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# EXHIBITOR KIT

## Overland Park, KS

Overland Park Convention Center - 2026

*Exhibitor Kit & Decorator Forms* available at:

[sewingexpo.com/Exhibit](http://sewingexpo.com/Exhibit)

**Move-In:**

Wednesday, August 5

8:00am – 5:00pm

All services end at 5pm. All vehicles must be unloaded by 5pm.

You may continue to work in your booth until 6pm.

**Exhibit Hall:** Thursday, August 6 10am – 5:30pm

Friday, August 7 10am – 5:30pm

Saturday, August 8 10am – 5pm

### Your Booth Package Includes:

- 8' high black draped back walls
- 3' high divider drape (unless you upsized to 8' side walls for a fee)
- 7" x 44" exhibitor ID sign
- Exhibitor credentials
- Complete Expo Guide listing

**Additional Furnishings** and services are available from the official Expo decorator, whose forms are now available online at [sewingexpo.com/Exhibit/KC-Overland-Park-KS](http://sewingexpo.com/Exhibit/KC-Overland-Park-KS)

#### **Liberty Exposition Services, Inc.**

1821 Bedford Ave. | North Kansas City, MO 64116  
Phone: (816) 891-9500  
Email: [sales@libertyexpo.com](mailto:sales@libertyexpo.com)

**Furnishing Discounts:** July 31 is the final day for order discounts from Liberty Exposition Services.

**Electric:** Services are available directly through the Center: [opconventioncenter.com/exhibitor](http://opconventioncenter.com/exhibitor)  
Order deadline is **July 31**.

**Telephone and Internet:** Wireless internet is free at the Center using network 'OPCC FREE'.

### If you are shipping to the EXPO:

Advance Freight Warehouse shipments can be received **July 6 - July 31**. Use the shipping address on the material handling sheet. Read all shipping information carefully.

If you ship directly to the Overland Park Convention Center, shipments must arrive **August 3 or later** or they will be refused. Use the shipping address on the material handling sheet.

### Moving Into the Expo

**Wednesday, August 5, 2026**

**8:00am – 5:00pm**

*All services end at 5pm. All vehicles must be unloaded by 5pm, but you may continue to work in your booth until approximately 6pm.*

Please make all travel arrangements with these times – and move-out times – in mind. Due to increased security and insurance measures, there will be no late-night exceptions to these check-in times. If you have a specific situation or problem regarding the schedule, call us as soon as possible.

**Questions on set-up day? Call 440-263-6869**

### Don't forget to Check-In:

Upon arrival, check in with Expo staff at Exhibitor Check-In at the Registration Desk.

- Receive your Shopping Bag, Expo Guide, Vehicle ID sign and Name Badge.
- New name badges will be issued for each event, and must be worn in the hall at all times on Thursday – Saturday.

**Submit names for your badges via the online form by July 20.**

[sewingexpo.com/exhibit/name-badge-request](http://sewingexpo.com/exhibit/name-badge-request)  
If you miss the deadline, please request them on Wednesday at Exhibitor Check-in.

### Exhibit Hall Hours

Thursday, Friday • 10am – 5:30pm

Saturday • 10am – 5pm

Exhibitors may enter the Hall at 7:45am on Thursday and 8am on Friday and Saturday to refresh displays and visit.

### **Unloading a Vehicle:**

All move-in/move-out is through the loading area. Loading docks are located on the east side of the building off of Woodson St. Your Vehicle ID card (received at Vendor check-in desk in lobby) must be displayed in the vehicle window while parked in the loading zones. Please move your vehicle after unloading so others may have an opportunity.

Remember to bring a rolling cart if needed (2-wheel carts and 4-wheel carts are permitted). If you require a loading dock, you may be asked to move your truck if you are not actively loading/unloading.

**Parking:** Parking is free, with approximately 1,000 spaces around the complex, including 244 spaces under a covered garage. The main parking lot is located on the north side of the building off of 110th Street. Contact Mark or Heather if you have an oversized vehicle or long trailer.

**Booth Staffing:** Please be sure you have requested a name badge via email for everyone you plan to have working in your booth (VIPs, regular staff, spouses, etc.). Your booth must be staffed at all times, and you may want to take special note of the 11:30am – 1:00pm class break, when increased attendee traffic in the Exhibit Hall may boost your need for help.

