Load-in/out Details

7:00am - 11:00am - Load-in Begins. *All large items must be inside your booth by Mall Open time at 11:00am.*

11:00am - 3:00pm - Final Booth Set-up. *Items that are on carts, in wagons or by hand may be brought in during this time.*

8:00pm - 10:00pm - Load-out must be completed during this time. NO items may remain onsite.

****Hallways MUST be used for Load-in/out. NO GLASS public entry doors may be used for booth set-up. Security will be roaming throughout the event.****

Booth Details

Non-Profits & Makers - you will have an 8x8 blank space to set up however you desire. Please bring tables, chairs, linens and electrical cords for your setup.

Business Partners - you will have your 10x10 booth set-up as notated on your registration table. ***Should you wish to have pipe and drape backdrop it will be an additional charge and we must be notified by February 1st to secure and install.***

VENDOR GUIDE

Opening Ceremony

The Opening Ceremony begins at 3:15 with booths opening at 3:45pm. You are invited to join us at the Opening Ceremony as security will be present in the booth areas. We will be doing videography of the event and would love to showcase this kickoff portion of the event.

Dance & After Party

The Dance and After Party is open to the public and free to attend. The After Party will be held inside LevelUp and you are welcome to stick around and enjoy post tear-down. All booths must be torn down promptly after the show before enjoying the After Party.

Parking Information

Non-Profits & Makers - use the loading zone between LevelUp and JCPenney facing Club Carwash. Make sure to unload and park in the lot ASAP to allow for vendor flow.

Business Partners - use the loading zone between Barnes & Noble and Dillards facing Bernadette Dr. Make sure to unload and park in the lot ASAP to allow for vendor flow.

Show Admission

Admission to the show is free and open to the public. Our Lounge Pass ($25) gives access to food, beverage, dessert and premium seating. Should you wish to have access to The Heart of Missouri Lounge you must purchase a ticket. *Tickets go on sale starting January 18th and must be purchased before the show.*

Booth Placement

Booth placement has been drafted and added in this Vendor Guide. Some changes may occur as final vendor registration occurs but the final map will be sent out on March 1st for you to plan accordingly.