



Dear Exhibitor:

We are delighted to host this event at the Mesa Convention Center. We hope that you will have a successful show with us. The outlined information below is provided to assist with your planning and to answer some basic questions about our policies while you are on site.

- Food and Beverage: As a courtesy, during move in and move out vendors may bring in outside food and beverage for *individual* consumption only. Once the show has begun, we ask that vendors use provided concession stands, eat off of show floors, or if appropriate use food provided by show manager. Should you have any dietary needs, please communicate with show manager and the venue can make accommodations to meet your needs.
- Recycling :
  - The Mesa Convention Center does have cardboard recycling on site. Please break down any used boxes and leave in your booths for pick up. Our staff will pick up nightly for your convenience.
  - Recycling of any bottled waters or aluminum cans may be provided based on the show manager's request. Bins are available by request only in the Main Hall. Building B & A do have recycle bins in the foyers for your usage.
- Restrooms: Restrooms are located through the lobby on the West Side of the Exhibit Hall only.
- Parking: Complimentary parking is available on 3<sup>rd</sup> Street and in our West Parking lot. During Saturday and Sunday the covered garage east of the Main Hall is available for parking, as well.
- Shipping of Materials: Please go through your negotiated decorator for any shipping of materials/boxes at the conclusion of your show. If your decorator is not providing shipment of materials, we do have a purveyor available on site.
  - Premier Events  
117 West Main Street  
Mesa, AZ 85201  
480-460-1800If you attempt to ship out materials on your own, please note that we do not store boxes on site. Deliveries need to be taken care of prior to close of show or standard business hours.
- Sales Tax: It is the vendor's responsibility to claim any sales of merchandise during your show. If you intend on conducting any sales the City of Mesa does require a 'Exhibitor License' to be completed. Please contact 480-644-2316 for any questions you may have about your responsibility.

Please enjoy your show with us. If you need any assistance during your stay, please contact your show manager. They will be able to have our team available to answer any questions you may have.

Thank you,

*The Management Team*