



WIHS-FM 2022 Gala & Expo

Friday, September 30, 2022

4:30 to 9:15 pm

Aqua Turf Club

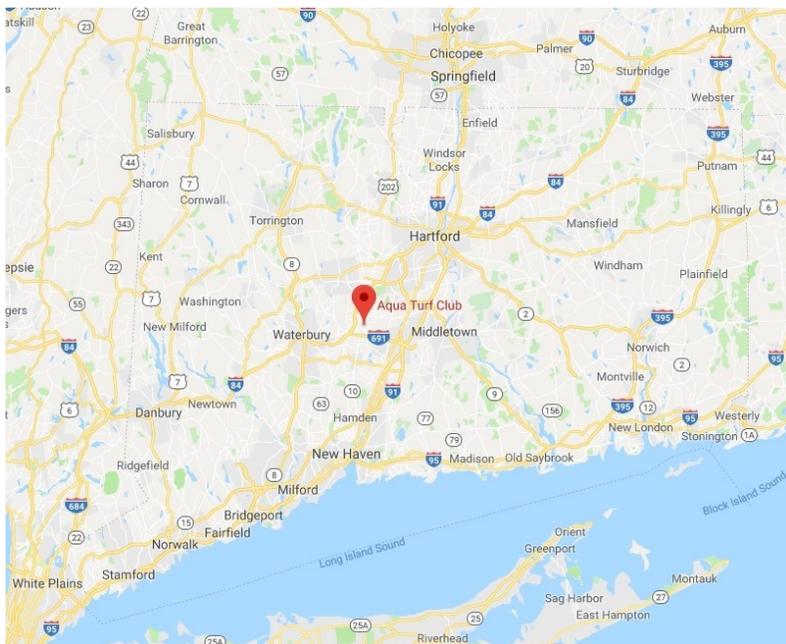
556 Mulberry Street, Southington CT

Ministry Expo Exhibitor Kit



Thank you for signing up to be an exhibitor inside the Ministry Expo!
Here are some helpful tips to help you to plan and prepare.

1. Where is the Celebrate Jesus Gala & Expo being held?



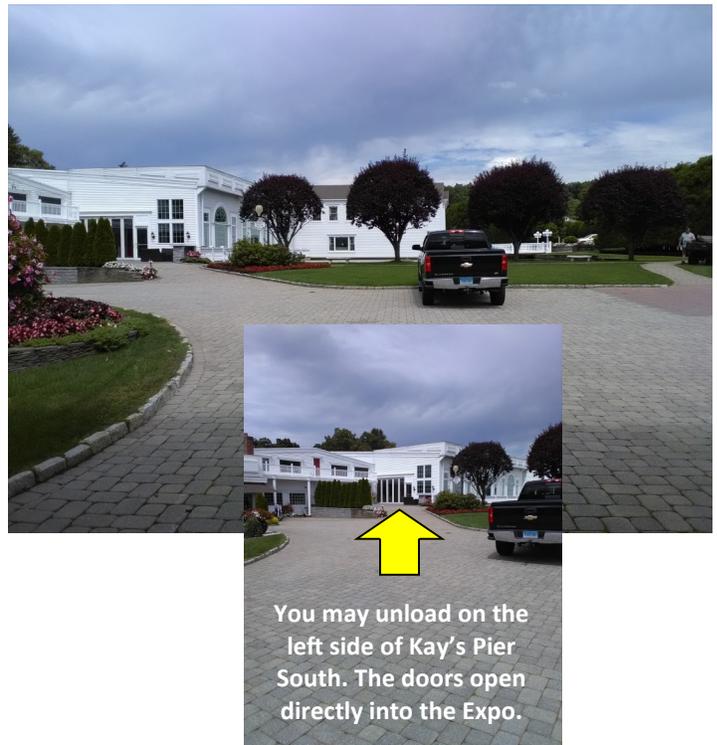
- **At the Aqua Turf Club, one of the State's premiere event venues centrally located and close to I-84 and I-691.** This event is on a Friday, so you will have to anticipate and plan for some rush-hour traffic. Please give yourself some "margin."
- **Use 556 Mulberry Street in Southington as your destination using GPS or Google Maps.** The facility phone number is 860.621.9335. Their website is www.AquaTurfClub.com.

