



FRIDAY, FEBRUARY 25<sup>TH</sup> - SUNDAY, FEBRUARY 27<sup>TH</sup>, 2022

# MONROE, LA



## OSSE LA Exhibitor Manual

Log into your [Exhibitor Resource Portal](#)

Item	Instructions	Contact info	Date
Event Location	Event Dates & Times	Monroe Civic Center 401 Lea Joyner Expressway Monroe, LA 71201 Phone: 318 329-2226 <a href="#">Venue Website</a>	Fri: 2/25 2pm - 7pm Sat: 2/26 9am - 7pm Sun: 2/27 9am - 4pm
Show Office Exhibitor Check-In	Located in the main lobby pass the ticket booths ** Exhibitors must check-in in the show office before starting to set up to indicate their arrival, confirm booth, and receive their booth staff badges	OSSE Expo Show Office For general show inquiries contact Exhibitor Services: Andrea Blood & Tina Rollins Exhibitor Services Managers <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a> Ann Fields Operations Manager <a href="mailto:ann.fields@bonniercorp.com">ann.fields@bonniercorp.com</a>	Thurs: 2/24 11am - 7pm Fri: 2/25 8am - 1pm
Additional Set-up & breakdown info	<ul style="list-style-type: none"> <li>If need to set-up your booth outside of the normal exhibitor move-in times, please contact exhibitor services at least 1 week prior to event to receive early move in instructions.</li> <li>Please note, there is no guarantee we can accommodate an early move-in time. We will do our best to work with the venue and our decorator to accommodate the best we can.</li> <li>Booths vacant after 1pm on 2/25 are considered abandoned and are subject to being filled by companies from a waiting list.</li> <li>To inform of a late arrival and receive instructions on set-up at a later time, contact Exhibitor Services</li> </ul>	Andrea Blood & Tina Rollins Exhibitor Services Managers <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a> Ann Fields Operations Manager <a href="mailto:ann.fields@bonniercorp.com">ann.fields@bonniercorp.com</a>	All Exhibiting Booths must be completely set-up no later than 1pm on Jan. 14th, unless pre-arranged by Event Management No Exhibitor is allowed to breakdown their booth prior to 4pm February 27. An exhibitor can consolidate your booth, however you are required per your booth terms & conditions of your agreement to occupy your booth throughout the entire event.



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Sales Office  Booth Space Renewal for 2023	Located in the main lobby pass the show office  Exhibitor that have sales related inquiries for 2022 and 2023	Your Sales Account Managers  Brandon Censky <a href="mailto:brandon.censky@bonniercorp.com">brandon.censky@bonniercorp.com</a>  Frank Smith <a href="mailto:frank.smith@bonniercorp.com">frank.smith@bonniercorp.com</a>	Thurs: 2/24 11am - 7pm  Fri: 2/25 9pm - 7pm  Sat: 2/26 9am - 7pm  Sun: 2/27 9am - 4pm
Booth Electrical Order Requests	Advanced Rate Due Date:  Feb. 3, 2022  <ul style="list-style-type: none"> <li>• Single outlet: \$50</li> <li>• Double Outlet: \$75</li> </ul> Floor Rate (Onsite):  Feb. 4, 2022  <ul style="list-style-type: none"> <li>• Single Outlet: \$70</li> <li>• Double Outlet: \$100</li> <li>• Additl' rates refer to order form</li> </ul> No Phone Orders! You may fax, email or mailing your order form  <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>  Payment options include cash, credit card, or company check. Credit cards may be accepted via telephone. Payment must be made to the Monroe Civic Center Business Offices during normal business hours one week prior to the first event day and before equipment and services be rendered.	Link to <a href="#">Order Form</a>  ***Floor Rates (onsite Rate) will apply to all orders not received by the cutoff date of Feb 3, 2022  Monroe Civic Center  401 Lea Joyner Expressway  Monroe, LA 71201  Phone: 318 329-2226  <a href="#">Venue Website</a>	Advance Rate: Feb. 3, 2022  Floor Rate(Onsite):  On Feb. 4, 2022