### **Tax Information:**

**The sales tax rate is 9.35%.**

Sales Tax remit for out of state Vendors (vending 4 or fewer times a year in Kansas):

- Use the KS DOR Form CTE-50 Special Event Sales Tax Remittance Return included at the end of this document

The form is linked on our website at:  
[sewingexpo.com/Exhibit/KC-Overland-Park-KS](http://sewingexpo.com/Exhibit/KC-Overland-Park-KS)

### **Booth Space Requirements:**

Exhibitors should plan their displays with the following guidelines in mind:

- Objects should be placed within confines of the booth space, not in aisles or adjacent booths.
- Exhibitor may display 8' high  $\frac{1}{2}$  the distance to the front of the booth at any time. 8' high displays or walls that extend from the back drape to the aisle must be pre-approved by Show Management. If you have a corner booth, the aisle "wall" is yours to do with as you please up to the 8' height.
- If you plan to run perimeter pipe at the 8' height beyond limits as stated above, you must cover the pipe with fabric or some other display material. Please, *"no naked pipe."*
- Pinning or taping directly to drape or walls is expressly forbidden. You may use fishing line, chain, "s"-hooks, hangers, hula-hoops, etc.
- All tables must be draped on three sides to the floor. The Fire Marshal requires flame-retardant materials for table drape, which you may order along with other furnishings from the official Expo Decorator. In any case, if you have questions about your booth design/décor, please do not hesitate to call us.

### **Moving Out: Saturday 5:01pm –10:00pm**

**Move-out begins after 5:00pm.** No exceptions! This means your booth should be open, fully decorated and ready to do business until 5:00pm. Expo staff will be on the floor to assure all booths are open until the end of the show as published in all consumer promotion.

### **Loading a Vehicle**

You will be able to drive up to loading area with your vehicle once your booth is packed and ready to go. Your Vehicle ID card will be required when parked in the loading area.

**If You Need Outbound Shipping:** The official Expo Decorator will be on-site to facilitate your outbound shipping needs. If you have questions about these services, please call them directly.

# Deadlines

## Overland Park, KS

### July 6, 2026

- Advance shipments may begin to arrive to decorator

### July 20, 2026

- Submit names for your badges via the online form: [sewingexpo.com/exhibit/name-badge-request](https://sewingexpo.com/exhibit/name-badge-request)

### July 31, 2026

- Last day for discounted rate on furnishings from decorator
- Last day for advance shipments to decorator
- Last day to order electric

### August 3 or later

- When shipments may arrive at Overland Park Convention Center.

## Questions?

[hshaw@hoffmanmedia.com](mailto:hshaw@hoffmanmedia.com)

## Last Minute Questions?

Mark: 440-263-6869  
Heather: 440-901-8235  
*call or text*

## Overland Park Convention Center

6000 College Blvd. | Overland Park, KS 66211  
[opconventioncenter.com](http://opconventioncenter.com) | 913-339-3000

## Travel Information

**Air Travel** – The Kansas City International Airport is 35 mi. from OPCC.

**Ground Travel** – Just minutes from downtown Kansas City, the Overland Park Convention Center is conveniently located right off I-435 in the heart of Overland Park. Parking is free, with approximately 1,000 spaces around the complex, including 244 spaces under a covered garage. The main parking lot is located on the north side of the building off of 110th Street. Contact Mark or Heather if you have an oversized vehicle or long trailer.

## Hotel Information

### To make a reservation:

- **Via the reservation links found on our website:**

<https://www.sewingexpo.com/Events/KC-Overland-Park-KS/Location-Hotels>

- **Or call the hotel at the number listed below and ask for Original Sewing & Quilt Expo group rate**

### Hilton Garden Inn

5800 College Blvd | Overland Park, KS 66211 | 913-345-2661  
Special Expo Room Rate: \$169  
Steps from Overland Park Convention Center

### Holiday Inn Hotel & Suites Overland Park - Convention Center

10920 Nall Avenue | Overland Park, KS 66211 | 913-312-0900  
Special Expo Room Rate: \$159  
.3 mi from Overland Park Convention Center

### Sheraton Overland Park Hotel at the Convention Center - Kansas City

6100 College Boulevard | Overland Park, KS 66211 | 913-234-2100  
Special Expo Room Rate: \$169  
Steps from Overland Park Convention Center

