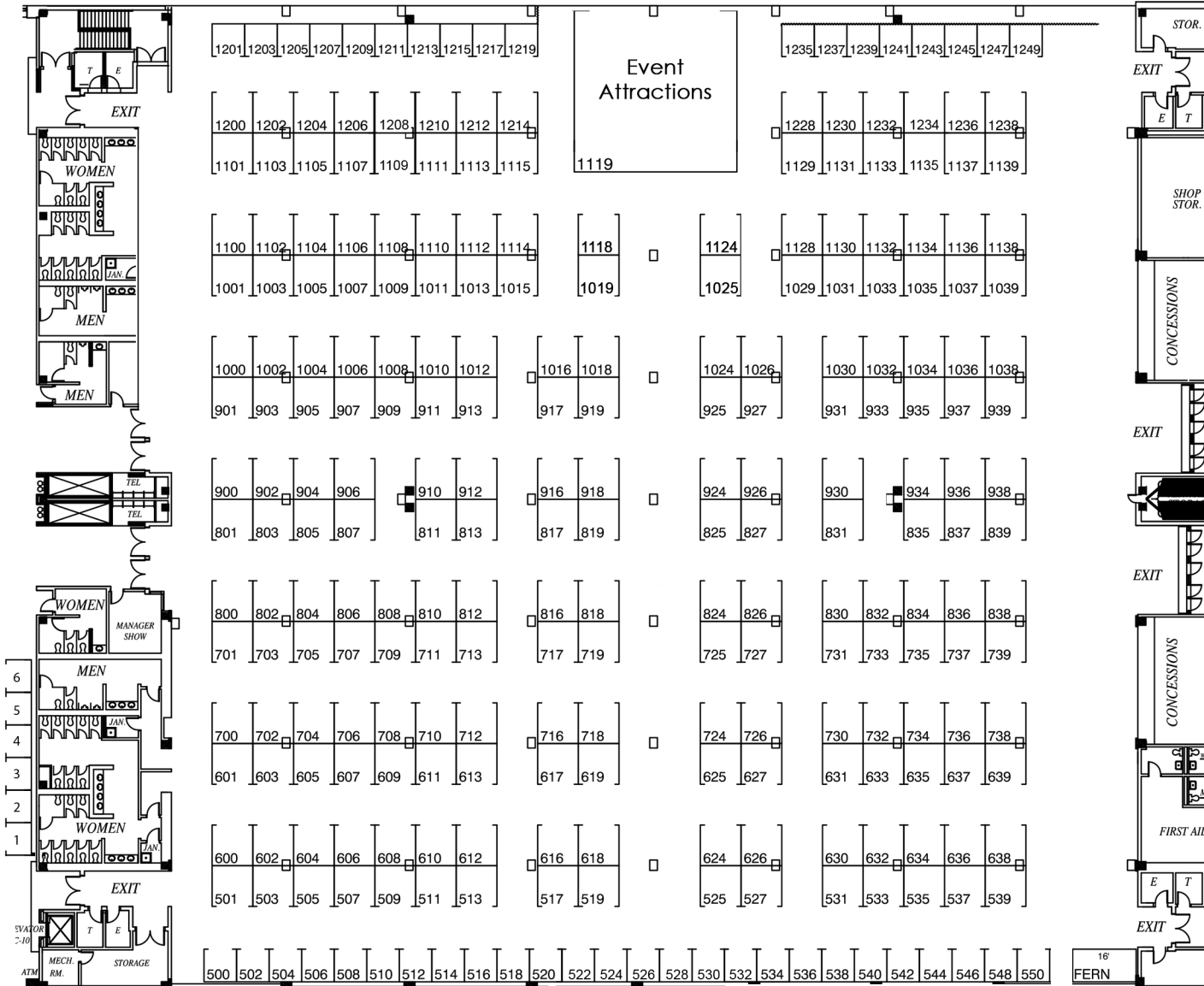
Vendor Responsibilities:

- All exhibitors MUST check in at our registration table no later than 3:00pm on Friday, June 23rd. 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 3:00pm, the dock doors will also 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 3:00pm, 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 25th 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.
- 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.



633	8 Ave Boutique
635	8 Ave Boutique
508	A slice of British
808	AC KC APPAREL
738	AC Wigley Customs
724	Acupulse
726	Acupulse
1110	AiZen Root Remedy
528	AJ MODERNIST
601	AlbumWorks
1128	All Stars Dips
811	All things Beaded
813	All things Beaded
925	Alora Medical Spa
631	Annie Fannie's Sunshine LLC
1005	Annie's Terracotta Dreams
603	Apex Nails and Hair
837	Apple Pie Painting, LLC
816	Artful Applause Gifts/Lil' Miss Miley's Baby Boutique
1238	Axiom Nutrition and Fitness
903	Banana Barn Pottery
606	Bath Wizard
608	Bath Wizard
611	Beautycounter
604	Big Sky Jewelry
530	BirdieRae KC
912	Boji Toes Custom Fit Toe Rings
936	Bordner Home Improvement
803	Brown Suga
705	Cashmere Popcorn
707	Cashmere Popcorn
804	Cedar Street Toffee
1010	Chalk Couture
1012	Chalk Couture
709	Club Pilates South Overland Park
524	Coffee FreshAF
600	Collections By J LLC
602	Collections By J LLC
818	Color Street
1137	Continental Siding
1025	Cook MyoSite
807	Cosmic Cowgirls
735	Cottage Lane Boutique
737	Cottage Lane Boutique
839	Country Road Cupboard Dip, Salsa & Wine Slushy Mixes

