



*January 10-12, 2025*

# ALL AMERICAN OUTDOOR SPORTS EXPO

ALLEN COUNTY WAR MEMORIAL COLISEUM  
FORT WAYNE INDIANA

## EXHIBITOR MANUAL

RULES, REGULATIONS, MOVE IN, MOVE OUT, DECORATOR, BADGES, PASSES,  
PARKING, HOTEL AND MORE

**LET'S HAVE FUN AND MAKE SOME SALES!!!**

Advanced Expo Inc.  
11020 Running Tide Ct. Indianapolis IN 46236  
P: 317.714.6734 F: 877.491.3743

ADVANCED EXPO INC (AES) WOULD LIKE TO WELCOME YOU TO THE ALL AMERICAN OUTDOOR SPORTS EXPO OF 2025. THE ENCLOSED INFORMATION IS HERE TO HELP INSURE A SUCCESSFUL AND PROFESSIONAL EVENT FOR ALL EXHIBITING, ATTENDING AND SUPPORTING THE SHOW. LET'S ALL BE SURE TO MAKE A GREAT FIRST IMPRESSION TO OUR POTENTIAL CUSTOMERS, FELLOW EXHIBITORS, THE FACILITY, THE MEDIA AND ALL INVOLVED MAKING THIS A SUCCESSFUL EVENT FOR ALL ATTENDEES. THANK YOU FOR YOUR PARTICIPATION AND SUPPORT – LET'S HAVE A FUN SHOW!

## GENERAL INFORMATION

***Military Day Friday Jan 10 – free admission***  
***Kids Day Saturday Jan 11 – free admission***  
***Police/Fire Day Sunday Jan 12 -free admission***

***New Feature - Dock Dog Shows all weekend***

***Fundraiser & Sponsor – Tunnel 2 Towers. Silent auction fundraiser all weekend w 100% of proceeds going to T2T. PLEASE donate items to the auction!! (we will promote who gave what)***

### SHOW HOURS

Friday, January 10th	Noon – 8:00 pm
Saturday, January 11th	10:00 am – 6:00 pm
Sunday, January 12th	10:00 am – 4:00 pm

(BOX OFFICE CLOSSES 1 HOUR BEFORE SHOW CLOSE. ACCESS TO SHOW FLOOR GRANTED DAILY 1 HOUR PRIOR TO SHOW OPENING)

### SET-UP – EXPO 1, 2 & 3

Wednesday January 8th	8am – 8 pm – large bulk areas 600 sq. ft. plus
Thursday January 9th	8:00 am – noon – 20x20s. noon – 8 – 10x10s
Friday January 10th	8:00 am – 10:00 am – hand carry only

**MOVE OUT NOTE – MUST BE OUT SUNDAY BY 10PM**

## TEAR DOWN

Sunday, January 12 <sup>th</sup>	5:00 pm – 10pm – out Sunday night

PLEASE DO NOT start tearing down until we have announced over the PA system that the show is officially closed. We cannot allow you to carry anything out of the building before said announcement.

## CHECK-IN

Please check-in at the show office located in the lobby entrance of the exhibit hall. We will be open at noon on January 8th and will issue you your exhibitor credentials when you check-in at that office. All needed services such as badges, electric, discounted guest tickets, decorator items, etc will be easily and quickly accessible on site at check in. NOTE – often premium prices are in place for some services not ordered in advance.

***Any Balance Due on your booth space agreement must be paid before you can set-up.***

**BRING YOUR TUNNEL 2 TOWERS DONATE ITEMS TO SHOW OFFICE**

## EXHIBITOR BADGES – PASSES

Badge forms on exhibitor info page of website. Upon check in at the show office, your badges will be distributed. Badges are limited to 2 per 10 x 10 space (multiple & bulk booths thus more badges) and for your employees working the booth only. Extra badges are \$5 each. Contact tracing info will need to be provided for all staff.

## Guest-VIP Passes

We encourage all exhibitors to invite as many guests, clients and potential customers as possible. Guest VIP passes will be made available for sale in advance for \$5 each. All will be handled at check in. The Coliseum ticket office has a will-call window that is very responsive. At any time throughout the show, feel free to leave tickets for customers under their name at will-call and they will be accommodated. List of guests can also be accommodated there; just leave the corresponding number of VIP passes with the list.

