



EXHIBITOR SERVICE MANUAL

Greetings Friends,

As the 2024 Cycle-Con Trade Show & Convention draws near, we want to bring this valuable exhibitor information to your attention.

What Will be Provided

- All booth spaces will come with pipe, drape, and electrical. If you require additional furnishings such as tables, chairs, and covers, please fill out the last page of the Greene County Expo Center Booth Amenities form found here: <https://cycle-con.com/exhibit>.

Show Schedule

- Move in: Thursday, September 19th - 11:00am - 5:00pm
- Move out: Sunday, September 22nd - 4:00pm - 7:00pm

Show Hours

- Friday, September 20th : Dealers/Exhibitors only 10:00 a.m. - 5:00 p.m.
- Friday, September 20th : Industry Reception sponsored by Schwalbe Tires 5:00 p.m. - 7:00 p.m.*
- Saturday, September 21st : 9:00 a.m. - 5:00 p.m. Industry & Consumers*
- Saturday, September 21st : 4:30pm Group Ride
- Sunday, September 22nd : 8:30am Group Ride sponsored by AZUB
- Sunday, September 22nd : 10:00 a.m. - 4:00 p.m. Industry & Consumers*

** Exhibitors and their staff arrive 30 minutes prior to opening times on show days*

Exhibitor Shipping

- You can ship your materials directly to Greene County Expo Center; they will have your gear spotted in your booth at the Expo Hall. This form can be found here: <https://cycle-con.com/exhibit>.

Move In / Move Out

- Exhibitors will receive exhibitor badges, wrist bands, and final booth assignments on Move-In Day.
- Please retain and hold onto your exhibitor badges. That this is your ticket to get in each day, as well as your ticket to the dealer dinner.
- Move in must be completed by 5:00pm Thursday, September 19th
- Breakdown/move out of your booth may commence at 4:00pm Sunday, September 22nd, no earlier. All exhibit material, products, equipment, etc., must be removed from the Greene County Expo Center immediately following the close of the show. **BOXES MUST BE BROKEN DOWN AND TRASH REMOVED FROM YOUR BOOTH.** It is not the responsibility of Cycle Con management to clean out your space.
- Exhibitor is responsible for scheduling, prepping, and payment of UPS/ FedEx/Drayage/Trucking of material to/from the fairgrounds.

Basic Rules for the Show

- Exhibitors providing demo bikes & trikes are encouraged to have helmets available for attendees. Demo bike & trike riding is allowed only on the designated outdoor test track.
- No literature may be passed out in the aisles or anywhere outside your booth space.
- No signs or any type of obstruction may be placed that will take away sight lines or access to your neighbor's booth.
- No smoking or outside alcoholic beverages allowed in the show.
- Please cooperate with show management, as we want this to be a successful business event for you as well as an enjoyable experience.
- Only exhibiting vendors are authorized to sell, market, or promote any product or service on the Greene County Expo Center property during the run of the show. Please report any contrary incidents to show management. Only contracted exhibitors may provide literature, sales samples, demonstrations, or other forms of commerce with other exhibitors, dealers, or event attendees.

Selling

- We are allowing exhibitors to sell product this year! In the past exhibitors would sell off show bikes/trikes or major items at the end of the day Sunday. The same rule applies for major items this year. But, if you want to bring accessories, swag or other branded merchandise to sell during the show and recoup more of your expenses, we welcome it. Items that you do not directly produce or distribute are not allowed.
- We want to make sure that all consumers, on both days, get to experience the same great show. Nobody wants a near empty booth on Sunday, and, as an exhibitor you want to keep that energy going.
- If you want to sell, with well over 1000 attendees last year and no "down time" in the booths, you will be busy
- ***Fine Print:*** *It is the exhibitor's responsibility to collect any applicable sales tax required.*

We want to thank you for participating in the show. We stand ready to assist you in any way we can. Please do not hesitate to contact us if you think we can help. We look forward to seeing you soon.

All the Best,
Marshall Randall Cycle-Con 2024 Team
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