



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

CONCESSIONS

Concessions will be available for vendors to be able to purchase food and drinks during the 2022 Health & Fitness Expo. The concession supplied by Pat's Kitchen will be located in the Exhibit Hall.

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 bsdixon@littlerock.gov, so please add this address to your "safe list." If you do not receive confirmation, please call 501-918-5359 or email bsdixon@littlerock.gov.

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

SET UP:	Thursday, March 3 Friday, March 4	10 am to 7 pm 7 am to 9:30 am—walk in only
EXPO:	Friday, March 4 Saturday, March 5	10 am to 8 pm (Expo is open to the public) 10 am to 6 pm (Expo is open to the public)
RESTOCKING:	Saturday, March 5	6 am-8 am-walk in only
10K, 5K & KIDS RACE:	Saturday, March 5	7:30 am (5K & 10K) 11 am (Kids Race)
MOVE OUT:	Saturday, March 5	6 pm to 10 pm
MARATHON & HALF MARATHON:	Sunday, March 6	6 am – Early Start, 8 am – General Start

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?

Shipping will be handled directly with a selected vendor. More information will be available at a later time.

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

Assistance with set up can be arranged through the selected vendor. More information will be available at a later time.

Can I order a telephone line?

Telephone service can be ordered through Little Rock Convention and Visitors Bureau. 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.

Is the Center carpeted?

The Center is not carpeted. Carpet as well as other vendor furnishing, including additional tables, can be ordered directly through the selected vendor. More information will be available at a later time.

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 our city garages located at 400 W Markham Street, Second and Main Street, and E 2nd Street.

Will I receive my badge in the mail?

Badges will be available at Expo Load-In. Two 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 & Expo Information:

Brandy Dixon

Expo Director

501-918-5359

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