Welcome to the Columbus Scrap & Stamp Show 2023!
March 24 & 25, 2023

Exhibitor Checklist

To help you better keep track of the multitude of forms and deadlines for the Columbus Scrap & Stamp Show 2023, please use this checklist!

☐ Exhibitor Contract (must include both signed pages)
> Due ASAP.

☐ Sponsorship Forms
> Due December 1, 2022 if you wish your sponsorship to be promoted to pre-registering guests.

> ☐ General Sponsorship form
> > Complete this if you don't plan to participate as a Diamond, Emerald or Amethyst sponsor.

> ☐ Diamond/Emerald/Amethyst Sponsor form
> > Complete this form if you are choosing to participate in the comprehensive program.

☐ Crop Party Agreement
> Due December 1, 2022 for maximum exposure to pre-registering guests.
> Crop Party Agreements are occasionally accepted after the deadline, please email kate@megameet.com to be sure.

☐ Review the remaining pages of this Exhibitor Information document for important information about Columbus 2023!

Join us for the Columbus Scrap & Stamp Show
March 24 & 25, 2023 –

We hope that this packet provides you with all of the information that you need to make your exhibit a success!   Your **Exhibitor Contract** and a **50% deposit** of the total booth space cost **must** be received by show management for your contract to be processed, and **balances are due January 7, 2023**.

Great Lakes Scrapbook Events
PO Box 621
Hartland, MI USA 48353
Phone: 248-583-7133 • Fax: 734-758-0183
E-Mail: exhibits@megameet.com

What's Included –
Each exhibitor receives the following as part of their exhibitor contract:
- 8' table and 2 chairs per exhibitor (Additional tables for additional booths as outlined on the contract and below. Extra tables may be pre-ordered).
- Pipe and Drape is NOT INCLUDED in this show. It can be ordered if required.
- Electricity for your booth
- Link to your website from our shopping page (must provide website).
- Retail exhibitors: Flyers & Posters to promote the convention, suitable for copying and distributing to your customers.
- Option to sponsor Special Events/Contests.
- Option to sell at the Crop Parties

(Please Note!!! Exhibit space does NOT INCLUDE booth furnishings other than as noted above! Any changes to booth furnishings must be arranged with us. The facility does not have hard line telephone service available.)

Exhibit Fees –

Booth Size	Cost
First 10' x 10' booth (incl. 1 table, 2 chairs)	$650
Additional 10' x 10' Booths (incl. 1 table,)	$300/ea.
4 booth Bulk Package (incl. 2 tables, 2 chairs)	$1400
6 booth Bulk Package (incl. 3 tables, 2 chairs, corner location)	$1900
8 booth Bulk Package (incl. 4 tables, 2 chairs, corner location)	$2400
Corner location (per 10x10 corner – Endcap placement requires 2 corners)	$75/ea.
Crop Selling Table (Includes both Fri/Sat evenings)	$40

Complete the enclosed Exhibitor Contract and send it in today! Don't delay – space is limited!

The Schedule – (Schedule is subject to change)

Thursday, March 23, 2023	Exhibitor Move-In (All Booths **MUST** be setup on Move-In Day)	10:00 am – 9:00 pm
Friday, March 24, 2023	Crop Hours	9:00 am – 10:00 pm
	General Public Show Hours	10:00 am – 6:00 pm
	Exhibit Hours	9:30 am – 6:00 pm
Saturday, March 25, 2023	Crop Hours	9:00 am – 10:00 pm
	General Public Show Hours	10:00 am – 5:00 pm
	Exhibit Hours	9:30 am – 5:00 pm
	Exhibitor Tear Down and Move Out	5:00 pm – 9:00 pm

Crop Selling Tables -

Don't miss out on sales during the Evening Crop hours! Scrapbookers will come from miles around, with every sort of container you can imagine, stuffed full of supplies and ready to get down to the business of creating! The Crop evenings will be the ideal opportunity to sell and demonstrate products in a friendly, relaxed environment. Scrappers will be thrilled at the convenience of purchasing products, as they need them, without having to break creative stride! Stay for an hour or two, or take advantage of the entire crop to sell scrapbook products! It's worth it just to come and watch! Reach customers who are ONLY attending the crop, and not the exhibit hours! Crop tables cannot be cancelled on-site. You can also sponsor a game or contest using your products at the crop, provide product samples to croppers in the crop gift bags, or donate door prizes to be given away at the crop parties - to draw customers to your selling table, or to simply increase consumer awareness of your product line! Your Crop Selling Table fee does not include electricity.

Make-It Take-Its–

Make-It Take-Its are a great way to promote the product in your booth. The consumer can "taste-test" your product line – and you will whet their appetite to purchase more! You may charge a nominal fee for Make-It Take-It's, but if you plan to provide a FREE Make-It Take-It, we will list your name on a "FREE Make-It Take-It" list at the show.

Manufacturer Support

Manufacturers may support retailers that are representing them in one or more of the following ways; please contact any manufacturers you plan to represent to find out what they will do to support you! **We recommend you speak to the trade show coordinator at the manufacturer's headquarters not just your local sales representative.**

- By sending a representative and "make-it – take-its" to promote their products, so that YOU can concentrate on assisting attendees with selecting and purchasing the products.
- By sending a representative to teach classes using their products! (Class participants will make a beeline to your booth after their class!)
- By offering you product on consignment, or waiving the restocking fee so that you can comfortably order enough product to meet the demand.
- By assisting you with booth fees.
- By advertising in the convention program.
- By donating prizes and items for the goody bags.
- By donating door prizes or crop prizes.
- By sending supplies for Make-It Take-It's.

Payment Schedules

To remain in good standing with Scrapbooks Mega Meet, LLC dba Great Lakes Scrapbook Events, all payments must be received according to the payment schedule outlined in the contract. If payment schedules are not met, sponsorship opportunities, floor plan placement, and future contract acceptance may be forfeited. Non-payment will result in cancellation of your space, and may result in forfeiture of payments already made. Invoices will be broadcast to the email or fax specified in your contract, and while every attempt will be made to ensure that these invoices are delivered to you, your adherence to the payment schedule is expected, even if, despite our efforts the invoice does not reach you.

Hotel Accommodations –

Please watch the website www.megameet.com for the most up to date Hotel information. We recommend that exhibitors book early to ensure space. Hotel Blocks fill quickly at preferred hotels.

Tips for Exhibitors –

What you should bring:

- Encourage a representative from each of the manufacturers you are working with to attend and assist you with "Make It-Take It's" at your booth and to instruct classes.
- At least twice as many business cards as you think you'll need!
- A flyer or sample newsletter to promote your store location and the products you carry on a regular basis.
- Plenty of Change - many exhibitors ran out of coin and singles several times during past shows.
- Plenty of Product - many exhibitors have had to have additional product overnighted to their booths at our shows!
- Plenty of supplies for any "Make It-Take It's" at your booth - be assured that you will have a steady stream of guests at your make-it-take-it table.
- Dolly for moving in heavy product. (Product may only be moved in and out through the BACK doors and only when the show floor is CLOSED.)
- Cash register. You should have at least one cash register per one or two booth spaces rented.
- Plan how you will handle credit cards.
- The show floor hall will be locked when exhibits are closed, however, we still recommend that you plan to cover/secure merchandise in the evenings.
- Provide coupons for class participants in classes that will showcase the product you are selling.
- Offer "Show Specials" on a few select products in your booth to increase traffic.