

KC LOVE EVENT-UNION STATION- EVENT INFORMATION

Location:

Union Station Kansas City

30 W Pershing Road

Kansas City, MO

(816) 460-2000

www.unionstation.org

Show Hours:

Saturday, February 15th - 10am - 5pm

Sunday, February 16th - 11am - 4pm

Parking:

Parking is FREE. Union Station will provide ALL vendors a voucher to park in the garage. Please Park in the garage, otherwise you will not be provided with a voucher and will have to pay for your own parking

Booth Assignment: Click on the online link and search alphabetically, also attached to vendor email.

Important Date Reminders:

2/7 - Updates to business name for event signage deadline

2/3 - Food Sampling Permits due (No exceptions!) This is the highest fee you pay and the last day!

2/7 - Discounted rates from Liberty for electrical deadline

2/7 -Liberty Expo table/chair/orders discount deadline

2/14 - Registration & set up begins at 1pm (1pm - 8pm) with access to your booth until 12 midnight.
ONE DAY ONLY FOR REGISTRATION AND SET UP. Please See separate email for LOAD IN TIMES!!!

Check In / Set Up:

Friday, February 14th – 1pm-8pm (must be checked in and in the building by 8pm) You can remain on-site until 12 midnight

* The docks will be open during set up hours for move-in but will close at 8pm on Friday with no exceptions. If you cannot check in by 8pm on Friday, please text or call Megan at 816.305.6242 to

let her know when you will arrive to set up. If you are not in the building or have not contacted us by 8pm 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 12am. Nothing can be left on-site.

Booth Number/Booth Signs:

All vendor booth names, and booth numbers are noted on our booth assignment attachment and online at: [Vendor List - Farfalla Events \(farfallaeventco.com\)](http://farfallaeventco.com) 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 January 20th if you need anything edited. Your name will print as noted in this vendor packet on your booth sign unless we hear otherwise.

Booth Inclusions:

All booths include an 8' black drape back wall and 3' side walls. Booth Flooring is the tile/ceramic tile that is throughout the grand hall at Union Station. No pipe and drape adjustments can be made.

TABLES & CHAIRS ARE NOT INCLUDED (only 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 2/7. You have received an email that includes your username and password from Liberty Expo. 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 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: January 6 – Feb 7, 2023

Exhibitor Badges:

Exhibitor badges will be available at check in. We do not require names of anyone working your booth. 2 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.

Hotels: We do not have any secured room blocks this year. Below are the close hotels to Union Station if you are wanting to stay downtown. We unfortunately cannot help with pricing this year due to a large event in town at the same time.

Westin Crown Center

1 E Pershing Rd, Kansas City, MO 64108

Sheraton Kansas City Hotel at Crown Center

2345 McGee St, Kansas City, MO 64108

Electrical Orders:

Electrical is not included in the booth fee and must be ordered online from Liberty Expo. The cost is \$72 per standard 5 amp outlet if ordered 10 days before the event (2/4/25). Fees will increase after 2/4. To order, please refer back to your email from Liberty Expo.

Internet/Communications Orders:

WiFi is complimentary at Union Station

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 Farfalla team. Sampling is allowed; however portions may be no greater than 2 oz. for food and 4 oz for liquid.

Approved sampling vendors will be required to follow all health guidelines. A hand washing station will **NOT** be provided for you by the Farfalla Events Team, this will be your responsibility. The health inspector will be coming on-site to check your booths prior to the show opening.

If you have any questions please refer back to the email that was sent by our team or reach out to us again Individually!

Vendor Responsibilities:

- All exhibitors MUST check in at our registration table no later than 8pm on Friday, February 14th. 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 front of the Grand Hall before you enter the show. Please note that while our registration table will remain open until 8pm, the dock doors will close at 8pm. If you plan to arrive after 8pm you will not

have access to the dock doors. If you do not plan to arrive by 8pm, 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 grand hall/during setup/ show hours and teardown.
- Exhibitors may set-up during the noted set-up hours. Cars and trucks may park at Dock #2 to empty their vehicles for move-in during your designated time you chose. Exhibitors are responsible for moving their vehicle promptly after unloading. Vendors may not load in any equipment from the historic brass front doors, West side portico (Post Office Doors) or Dock # 1. All load in and load out MUST be from Dock #2 ONLY. Dock#2 is located under Union Station on OK street, to the NW corner behind Dock #1 **(PLEASE SEE ATTACHMENT FOR MORE SPECIFIC DIRECTIONS)**
- Dock doors will close at 8pm. You will not be allowed to enter through the docks after 8pm so plan accordingly.
- Booth teardown, clean up and exit of the building to be completed by Sunday at 12pm. The docks will not be accessible until 4pm on Sunday, February 16th for move-out. We request your patience with this process as we allow all vendors to move out.
- 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 grand hall will have private security provided by Farfalla Events after check in and after show hours.
- 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 Liberty Expo. If you order electricity, you are responsible for bringing your own power cords or other electrical supports. **The deadline for discounted electrical orders is 2/7.**
- 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 2/7.**
- 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 Missouri Sales Tax collection and filing with the State. The sales tax for Kansas City 9.850% 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 Union Station
- Children of exhibitors must be closely supervised. Running within the Grand Hall will not be allowed and will be strictly enforced.
- Helium balloons are not allowed inside Union Station and may not be used for display. There is a \$200 fee if you bring in balloons and they float to the ceiling. Union Station 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 2/3.**
- 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 Farfalla Events staff.

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

Each vendor can use the code: 25vendor for 10 free tickets!