



Thank you for participating in our 4th Annual iSHOPDavie Gift Shopping Expo!
Please sure to read the attached WinMock Preservation Agreement carefully.

Here are a few things to remember the day of:

SETUP & BREAKDOWN:

- Setup begins at **11:00 am** and your space needs to be “show ready” by **2:00 pm**.
- For all off loading you must use the WinMock Service Area behind WinMock (refer to the WinMock Preservation Commitment Agreement) and you may use the service elevator to get to the Loft.
- Your name will be on your assigned table.
- Nothing can be taped, nailed or affixed to any of the walls.
- All vendors will park in the designated vendor parking marked by WinMock so other vendors may offload/setup.
- Plan to stay for entire expo (No Early Takedown).

BRING:

- Provided is a 6 foot table by 6 space and two chairs.
- All tables **must** be covered per WinMock (examples: burlap, cloth, paper). Feel free to bring anything else for decorations and display.
- Bring a rolling cart/hand truck to transport products (if available).
- **If you requested power you must bring your own extension cord (grounded 3 wire cord).**
- Wi-Fi will be provided by WinMock for those who will be bringing mobile point-of-sale tools. **CODE: winbarn01**

CATERERS:

- Caterers must provide their own plates, napkins and utensils.
- You will not be able to use the kitchen. Everything must be pre-made.

POINTERS:

- Please use your social media to promote the iSHOPDavie Gift Shopping Expo (logo attached). The more we advertise as a whole, the more people we will have attend the expo. Posters are available at the Chamber M-F from 9:00 to 5:00pm.
- You only have one shot to make a great first impression so this a great time to mute your phone.
- Have great signage, lots of business cards and make your booth appealing to the eye!
- If you are selling products or services make sure the amount is clearly marked.
- Please do not leave your booth unattended...you might miss out on a sale!

I acknowledge that I have read and understand the following information.

Signature: _____ **Date:** _____