## Facility – directions

The Memorial Coliseum is quickly and easily accessible from I-69. Driving instructions coming from any direction along with printable maps are located at the following link:

<http://www.memorialcoliseum.com/directions-parking.aspx>

## Show Site Team

AES staff will be onsite. Cell phone numbers for those that have been confirmed are:

David Marquart – 317.714.6734 Texting is ALWAYS better than calling.

Email: [advancedexposolutions@gmail.com](mailto:advancedexposolutions@gmail.com)

## Hotel

AES has made a *very special* rate and accommodation arrangements with Marriott Fairfield Inn on Lima Road for only \$119 per night KING \$124 DOUBLES. **Deadline for these discounted rates is December 26<sup>th</sup> – no exceptions.**

## *RV Parking*

Limited sites available on the Coliseum grounds. No water/sewage but there is electrical hook-ups. Exhibitor rates are \$30.00 per night for 30amps or \$50.00 per night for 50amps. Reservations are not accepted. Questions ~ (260) 482-9502

## Parking – exhibitors

All vendor parking & daily show entrance is in lot 13. Each exhibiting company will receive 2 free unlimited parking pass per 10 x 10 booth space – more for larger booths. We should have enough free passes for everyone, but we need make all are covered first. Additional unlimited in-and-out parking passes are available at our cost if we run out. Trucks and trailers parked for the duration of the event in the back storage lot are free. There is a separate exhibitor lot with pedestrian access door at the southeast side of the facility. **No free advertising allowed through use of signs/names etc. on trucks, and trailers in the parking lot during show hours, specifically by Coliseum Blvd. and Parnell Ave. without express arrangements from AES. Show management controls this parking as well as the docks. Thank you.**

## INSURANCE

All exhibitors must send us a *Certificate of Insurance*, with Advanced Expo Inc. listed as named insured. \$1 million in general liability is required. Call your agent; they can do this for you. Fax to 877.491.3753

## SHOW DECORATOR

Their price list and order form is included in this packet. They will be available during set-up. **Please submit forms in advance to take advantage of discount pricing from show website exhibitor section**

Advanced Expo Solutions  
11020 Running Tide Ct.  
Indianapolis IN 46236  
Phone: 317-714-6734  
Fax: (877) 491-3753  
Advancedexposhow@gmail.com

## Show Colors - Carpeting

All areas are concrete. 10 x 10 booths come with black side drape, back drape and free WIFI. Bulk and island booths are not equipped with any booth dividers. Any drape needed must be rented a la carte from the decorator. We very much encourage floor covering for the best looking – feeling booth as possible. Carpet is available to rent from decorator and exhibitors are free to bring in their own – just remove the tape 100%!

## UTILITIES ~ GAS, ELECTRICITY, WATER, TELEPHONE & INTERNET

Utility service is available for a moderate charge. Forms are available online with all exhibitor and decorator kit information. **To avoid extra costs, submit requests in advance of the show.**  
ELECTRIC IS NOT INCLUDED

## TELEPHONE / INTERNET

Telephone service & hardwire internet must be ordered onsite through the Allen County War Memorial Coliseum.

FREE Wireless internet service can be obtained from within your booth space once your computer is setup, turned on, and connected to a web browser. You will be prompted for “log-in” and set up log in information. Please be sure to “**log-out**” when not using the internet to preserve your usage time.

## FREIGHT HANDLING AND STORAGE

Please see Advanced Expo Solutions freight handling form for all shipping instructions. The facility address is:

Allen County War Memorial Coliseum  
Attn Advanced Expo Solutions  
4000 Parnell Avenue  
Ft Wayne, Indiana 46805

Please have all shipments marked with the appropriate show name.

The Coliseum is a non-union right to work facility and all exhibitors are free to handle all of their display items themselves. There are plenty of carts and dollies available free of charge on a first come first serve basis – no reservations. There is also plenty of storage space for back stock and crates. Also, 5 drive in doors (diving in will be limited – see move in instructions) and 4 docks – easy access for all!

## Exclusives

Advanced Expo Solutions is the sole provider of tables, chairs, signage, forklift, carpet and other equipment rentals. Exhibitors are free to bring in their own materials, but no other vendor is allowed on the property. The Coliseum has its own in-house exclusive concession provider and reserves the right to not allow another food or drink into the building.

## STAFFING OF EXHIBIT

Every exhibitor is responsible for having his/her display staffed at all times.- We owe it to our paying customers and fellow exhibitors (and AES requires it) to have professionally manned booth during all show hours.