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Booth Internet, Wi-Fi, Phone Order Requests	<p>Wi-Fi Internet Access: Contact Venue for rate per booth for the entire event</p> <ul style="list-style-type: none"> <li>Check order form for rates on hardline and phone connections</li> </ul> <p>No Phone Orders! You may fax, email or mailing your order form</p> <p><a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a></p>	<p>Link to <a href="#">Order Form</a></p> <p>***Floor Rates (onsite Rate) will apply to all orders not received by the cutoff date of Feb 3, 2022</p> <p>Monroe Civic Center</p> <p>401 Lea Joyner Expressway</p> <p>Monroe, LA 71201</p> <p>Phone: 318 329-2226</p> <p><a href="#">Venue Website</a></p>	<p>Advance Rate: Feb. 3, 2022</p> <p>Floor Rate(Onsite): On Feb. 4, 2022</p>
Parking	<ul style="list-style-type: none"> <li>Parking is FREE: in back of arena and in small northeast parking lot</li> <li>Please allow attendees to park in front of the Monroe Civic Center</li> </ul>	<p>Monroe Civic Center</p> <p>401 Lea Joyner Expressway</p> <p>Monroe, LA 71201</p> <p>Phone: 318 329-2226</p> <p><a href="#">Venue Website</a></p>	
Exhibitor Entrance	<ul style="list-style-type: none"> <li>Best access point for exhibitors is through the double doors next to the overhead doors.</li> <li>We will have a security guard checking badges at that entrance. If you do not have your badge yet, your company must be on the list the guard will have to check against as well.</li> </ul>	<p>Monroe Civic Center</p> <p>401 Lea Joyner Expressway</p> <p>Monroe, LA 71201</p> <p>Phone: 318 329-2226</p> <p><a href="#">Venue Website</a></p>	
Unloading & Loading	<p>Thursday - Cars &amp; small vans can drive in with permission through overhead doors weather permitting.</p> <ul style="list-style-type: none"> <li>Keeping your safety (and other exhibitor booths in mind), cut off time for driving in on Thursday will be determined by our floor manager.</li> <li>Arena is 16' high x 25' high.</li> </ul>	<p>OSSE Expo Show Office</p> <p>For general show inquiries contact Exhibitor Services:</p> <p>Andrea Blood &amp; Tina Rollins</p>	



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	<ul style="list-style-type: none"> <li>Banquet Hall is 9' 6" high x 10' wide.</li> <li>Friday - No driving into the building.</li> <li>Bring your own dollies and hand carts. The facility only has a handful of carts to share</li> <li>DO NOT set up your booth as you unload.</li> <li>Unload first, park your vehicle, then set up your booth.</li> </ul>	<p>Exhibitor Services Managers</p> <p><a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a></p> <p>Ann Fields</p> <p>Operations Manager</p> <p><a href="mailto:ann.fields@bonniercorp.com">ann.fields@bonniercorp.com</a></p>	
<p>Large Equipment Unloading</p> <p>Decorator</p>	<ul style="list-style-type: none"> <li>If you have large equipment that requires unique unloading needs please contact us before the expo so we can schedule you to move in before the designated setup times.</li> <li>If your booth setup requires the use of a fork lift please contact Expo Services in advance to setup a time for forklift use. There is discount pricing for advance orders.</li> <li>You may order forklift service on-site, but you should expect long waits and paying regular rates.</li> </ul>	<p><b>Link to Decorator Order Kit - coming soon</b></p> <p>General Exposition Services Ph: 610-495-8866 Fax: 610-495-8870 Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a></p>	
<p>Tear Down Times &amp; Info</p>	<p>Absolutely NO early tear down.</p> <ul style="list-style-type: none"> <li>All exhibits must remain setup and in place until the official close of the expo.</li> <li>Exhibitors leaving early will lose their booth choice for next year.</li> <li>Exhibitors must be out no later than Midnight on Sunday evening.</li> </ul>	<p>OSSE Expo Show Office</p> <p>For general show inquiries contact Exhibitor Services:</p> <p>Andrea Blood &amp; Tina Rollins</p> <p>Exhibitor Services Managers</p> <p><a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a></p> <p>Ann Fields</p> <p>Operations Manager</p> <p><a href="mailto:ann.fields@bonniercorp.com">ann.fields@bonniercorp.com</a></p> <p>General Exposition Services Ph: 610-495-8866</p>	<p>Sun. 2/27</p> <p>4p-Midnight</p>