2. What is provided and not provided?

- **We are supplying authorized, pre-registered exhibitors with one (1) complimentary 10x10 space, an 8-foot white draped table, and two folding chairs** inside the Kay's Pier South ballroom. (A few exhibitors have pre-arranged for two spaces.)
- **Your space does NOT include tickets to the banquet. All exhibitor staff/volunteers must be ticketed attendees.** Tickets are \$65 each. Since we must give the Aqua Turf Club a meal head count in advance, we prefer pre-payment using our online portal at WIHSradio.org. TICKETS ARE TRANSFERABLE, so if you have someone who cannot make the event, someone else may be substituted. No refunds are possible. You may purchase additional tickets online at WIHSradio.org.
- This Expo does **NOT** include pipe and drape.
- **Very limited** electrical power is available. You must tell us in advance if you need power.
- You are responsible for your own tabletop or floor-mounted signage, graphics and handouts.
- **Complimentary WiFi will be available** for online connections using a guest code provided by the Club on-site.
- **We are anticipating 500 attendees**, so bring what you think is an appropriate supply of materials.
- **You may NOT place or distribute your materials elsewhere** in the Aqua Turf Club, other than your designated display space.
- **We plan the exhibition hall layout in advance.** When you arrive, we will point you to your specific booth location.
- **When you arrive for setup, we will give you the name badges** based on the number of staff for whom tickets were purchased.

3. When do I arrive for display setup, and where do I park to unload my gear?

- If at all possible, please **BRING A HANDCART!** There are no stairs; entry is all on one level, but carrying your items by hand will be unnecessarily burdensome.
- You have **60 minutes to set up your display**, from 3:30 to 4:30 pm. All displays must be completely set up when the Ministry Expo opens to the public at 4:30 pm.
- For unloading purposes only, there are two locations where you can temporarily park adjacent to the exhibition hall (see photos below). Our parking lot attendants will assist in pointing you to these locations. After you unload, you must move your vehicle to a standard parking space as a courtesy to other exhibitors and attendees as they begin to arrive and enter the Club.



4. What is the dress code?

You may dress "business casual," but **we recommend dressier attire** such as a sport coat (tie optional) for men and modest dresses for women.



5. What are the Expo hours?

4:30 to 6:20 pm
9:00 to 9:15 pm

The two ballrooms where the Expo and Gala will be held are OPEN with no walls in-between. Therefore, NOISE CONTROL and TIMELY traffic flow are crucial. Out of respect for attendees/speakers, **no exhibits will be allowed to be open during Gala sessions.**

6. When may we break down our display?

NOT UNTIL THE EVENT ENDS. Please wait until 9:15 pm, giving most of our attendees the opportunity to leave without having to dodge handcarts! It's just the way of life for an exhibitor: first to arrive, last to leave!

7. Who do I contact if I have any questions prior to the Expo?

Drew Crandall serves on the WIHS Board as President, and is our Expo Coordinator. He may be reached at his office, 860.871.6500 (Drew's cell for voicemail and texts is 860.989.6960) or by email at drew@wihsradio.org.

8. Who do I contact on-site?

At any time during setup, the event itself or breakdown, please go to the WIHS "Solutions Desk" in the main Aqua Turf Club lobby. This desk will be staffed by WIHS volunteers throughout the event.

9. Do you have any general tips for exhibitors?

- Attendees will have lanyard name badges. Look for "points of contact" to start conversations.
- Don't just sit behind your table. Be friendly, stand up, and be engaged.
- Don't be aggressive or pushy. Give people the liberty to choose to learn more or walk by.
- If they choose, provide attendees with a convenient way to build relationship with you AFTER the event.
- Trust the Lord for divine connections. We plant, we water, and we trust God for the increase in His time and in His way!

Enjoy the "fall in New England" grounds!

The Aqua Turf Club is "famous" for its high-quality, photogenic landscaping and exterior ambiance. Weather permitting, come early and walk around the grounds. It's a very pastoral environment.



Thank You for being part of this special evening of Celebration!

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