700	Craftology
1015	Cutco Cutlery
522	Dave's coffee cakes
937	Design's by Rusty
511	Doterra
710	DragonClaw ChainMaille
531	Dragonfly Drinkware
533	Dragonfly Drinkware
801	Drake Anthony
717	Dream Vacations - The Operach Team
1018	Elizabeth Kelly
1004	Expressions of Bliss
546	flora.bee.kc
510	Flutterhabit
1103	Four Seasons Home Products
607	Gift Bags by Jane
506	Gittin' Crafty
1000	Glassy Girls Kansas
1200	Good Bitter Best
708	Graceful Designs Co.
1030	Hague Quality Water
1032	Hague Quality Water
1204	Hague Quality Water
1206	Hague Quality Water
910	Happy Wix Candle Company
917	Hello Garage
613	Henna by Jayna/AK Amandeep Cosmetics
1003	Henna Hands by Nida
832	Home State Apparel
605	Honey & Fiber Co
1100	Hustle & Ground
733	IamPIBA- Perfect Imperfections by Angela
612	Inappropriate Grandpa Cards
550	Infinite Beauty
538	InnerFeelings
824	Inriguez Marketing Gourmet Grater
831	Ivy Lena
536	Ivy River Co
638	J's D'Vine D'Lites
520	Jessie Estrada Art
1036	JoOnTheGo
730	Just One Day Travel Tours
1039	Kaitlyn's Custom Designs
1112	Kansas City Caramels
1006	KC Handmade Goods

507	KChic Threads
539	Kiliki Boutique
736	KK & Annie's Empowering candles
739	Kountry Candle Kollection
610	Laila M and Co.
1108	Lauren Paige Collection
734	LeafFilter Gutter Protection
916	Lean Kitchen
1115	Lilla Rose
513	Linda Quimby Art
1011	Lola Jean Jewelry
503	Love A Lot Boutique
1138	Loving Souls
819	Made for Freedom, LLC
1037	Magnaporium
509	Majeza Jewelry Cleaner
636	makenziekaydesignsLLC
838	Mama G's Creations
817	Mandy's Way
637	Martha Kenton Designs
1105	Marvelous Scents Candle Co
512	MARY KAY
630	Mattie Jules
927	Maxi Laine's Boutique
909	Melina Davis Jewelry
1033	Melted Collective
1214	Metallic Market
938	Millers Gourmet Popcorn LLC
1034	Mission Driven
548	Modern Vascular of Kansas City
617	Name It Already
716	Name It Already
1106	No Time Nails LLC
725	Norwex
525	NOVAA LLC
527	NOVAA LLC
1008	Oak Leaf Boutique
806	Oakleigh Rose Boutique
836	One of a Kind Wood Creations
911	One of a Kind Wood Creations
731	Paco Designs
830	Paco Designs
501	Paparazzi \$5 Accessories
913	PawsAbilities
732	Pet Wants Greater KC

905	Pickens
907	Pickens
1114	Pink Dinosaur
1101	Pink Zebra
502	Plexus
540	Pomifera
825	Profashion Inc.
827	Profashion Inc.
924	Profashion Inc.
926	Profashion Inc.
514	Pure Romance
939	Rebecca Ray Jewelry
1026	Red Aspen
532	Render Yourself Well LLC
718	Renewal by Anderson
516	RODAN AND FIELDS
1009	Roling Chiropractic and Wellness
609	Ruby Ribbon
1102	Rugs and Tugs
1104	Rugs and Tugs
1035	Sams custom boutique kc
719	Scentsy Wickless Candles
544	SeneGence/LipSense
1024	Shop Your Serenity
1002	Silver Sage Apothecary
1038	Silver Sage Apothecary
918	Simply Peached Boutique LLC
504	Smooth Body
805	Snarky Farmhouse
835	Spark.kc
1124	State Farm
826	Steven Kohnle Agency - Farmers Insurance
901	steves bee company
810	Susanna Zeller LLC
800	Sweet Streams Lavender Co.
802	Sweet Streams Lavender Co.
1118	T-Mobile
1019	Tabu Knits Boutique
1111	Tailored Home and Remodeling
1113	Tailored Home and Remodeling
542	Tanson Boutique Llc
618	Tastefully Simple
1031	The Beer Ranch
1001	The Book Nerd Fox/Wonderland Booksleeves
624	The Confetti Closet

626	The Confetti Closet
1129	The Graphic Tee
1131	The Graphic Tee
1133	The Graphic Tee
1007	The Just Love Lab
702	The Lit Bomb
704	The Rustic Mare
706	The Rustic Mare
904	The Sunflower Market
906	The Sunflower Market
934	The Sweet Bees
534	The Sweeten Craft
1139	The Trove
639	Thermal King Windows, Inc
701	Thompson Farm Soups
703	Thompson Farm Soups
919	Thrasher Foundation Repair
1107	Tiffani Link Designs, LLC
1109	Tiffani Link Designs, LLC
1013	Tiffany Ascensio Designs
930	Tillie & Co. Boutique, LLC
900	TnA Designs
902	TnA Designs
518	Totes & More LLC
1228	True Honey Teas
500	Tupperware
712	Twisted Peach KC
1029	Valen Ferri Jewel
505	Vita Chiropractic
711	WAFFOOZLES
933	Wellspring School of Allied Health
935	Wellspring School of Allied Health
834	Wey Better Creations
619	WIN1WINALL, LLC
625	Winkle Berry Arts, LLC
812	Wonder wooden floral
1016	Wooden Element
713	YAWA & CO, LLC
526	YaYa's Special Seasonings