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		Fax: 610-495-8870 Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a>	
Badges	<p>You are eligible to receive four (4) badges for your first 10'x10' booth space.</p> <ul style="list-style-type: none"> <li>• Non-profit organizations receive six (6) badges. Extra badges are \$5.00</li> <li>• You are eligible to receive two (2) extra badges for each additional 10'x10' booth space.</li> <li>• Badges will be available for pick-up at the Show Office.</li> <li>• NO ONE will be admitted to the exhibit floor without the appropriate badge.</li> <li>• For the security of your products, EVERYONE working in a booth MUST HAVE and WEAR an exhibitor badge during ALL EXPO HOURS.</li> <li>• Door guards will check badges every day when you enter the building.</li> <li>• Your badge must be immediately visible and checkable for easiest, fastest admittance.</li> <li>• Replacement badges are \$5.</li> </ul>	<p>Click Here to Register for your Exhibitor <a href="#">Booth Staff Badges</a></p>	<p>Deadline for badges 2/15/2022</p> <p>We encourage you to pre-register your staff for their booth staff badge on or before Feb 15 to avoid delay at exhibitor check-in</p>
Table, Chairs, Forklift	<ul style="list-style-type: none"> <li>• Contact the decorator</li> <li>• Standard floor rate applies after deadline</li> </ul>	<p><b>Link to Decorator Order Kit</b></p> <p>General Exposition Services Ph: 610-495-8866 Fax: 610-495-8870 Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a></p>	Advanced Deadline: TBD
Drapery Colors	<ul style="list-style-type: none"> <li>• Backdrops and side curtains will be black and red</li> </ul>	<p><b>Link to Decorator Order Kit - coming soon</b></p> <p>General Exposition Services Ph: 610-495-8866 Fax: 610-495-8870 Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a></p>	
Shipping To The Facility	<ul style="list-style-type: none"> <li>• Contact the decorator</li> <li>• Send to Expo Services until deadline</li> </ul>	<p><b>Link to Decorator Order Kit - coming soon</b></p> <p>General Exposition Services Ph: 610-495-8866</p>	Advanced Deadline: TBD



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		Fax: 610-495-8870 Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a>	
Driving Directions	<ul style="list-style-type: none"> <li>For driving directions to the West Monroe Convention Center visit our website</li> <li>901 Ridge Avenue, West Monroe, LA 71291</li> </ul>	<a href="#">Venue Website</a>  Additional Transportation Info:  <a href="#">Monroe Travel</a>	
Hotels	<ul style="list-style-type: none"> <li>Discounted hotel rates with partner hotels, amenities, and dining options can be found on our website.</li> <li>Remember to say Open Season Sportsman's Expo to receive the best rate</li> </ul>	Link to <a href="#">Host Hotel</a>	
Camping	N/A	N/A	
Re-Stocking	<p>Hand carts and dollies can be used to re-stock before the show, 8 am - 9 am.</p> <ul style="list-style-type: none"> <li>If you need to restock your booth during show hours you must carry all items into the facility by hand.</li> <li>NO use of hand carts or dollies are allowed during the expo.</li> </ul>	<p><b>Link to Decorator Order Kit - coming soon</b></p> <p>General Exposition Services Ph: 610-495-8866 Fax: 610-495-8870 Email: <a href="mailto:info@generalexposition.com">info@generalexposition.com</a></p>	8a - 9a daily
Insurance (COI)	<p>We NO longer charge for booth insurance.</p> <ul style="list-style-type: none"> <li>It is up to you to provide us with a certificate of insurance (by February 3, 2022), two weeks before the event</li> <li>You can submit your COI to Cheryl via <ul style="list-style-type: none"> <li>E-mail.</li> </ul> </li> <li>Below you will find the correct criteria and language your COI needs to provide:</li> <li>All vendors must carry \$1,000,000 liability insurance and it must name "Bonnier Corporation and their subsidiaries, parent companies and affiliates as additional insured."</li> <li>Certificate holder listed as: Bonnier Corporation, 480 N Orlando Ave #236, Winter Park, FL 32789</li> </ul>	<p>Andrea Blood &amp; Tina Rollins</p> <p>Exhibitor Services Managers</p> <p><a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a></p> <p>If you need to obtain a Certificate of Insurance for the event, you can click <a href="#">HERE</a> to complete for an additional cost.</p>	Jan. 3, 2022