### Hyatt Place Kansas City/Overland Park/Metcalf

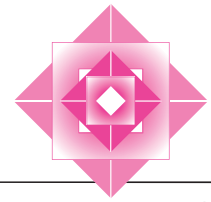
6801 W 112th Street | Overland Park, KS 66211 | 913-451-2553  
Special Expo Room Rate: \$129  
1 mile from Overland Park Convention Center

### Embassy Suites by Hilton Kansas City/Overland Park

10601 Metcalf Avenue @ I-435 | Overland Park, KS 66212 | 913-649-7060  
Special Expo Room Rate: \$124  
1 mile from Overland Park Convention Center

Participate in the daily

# Super Prize Drawing



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## Another way to gain exposure at the Expo!

Your prizes will be displayed with your booth name and number near the entrance to the Expo. This is great visibility for your products!

Every attendee has a chance to win these fabulous prize packages worth hundreds of dollars! Sewing machines are the super grand prize for each day. The drawing is held at 5:15 Thursday and Friday, and 4:30 on Saturday. Watch for those late afternoon crowds.

Several prizes and sewing machines will be awarded at every Expo! Attendees don't miss this event – it's the climax of their day!



### WHAT TO DO AS AN EXHIBITOR:

Bring up to three prize items (one for each day), which represents the style of your booth, along to the Expo. Just drop them off at Exhibitor check-in any time on set-up day, or with the Prize Patrol coming by your booth between 3:00 - 4:00 on set-up day. We can accept prizes any time at the Registration Desk in the lobby. Don't miss this unique opportunity, since a little goodwill goes a long way with customers. The prize table is the busiest kiosk at the entrance, and customers will look for your booth. It really works!



# KANSAS DEPARTMENT OF REVENUE SPECIAL EVENT SALES TAX REMITTANCE RETURN

## KANSAS Retailers' *Special Event* Sales Tax Remittance Instructions

Filing Instructions: This return is intended for special event vendors who sell 4 or fewer times in Kansas yearly. Do not use this form if you have a Kansas sales tax number in your business name. File on-line using that number.

### HELPFUL INFORMATION FOR COMPLIANCE

- Most Kansas vendors, *including nonprofit groups*, are required to collect and remit sales tax.
- Tax rate and event jurisdiction code can be found at [www.ksrevenue.gov/atrl.html](http://www.ksrevenue.gov/atrl.html)
- **You must file a return even if there were no taxable sales.**
- Sales tax is due immediately after the conclusion of each event.
- If you have sales from other sources, obtain a sales tax account number and certificate by registering your business with the Kansas Department of Revenue (KDOR) at [www.ksrevenue.gov](http://www.ksrevenue.gov).
- For assistance, contact KDOR at [kdor\\_special.events@ks.gov](mailto:kdor_special.events@ks.gov) or call 785-207-1572 in the Metropolitan Assistance Center territory or call 785-207-4972 in Wichita Assistance Center territory.
- Write the name of the event for which you are remitting sales tax on your check or money order.

Keep a copy of this completed form for your records.

### SPECIAL EVENT SALES TAX REMITTANCE RETURN

**\*Make check or money order payable to "Kansas Retailers' Sales Tax"**

EVENT INFORMATION	SALES AND TAX DUE	PERSONAL INFORMATION
EVENT NAME:	GROSS RECEIPTS:	BUSINESS NAME:
EVENT NUMBER or Jurisdiction (IF KNOWN)		Phone #:
EVENT DATE:	TAX RATE:	ADDRESS:
EVENT LOCATION – CITY:	TAX DUE:	CITY, STATE, ZIP CODE
EVENT LOCATION – COUNTY:	PAYMENT AMOUNT:	PRINTED NAME:
<ul style="list-style-type: none"> <li>• I have enclosed a check for the total tax due made out to Kansas Sales Tax. I authorize the Department of Revenue to process my check via Electronic Funds Transfer.</li> </ul>	<i>I certify this tax return is correct.</i>	SIGNATURE:
<b>Do NOT Send Cash</b>	DATE:	EMAIL:

MAKE COMPLETED FORM with PAYMENT TO:

KDOR SPECIAL EVENTS  
7600 W 119<sup>th</sup> St., Suite A  
Overland Park, KS 66213-1106