



MonadnockBusinessExpo.com



FACT SHEET

EXHIBITOR APPLICATIONS

- Due no later than May 1, 2024
- **Early Bird Rates Expire April 1, 2024**

PAYMENT

- 50% due at time of booth reservation. Balance due no later than May 15, 2024

ELECTRICITY

- All booths are supplied with 200 watts of electricity which is enough for computers, laptops, tablets, chargers, and small fans.
- If your booth/display requires more than 200 watts, extra electricity is available for an additional fee (determined when we know electric needs).
- You cannot use coffee makers, microwaves, refrigerators, heaters, or any other small appliances.
- You must use high efficiency compact fluorescent or LED lighting.

VEHICLES AND PARKING

- There will be designated parking for Exhibitors
- All vehicles, trailers included, **MUST** display their parking pass

PETS

- Pets are not allowed within the Keene Ice Arena

SMOKING

- There is no smoking in the facilities at Keene Ice Arena.
- Smoking is allowed in the designated parking areas.

BOOTH SPACE

- Your entire set up must stay within your booth space. This includes but is not limited to awnings, products, displays, chairs, sales kiosks, etc..

CHECK-IN

- Set-up begins on Friday, May 31 at 8am - 5pm
- Passes will be given with two free Lanyards per exhibitor.
- Exhibitors must be set up and move their vehicles to the exhibitor parking area by 9am, Saturday, June 1

EXPO HOURS

Saturday
10 am - 4 pm

Sunday
10 am - 3 pm

- **Your booth must be open 30 minutes prior to event hours and remain open and presentable for the entire Festival hours**
- All exhibitors must stay open for the entire expo.

BREAKDOWN

- All booths must be broken down and removed no later than 8pm, Sunday, June 2, unless other arrangements have been made in advance.
- Breakdown begins at 3 pm Sunday.

SECURITY

- Security on site Friday, Saturday, and Sunday.
- We cannot guarantee the safety of any items left overnight, or take responsibility for any loss, theft, or damage participants might incur.

SPECIAL REQUESTS

- All special requests must be submitted with your application for booth space.
- All decisions made by MONADNOCK BUSINESS EXPO, Inc. are binding.

QUESTIONS? Call 603-903-4228