

# LITTLE ROCK MARATHON HEALTH AND FITNESS EXPO

STATEHOUSE CONVENTION CENTER

MARCH 4 - 5, 2016

## Exhibitor FAQ's

### Where is the Health and Fitness Expo?

Statehouse Convention Center, Exhibit Hall 2-4  
#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 501-244-9955 or email [sunbelt4u@gmail.com](mailto:sunbelt4u@gmail.com). Exhibitor hospitality will be providing light snacks and beverages.

### 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](mailto: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](mailto:lrmarathonexpo@gmail.com).

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

SET UP:	Thursday, March 3	10 am to 7 pm
	Friday, March 4	7 am to 9:30 am—walk in only
EXPO:	Friday, March 4	10am to 7 pm (expo is open to the public)
	Saturday, March 5	9 am to 5 pm (expo is open to the public)
RESTOCKING:	Saturday, March 5	6 am-8:30 am
MOVE OUT:	Saturday, March 5	5 pm to 10 pm
10K, 5K & KIDS RACE:	Saturday, March 5	7:30 am (5k) 11am (Kids Race) 7:30am (10K)
MARATHON, HALF:	Sunday, March 6	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](http://www.littlerockmarathon.com) for details.

### Can I ship items directly to the exhibit hall?

The Statehouse Convention Center does allow items to be shipped. Shipping can start March 2, 2016. Ship to:  
Little Rock Convention and Visitor's Bureau  
Attn: LR Marathon Expo/Booth Name  
#1 Statehouse Plaza  
Little Rock, AR 72201

Shipping before March 2 will need to be made through Sunbelt Convention Services. Exhibitor is responsible for picking up items at the shipping/receiving dock and taking to their booth. Large items must be shipped 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 \$40 fee in advance of the show or \$60 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 \$5 parking 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](http://www.littlerockmarathon.com).

**Sales tax?**

Sales tax in Little Rock is 9%. A Sales Tax Report schedule is available at [www.littlerockmarathon.com](http://www.littlerockmarathon.com). 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. 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](mailto:lrmarathonexpo@gmail.com)  
[gmarchese@littlerock.org](mailto:gmarchese@littlerock.org)

**Display Company:**

Sunbelt Convention Services  
501-244-9955  
[sunbelt4u@gmail.com](mailto:sunbelt4u@gmail.com)

**Expo Merchant Chair**

Kitty Lane  
501-255-3325  
[lrmarathonexpo@gmail.com](mailto:lrmarathonexpo@gmail.com)

**Utilities:**

Statehouse Convention Center  
501-255-3307  
[utilities@littlerock.com](mailto:utilities@littlerock.com)