## Vehicles on Display

Vehicles are allowed as part of your display with the following requirements met:

- Must fit completely inside booth dimensions – including mirrors, door steps, bumpers, hitches etc.
- Keys must be left in the show office in case of emergency
- Gas tank level 1/8 of a tank or less
- Gas tank ‘lid’ taped – sealed (please bring duct tape)
- Battery disconnected (please bring tools)

## SECURITY

- It is your primary responsibility for guarding your merchandise.
- We do employ armed security for the show.
- The halls will be locked and alarmed from the inside when show is closed nightly.
- There are cameras in all halls, also for 24/7 security.
- Exhibitors may not have access to the facility beyond regular working hours without show management authorization.
- No drinking or selling alcoholic beverages while working in your booth, during show hours.

## CLEANING OF BOOTHS

Debris from your booth must be swept or placed in the aisles after closing each evening. We cannot clean inside your booth. You may hire janitor/vacuum service at your own expense, contract with the decorator. Daily restocking – cleaning access will be granted each show day 1 hour prior to opening.

## STATE REGULATIONS

This is a **No Smoking** facility; smoking will be allowed in designated areas only.

Indiana State Fire Regulations & City Ordinances prohibits **ANYTHING** from protruding into the aisles. These rules will be strictly enforced.

**FOOD VENDORS** are required by the Indiana State Department of Health to file a **Registration Application for a Retail Food Establishment**. If you require an application, please contact our office or go to the State of Indiana website where you can print the form online:

<http://www.in.gov/icpr/webfile/formsdiv/49677.pdf>

## COUNTY REGULATIONS

Allen County Health Department requires all temporary food establishments to obtain a *Temporary Food Establishment Permit Application* for this event. If you require an application, please contact our office or go to the Allen County Health Department website where you can complete and print the form online:

[http://www.fw-ac-deptofhealth.com/PDF/Food\\_Protection/TempFoodEstPermitApplication.pdf](http://www.fw-ac-deptofhealth.com/PDF/Food_Protection/TempFoodEstPermitApplication.pdf)

## Important Deadlines and Phone Numbers

*Decorator Order Forms for advanced show price: January 1, 2025*  
(Remit to Advanced Expo to address on forms)

*Electrical order Forms: January 1, 2025*  
(Remit to decorator – Advanced Expo) for advanced pricing (see online form)  
*Telephone order form (advanced pricing) January 1, 2025*  
(Remit to Allen County Memorial Coliseum)

### **Hotel discounts: December 26, 2023**

#### *Phone Numbers*

Advanced Expo 317-714-6734

Allen County Memorial Coliseum 260/482-9502

Allen County Health Department 260/449-7561

Aramark Catering Service (in house caterer) 260/484-6486 (food permits)

Indiana State Sales Tax 317/233-4015

## **Additional information**

- All food and beverages to be sampled must abide by the following standards:
  - Solid foods will be limited to bite size portions.
  - Liquids will be no larger than a four-ounce cup
  - Only companies who manufacture the sampled product, or use said product in the day-to-day process of doing business, are permitted to bring their own samples.
  - All other exhibitors will purchase said food from the building concessionaire at cost plus twenty percent (20%)
- It is the exhibitor's responsibility to comply with all health and safety requirements and to obtain all necessary permits required by the City of Fort Wayne, and the State of Indiana.
- All exhibit spaces are 10 feet by ten feet or increments thereof. Displays must be built and installed to comply with the enclosed guidelines of the International Association of Exhibitions & Events (IAEE).
- Exhibitor is responsible for collecting any sales or use taxes.
- Booths must be staffed at all times, during show hours.
- You are liable for any damages you may incur to the facility.
- Floors must be protected against any substance that can stain or damage floor.
- No photography allowed of any other booth space but your own.

- **No helium-inflated balloons are allowed except as a permanent part of your display.**
- Nothing may be fastened to building walls and/or floors without using approved tape or fastening materials.
- Do not leave anything in the aisles that you do not want thrown away.
- Any show-sponsored contest is for the sole purpose to draw patrons to the show, therefore no exhibitor, exhibitor family, show personnel and their families, or the media are eligible to win.

## Notice

The use in advertising or promotion of any likeness, or other representation, of Advanced Expo staff – or that of any exhibitor, celebrity, show décor, speaker, exhibit or patron without their express written permission, is illegal and may result in severe penalties. Representation of **the Allen County War Memorial Coliseum** is also prohibited without express permission of coliseum management.

**If you have any questions concerning your exhibitor information,  
please feel free to call our office or your sales representative.**

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