



## **S5-EP13 - LOAD IN AND SHOW INFORMATION**

April 29-30, 2017

Causeway Bay Hotel and Convention Center  
6820 S. Cedar St. – Lansing, Michigan 48911

[www.fantasticon.net](http://www.fantasticon.net)

Thank you for being a part of our show. Outlined below is important information pertaining to the show. We appreciate your support and are happy to have you as our guests. We will do everything possible to make sure you have a FANTASTIC experience with us.

### **What we provide**

All spaces in the Exhibitor Room are 10'x 10'. We supply one 8' table for each wall and interior space purchased, and two 8' tables for each corner space purchased. 6' tables are supplied in Artist Alley. We supply one chair per table in the Exhibitor Room and one chair per space in Artist Alley. You are allowed to bring in your own tables if you would like. Power is available for a cost of \$50 to all spaces. Request for power must be emailed to promoter no later than seven days before the event. You need to supply your own extension cords.

### **Load In Times**

It is mandatory that all vendors setting up in the Exhibitor Room load in on Friday between 12:00-8:00pm. If this is not possible, you must make special arrangements with the show promoters in advance. Artist Alley participants can load in Saturday morning between 8:00-9:30am if they cannot load in on Friday. We encourage you to set up on Friday if you can as it will be much easier with a longer set up period. Saturday morning will be hectic with less time to set up. There will be a very limited amount of hand carts available to use on a first come basis. All Exhibitors and Artists must be set up completely by the time we open at 10:00am on Saturday. The load in door is to the left of the main entrance which is located behind the building. Overnight security will be provided.

### **Parking and Credentials**

Parking is free for all exhibitors and artists. There will ample parking available for everyone. Each Exhibitor/Artist will be given two vendor passes and wristbands for each space purchased upon arrival at load in.

### **Other Useful Information**

- There is an ATM machine located inside the showroom
- There will be a full service food court open during show hours inside the lobby
- Credit Cards will be accepted for entry at the door
- There will be limited Wi Fi available in the showroom.

There are no refunds if you cancel within 30 days of the show. If you cancel before 30 days out, the purchase amount will be credited to a mutually agreeable show in the future.