

# Show Policies

## Eligibility/Registration

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Registration for 123 Kids Expo is welcome from all manufactures, distributors, importers/exporters, wholesalers, retailers and service providers who wish to exhibit.

Prior to the show you should have an application on file with Trendy Trade Show Company. If you have not signed your application, please take a few moments to review, sign and return by email.

Down payment must be made within 7 days of registration.

## Entrance Fee

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Admission is free for Media Professionals, suppliers with a letter of assignment and children up to 12 years of age accompanied by a parent. Children 13 and over require a full price admission ticket.

Guest admission fee is \$30.00TT (\$5.00USD).

## Badges

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Badges can be picked up on Friday April 12th, at the Centre of Excellence from 10am-2pm, show badges are preprinted with your business name. Separate badges will be issued for persons involved only in setting up and dismantling. Only those with badges will be allowed to enter the building during setup and dismantle. Badges must be worn at all times during the event and are non-transferable. Keep track of your badges, if lost you would be required to purchase a ticket for entry.

Please provide a form of ID to collect your badge.

## Locating the venue

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The Centre of Excellence is situated in East Trinidad, at 17A Macoya Road, Tunapuna, just minutes away from the airport, just off the Churchill Roosevelt Highway, turn right by traffic lights, large building on left, from the priority bus route turn right, large building on right. Signs will be visible.

## **Parking**

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Parking is located behind the building by entering at the main entrance on Macoya road. Parking is free to all exhibitors and attendees, simply notify security that you are attending the 123 Kids Expo and you will be directed accordingly.

Sponsors will be issued a 2-day VIP parking pass. This pass is good for in and out privileges and can be passed to other staff in your booth if someone is not returning the next day.

You may park near the building to off load in designated areas and move your vehicle once finish off loading. Do not leave your vehicle unattended for more than 10mins.

## **Finding your Booth Space**

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Take your time to locate your space on the floor plan provided, which will also be posted to the website before the show. When you arrive, you will be given a show directory that also has a map locating your business.

123 Kids Expo personnel would be on site and can assist you with questions or concerns regarding your booth.

## **Ordering Electrical**

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Electrical will be provided for all 10x10 space and up. If you are going to need electrical or additional electrical at your booth, please fill out Form2. Additional electrical will be provided at a cost of TT\$115.00.

The deadline for ordering electrical is April 1<sup>st</sup>,2019. You may call 1 868 712 7669.

## **Preparation of food**

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The use of stoves, furnaces or similar equipment, Flammable liquids, liquid petroleum gas or any form of open flames is not permitted on the compound. Sampling of food and beverages will be permitted within an exhibitor space.

Persons selling food and beverages must have the necessary health certificates displayed at all times. Cooking on site is prohibited. Exhibitors who wish to offer food sample must prepare these items o site before bringing them to the exhibition hall.

\*123 Kids Expo reserves the right to add/change its policies at any time without notice