

2018 LITTLE ROCK MARATHON

Expo Dates - MARCH 2-3, 2018

Friday, March 2, 2018 10am – 8pm

Saturday, March 3, 2018 8am – 6pm

Little Rock Marathon Health and Fitness Expo Exhibitor FAQ's

Where is the Health and Fitness Expo?

Statehouse Convention Center, Exhibit Hall 1-2
#1 Statehouse Plaza, Little Rock, AR 72201

What does my booth fee include?

Each exhibiting company shall receive 8' high pipe and drape back wall, 3'high pipe and drape sidewall; 6ft draped table; 2 chairs; waste basket; identification sign; Other accessories available through Sunbelt Convention Services.

MERCHANT LOUNGE Our exhibitors are important to us and we are happy to provide you with a hospitality suite during the Expo. The suite will be located (Insert location description), and will include a selection of snacks and beverages. Your exhibitor credential will serve as your ticket into the hospitality suite, and you may access the hospitality suite at your convenience throughout the show. Please be courteous of other exhibitors in your usage of the suite.

Will I receive a confirmation of my registration?

A confirmation will be emailed upon receipt of payment. Communications regarding the LR Marathon Expo will come from the email address lrmarathonexpo@gmail.com, so please add this address to your "safe list." If you do not receive confirmation, please call 501-255-3325 or email lrmarathonexpo@gmail.com.

When are exhibitor move-in, move out and show dates?

SET UP:	Thursday, March 1	10 am to 7 pm
	Friday, March 2	7 am to 9:30 am—walk in only
EXPO:	Friday, March 2	10am to 8 pm (expo is open to the public)
	Saturday, March 3	8:00 am to 6pm (expo is open to the public) new open hour
RESTOCKING:	Saturday, March 3	6 am-8:00 am-walk in only
MOVE OUT:	Saturday, March 3	6 pm to 10 pm
10K, 5K & KIDS RACE:	Saturday, March 3	7:30 am (5k & 10K) 11am (Kids Race)
MARATHON, HALF:	Sunday, March 4	7:00 am

Can I register for the race or attend special events?

Exhibitors are welcome to attend any socials or events during race weekend. All events require additional fees. Please see www.littlerockmarathon.com for details.

Can I ship items directly to the exhibit hall?

All drayage/shipping must go through Sunbelt Convention Services.

Can I arrange for someone to set up my booth for me?

SUNBELT CONVENTION SERVICES can make arrangements for you.

Can I order a telephone line?

Telephone service can be ordered through Little Rock Convention and Visitors Bureau for \$130/advance order. Please program machines to dial 8 for an outside line.

Is the exhibit hall wireless?

The Statehouse Convention Center does provide free wireless internet for basic web browsing. Basic web browsing examples are Google, YouTube, Facebook, etc. The free wireless is a courtesy therefore we cannot guarantee 100% uptime or full bandwidth and some services might be restricted. Examples of restricted services are VPN (Virtual Private Network), corporate email, live stream, etc.

The Statehouse Convention Center can provide for an additional fee dedicated internet lines. To provide the best internet experience possible please provide information regarding what services will need to be accessed, e.g., VPN (Virtual Private Network), remote access to corporate email, live streaming (include provider), Point of Sales Transactions, etc.

How much is electricity?

Electricity can be ordered through Little Rock Convention and Visitors Bureau for \$50 fee in advance of the show or \$70 day of show.

Is the Center carpeted?

The Center is not carpeted. Carpet may be ordered from Sunbelt Convention Services.

Where can I park my car?

Downtown parking is \$12.00/day in the municipal garages. The Marriott Hotel does valet; please call 501-906-4000 for pricing. Please see parking map. *Little Rock Marathon is offering \$6 parking for exhibitors in municipal garages-take your ticket to Kitty for validation.*

Will I receive my badge in the mail?

No, badges will be available at your booth. 2 badges per 10x10 booth are provided complimentary. *Each additional \$10.*

How does Load in/out work?

Loading in/out will be a drive in process. Exhibitors will drive into hall 1 unload quickly and then park their vehicle off site. The loading dock is located off of LaHarpe in the back of the Center. Please see parking map for visual. Directions to the dock can be found at www.littlerockmarathon.com.

Sales tax?

Sales tax in Little Rock is 9%. A Sales Tax Report schedule will be distributed at the Expo. You are required to complete the Schedule and report your sales and tax collections each day. You are responsible for turning in your form to the expo coordinator or mailing into the State. Companies that already file monthly in Arkansas can add the expo to their regular filings. If you have any questions call 501-682-7104.

Booking Information:

Kitty Lane or Gina Pharis
Expo Sales
501-255-3325 /501-918-5321
lrmarathonexpo@gmail.com
gpharis@littlerock.gov

Display Company:

SUNBELT CONVENTION SERVICES
501-244-9955
sunbelt4u@gmail.com

Expo Merchant Chair

Kitty Lane
501-255-3325
lrmarathonexpo@gmail.com

Utilities:

Statehouse Convention Center
501-255-3307
utilities@littlerock.com