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	<ul style="list-style-type: none"> <li>City of Monroe Civic Center, its Owner "Monroe Corporation",</li> </ul>		
Antlers & Mounts	<p>Whitetail deer antlers, turkey mounts or replicas displayed in any booth must be identified accordingly.</p> <ul style="list-style-type: none"> <li>Pick up the tags in the Show Office when you check-in</li> <li>This is a security measure to identify exhibitor displays as separate from the trophy contest entries.</li> <li>Contest entries cannot be displayed in an exhibitor's booth; they must be on contest boards.</li> <li>Exhibitors selling shed antlers must provide a container or bag at the time of purchase to prevent the risk of injury to attendees from the shed being carried around on the exhibit floor.</li> </ul>	<p>OSSE Show Office</p> <p>Andrea Blood &amp; Tina Rollins</p> <p>Exhibitor Services Managers</p> <p><a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a></p>	
Gasoline Engines	<p>Fuel in the tank shall not exceed ¼ of tank capacity or 5 gallons of gas, whichever is less</p> <ul style="list-style-type: none"> <li>The fuel cap must be taped shut.</li> <li>At least one battery terminal must be disconnected and tapped</li> <li>Visqueen or other protective covering must be placed underneath vehicle</li> <li>Transfer of fuel is not allowed on the Convention center floor.</li> </ul>	<p>OSSE Show Office</p> <p>Andrea Blood &amp; Tina Rollins</p> <p>Exhibitor Services Managers</p> <p><a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a></p>	
Fire Regulations	<p>Exhibits must comply with all local, state and federal fire codes as they apply.</p> <ul style="list-style-type: none"> <li>Only fire-proof material should be used as decoration in displays.</li> <li>Contact the Convention Center for specific fire regulations and codes.</li> </ul>	<p>Monroe Civic Center</p> <p>401 Lea Joyner Expressway</p> <p>Monroe, LA 71201</p> <p>Phone: 318 329-2226</p> <p><a href="#">Venue Website</a></p>	





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Security	We will maintain security for the facility during expo hours and at night.	OSSE Show Office Andrea Blood & Tina Rollins Exhibitor Services Managers <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	
Firearms	<ul style="list-style-type: none"> <li>Firearms on display accessible to the attending public must be modified so they cannot be discharged.</li> <li>Ammunition sales regulations vary from facility to facility. Check with Monroe Civic Center</li> </ul>	Monroe Civic Center 401 Lea Joyner Expressway Monroe, LA 71201 Phone: 318 329-2226 <a href="#">Venue Website</a>	
Pets	<ul style="list-style-type: none"> <li>Live animals are not allowed in the building unless they are an approved exhibit, display or performance.</li> <li>Owners are responsible for the cleanup, waste removal and any damage done by animals.</li> </ul>	OSSE Show Office Andrea Blood & Tina Rollins Exhibitor Services Managers <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	
Sound Control	<ul style="list-style-type: none"> <li>Any DVD's, music, or other audio devices including duck and turkey callers, must be kept to a minimum.</li> <li>Please respect your neighboring exhibitors and avoid sound pollution.</li> </ul>	OSSE Show Office Andrea Blood & Tina Rollins Exhibitor Services Managers <a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a>	
Raffles	Note: The show office does not page winners for raffles and will not announce raffles.	State of LA 888-295-8450 <a href="http://Gambling-law-us.com/Charitable-Gaming/Louisiana">Gambling-law-us.com/Charitable-Gaming/Louisiana</a>	
Selling Product	<p>Louisiana tax rate – 10.44.</p> <ul style="list-style-type: none"> <li>Non-residents selling products must submit required tax forms that will be posted on our website</li> <li>Tax information is subject to change</li> </ul>	Monroe City Tax and Revenue 318-329-3296 LA tax and Revenue 855-307-3893	





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Food Sales & Sampling	<p>All food sales and distribution must be approved by The Open Season Sportsman's Expo in advance.</p> <ul style="list-style-type: none"> <li>Contact Exhibitor Services for approval, rules, and questions.</li> <li>The Monroe Civic Center as all rights to concession food items</li> </ul>	<p>OSSE Expo</p> <p>Andrea Blood &amp; Tina Rollins</p> <p>Exhibitor Services Managers</p> <p><a href="mailto:exhibitorservices@bonniercorp.com">exhibitorservices@bonniercorp.com</a></p> <p>Monroe Civic Center</p> <p>Phone: 318 329-2226</p> <p><a href="#">Venue Website</a></p>	<p>Deadline: Feb. 3, 2022</p>
Door Prizes	<ul style="list-style-type: none"> <li>Either bring product to the show office or fill out a door prize form in which attendees come to your</li> <li>Booth to pick up.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	

### Additional Booth Information

\$150 Discount per interior booth only; Tax exempt form must be included with payment to qualify. Multiple booth discounts do not qualify or not available.

Full payment due November 15, 2021

[Booth Space Sale PDF](#)

[Booth Space Terms & Conditions](#)

Questions on regarding your account, please contact Exhibitor Services: [exhibitorservices@bonniercorp.com](mailto:exhibitorservices@bonniercorp.com)

Must be submitted in writing. Exhibitors that cancel and "no shows" forfeit all prior payments.

After 12:00 pm Friday 2/25, unoccupied booths may be sold to exhibitors on waiting list. No refunds.

Free shooting lane with booth purchase. Excludes WI.

Deposit must be paid by end of expo to secure your same location next year.

Page: Updated Last 10/05/21 12:00 pm central time