

January 4, 2018

K-STATE
Research and Extension

Lyon County

2632 W. Highway 50
Emporia, KS 66801
(620) 341-3220
fax: (620) 341-3228
www.lyon.ksu.edu

Dear Vendor,

You are invited to join us for the 2018 Flint Hills Greener Living Show. The show will be held in the Anderson Building located on the Lyon County Fairgrounds on Saturday, February 24th and Sunday, February 25th. Registration for this event must be made by February 1, 2018. Booths will be 12' x 10' and cost \$100.00 each. There will be a limit of two booths per company/organization. Outdoor space of 25' x 25' for bigger equipment will be available for an additional \$25.00. There is no fee for non-profit groups; however, only limited number of spaces will be allocated to non-profit organizations. If you would like to have a booth at the show, but can only be in attendance either Saturday or Sunday, please contact Travis Carmichael at trcarmic@ksu.edu or (620) 341-3220 for more information.

Educational seminars will be taking place throughout the show; however, you may have the opportunity to have demonstrations or seminars at your booth. If you need additional tables and chairs you may reserve them at the time of registration or any time before the day of the show. Please indicate if you will need electricity at the time of registration. We would like to showcase all of the exhibitors at the show by placing exhibitor's logo in a slideshow that will run during the show. If you would like your company showcased, please indicate on the registration form that you would like to have your logo included. Please send your logo to Travis Carmichael at trcarmic@ksu.edu.

Show hours will be, Saturday 9:00 a.m. to 5:00 p.m. and Sunday 11:00 a.m. to 4:00 p.m. Setup for exhibitors will begin at 8:00 a.m. Friday, February 23th. The Anderson Building will be open throughout the day and close at 6:00 p.m. on Friday. The Anderson Building will open on Saturday morning at 7:30 a.m. for any additional setup before the show. On Sunday the Anderson Building will open for Exhibitors at 10:00 a.m. All exhibits must stay in place until 4:00 p.m. on Sunday.

We hope you will join us for the 2018 Flint Hills Greener Living Show. To register, fill out the enclosed form and return it to the Lyon County Extension Office, 2632 W. Highway 50, Emporia, KS 66801. If you have questions about the show or registration you can contact Travis Carmichael at (620) 341-3220.

Sincerely,



Travis Carmichael
County Extension Agent
KSRE – Lyon County



Angela Anderson
Flint Hills I & E
Small Farms. Big Ideas



Mike Scheller
Scheller's Inc.

Enclosure

Kansas State University, County Extension
Councils, Extension Districts, and U.S.
Department of Agriculture Cooperating.

K-State Research and Extension is an equal
opportunity provider and employer.



February 24, 2018 – 9:00 am – 5:00 pm

&

February 25, 2018 – 11:00 am – 4:00 pm

Located at:

Anderson Building, Lyon County Fairgrounds

Registration Form

Name of Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Name of Contact Person: _____

PAYMENT

☐

Check Enclosed

☐

Cash Enclosed

☐

Non-Profit (No Fee)

Please return Registration Form to:

K-State Research and Extension – Lyon County
Attn: Travis Carmichael
2632 W. Highway 50
Emporia, KS 66801

Make Checks payable to:

**Lyon County Extension
Council**

Registration deadline:

February 1, 2018

If you would like to have a booth at the show and cannot attend both days, please contact Travis Carmichael for more information.

COMPLETE BACK OF FORM

February 24, 2018 – 9:00 am – 5:00 pm
&
February 25, 2018 – 11:00 am – 4:00 pm
Located at:
Anderson Building, Lyon County Fairgrounds

	# of Booths	Total
12 x 10 Booth Space Number of Booths @ \$100.00 Table and two chairs will be provided. Booths available on a first come first serve basis		\$
25' x 25' Outdoor space for large equipment Number of space(s) @ \$25.00 (limit 2 per exhibitor)		\$
Electricity for booth	<input type="checkbox"/> Yes <input type="checkbox"/> No	Free
Logo for Exhibitor PowerPoint	<input type="checkbox"/> Yes <input type="checkbox"/> No	Free
Total Registration Fee		\$

Brief Description of Booth:



K-State Research and Extension is committed to making its services, activities, and programs accessible to all participants. If you have special requirements due to a physical, vision or hearing disability, or dietary restriction please contact Travis Carmichael at 620-341-3220. K-State Research and Extension is an equal opportunity provider and employer.

Flint Hills Greener Living Show

Exhibitor Guidelines

SET UP TIMES

The Anderson Building, located on the Lyon County Fairgrounds, will be open for set up the day before the show (Friday, February 23, 2018) from 8:00 a.m. to 6:00 p.m. or the day of the show (Saturday, February 24, 2018) from 7:00 a.m. to 8:30 a.m.

PROTECTION OF THE FLOOR

Please use some form of tire pad (carpet, cardboard, mat, etc.) under all/any tire(s). Any display that could possibly leak fluid also needs a floor protector completely underneath it. All tires or wheels must be clean.

Please use either tarp or thick plastic underneath any or all landscape blocks (including cinder blocks) and mulch that may be used in the booth display.

All articles/equipment/display items must be brought into the building on carts or dollies. Dragging items across the floors is prohibited.

Equipment that has wheels or is self-propelled may be driven or rolled across the floors without the use of a cart or dolly.

SET UP RESTRICTIONS

Hanging of signs and/or banners from the walls and ceiling is prohibited. A grid-wall section will be provided to each booth for any signs and/or banners that need to be hung.

No booth may exceed 8 feet in height.

NO SMOKING POLICY

Anderson Building has a NO SMOKING POLICY. We would appreciate you help in seeing that cigarette butts are placed in the proper receptacles located at the entrance of the building.

VENDOR BOOTH TAKE-DOWN

Tear down begins at 4:00 p.m. on Sunday, February 25, 2018. Please do not begin take-down prior to 4:00 p.m. The Anderson Building will also be open on Monday, February 26, 2018 for removal of any additional booth items that were not removed on Sunday.

ELECTRICITY

Electricity is available at certain sites around the perimeter of the Anderson Building. Please notify Travis Carmichael at (620) 341-3220 or by email at trcarmic@ksu.edu, prior to the show if any electricity will be needed.

If you have any questions, please contact Travis Carmichael at (620) 341-3220 or at trcarmic@ksu.edu.