



**Kansas State Fairgrounds
2000 N Poplar Street, Hutchinson, KS**

Thurs. March 30th, 2023 9:00am - 5:00pm CT
Fri. March 31th, 2023 9:00am - 5:00pm CT
Sat. April 1st, 2023 9:00am - 4:00pm CT

Exhibitor Information

Check In & Set-Up

- Booth Exhibitor set up is Wednesday March 29th, from 9am – 6pm CT. Vendors with larger equipment are encouraged to make arrangements to set up earlier. Please call Chance 308-737-6850 or 308-423-4444
- Upon arrival exhibitors please check in at the expo office located in the Meadowlark Building and provide a copy of Liability Insurance.
- **Proof of Liability Insurance** will be required of all vendors naming Star Enterprises TD LLC PO Box 2, Benkelman, NE 69021 as additional insured. The physical address of the show is: Kansas Ag Expo 2000 N. Poplar Street Hutchinson, KS 67502. Contact your insurance company to have us put on the list.

Exhibitors shall obtain and keep in force during the term of the installation and use of the exhibit premises. Policies of comprehensive commercial general liability insurance and contractual liability insurance and insuring and specifically referring to contractual liability in an amount not less than \$1,000,000 combined single limit for personal injury or property damage. Exhibitor must provide Management with a certificate of insurance covering the show location for the period of the show and which names of the Management and the Exhibition facility management facility as co-insured.

- At check in you will be able to pick up name badges. If you have not already done so, please fill out the enclosed name badge form and return at your earliest convenience.
- Exhibitors with valuable equipment (computers, etc.) are responsible for theft coverage. Neither Star Enterprises TD LLC, Kansas Ag Expo, Darren or Tana Dale and their affiliates, nor the Kansas State Fairgrounds will be responsible for theft.

Electrical Vendors that have signed up for 110 or 220 electricity need to bring their own extension cords.

Concessions/ Vendor Reception/ Beer Garden

- Concessions will be onsite.
- Cash bar will be available.
- Vendor Reception – Wednesday March 30th 5-6pm in the beer garden area.
- Be sure and go to the website and check out the schedule of events for more happenings on the show.

Virtual booth addition

- You may still purchase a virtual booth on the Kansas Ag Expo Website, cost is \$75 with booth space purchase. Contact AgSearch.us for more information.
Brian Hale: 940-224-6315 or email brian@agsearch.us
Andi Hale: 940-224-6211 or email andi@agsearch.us
- Make checks payable to Star Enterprises TD LLC.

Tear Down

Trade Show ends and tear-down can begin, Saturday, April 1st after 4pm CT– NOT BEFORE

Additional Equipment

Henry Helgerson Company

Order form for additional equipment: [HH new order Form \(starexpos.net\)](#)

Remember your booth does come standard w/ (1) 8' table w/ skirting and (2) folding chairs.

2023 Table & Chair Rentals/Decorator

Henry Helgerson Company 2900 S. Hydraulic Wichita, KS 67216 tel:(316) 943-1851

info@henryhelgerson.com

2023 Portable Building Rental

Contact Sturdi-Bilt 800-281-5998

2023 Tent Rental

Contact IOF Entertainment Office (620) 960-0278 | Email hdm.1914@gmail.com

[IOF Tent Rental.pdf \(starexpos.net\)](#)

Lodging for Hutchinson and surrounding area.

Baymont Inn & Suites

1315 E 11th Ave

Hutchinson, Kansas 67501-6129

Phone: 620.888.4507

Holiday Inn Express

911 Porter St

Hutchinson, Kansas 67501-2765

Phone: 620-259-8656

[Book here through 3/15](#)

Comfort Inn & Suites

1601 Super Plaza Ave

Hutchinson, Kansas 67501-1147

Phone: 620-669-5200

Holiday Inn Express Discount Code



Hampton Inn

1401 1/2 E 11th Ave

Hutchinson, Kansas 67501

Phone: **620-665-9800**

Days Inn & Suites

1420 N Lorraine St

Hutchinson, Kansas 67501-6158

Phone: **620-708-4459**

Fairfield Inn & Suites

1111 North Lorraine Street

Hutchinson, Kansas 67501

Phone: **620-259-8787**

OYO Hutchinson

15 W 4th Ave

Hutchinson, KS 67501-4839

Phone: **620.793-5448**

Super 8

1621 Super Plz

Hutchinson, KS, 67501

Phone: **620.633.7822**

Sky-Palace Inn & Suites

15 E 4th Ave

Hutchinson, KS, 67501

Phone: **620.633.1151**

Trails West Motel

207 South Main

Hutchinson, KS, 67505

Phone: **620-662-0268**

Lyons Inn

817 West Main St

Lyons, KS, 67554

620-257-5185

Country Inn

430 South Broadway Ave

Sterling, KS, 67579

Phone: **620-904-4424**

Camping on Site

Kansas State Fair RV Park

\$30/ night - Full Service Hook-ups

Pay at pay station or the Admin Office

Enter through Gate 1 or Gate 3

WIFI:

MTC Wi-Fi Hotspots Have You Covered

At The Kansas State Fairgrounds

Connection Options:

- One User/POS
- Multi User/Streaming
- Single Device/Daily

Available For:

- Vendors
- Booths
- Events
- Personal to Commercial Use



For More Information
Call: 877-216-9951

E-mail: service@mtc4me.com

Connecting To The MTC Wi-Fi Hotspots

At The Kansas State Fairgrounds

1. Click the "MTC Hotspot @ KSF" as your wireless connection option
2. Open a web browser - Such as Safari, Internet Explorer, etc.
3. The MTC Splash Page will open
4. Click the "Login With Voucher"
5. Enter voucher code purchased through MTC
6. Hit "Enter"
7. Your device is now connected

Purchase Vouchers By Calling MTC:
877-216-9951

Monday - Friday 8:00am - 4:30pm

After Hours Technicians Can Be
Contacted With Questions At 866-253-4772



Thank you for being a part of the Kansas Ag Expo!

We'll see you at the show. If you have any questions please free to give us a call
866-685-0989 office or show # 308-423-4444 www.starexpos.net

Thank you for your business!



Vendor Badge Form

You can order name badges by filling out this form and return to info@starexpos.net
Or Fax 785-426-5902

All exhibitors will need badges to gain access to the Kansas State Fairgrounds during non-show hours.

Badges pre ordered before March 25th can be picked up on move in day at the expo office. After March 25th the badges must be created on-site during move in hours or show hours.

Please plan ahead and anticipate anyone who may be working at your display so that the badges will be ready for them.

Name of Exhibiting Company

Company Name: _____

Contact: _____

Name: *Please print clearly or type*
(Maximum 25 characters)

Company:
(Maximum 30 characters)

If you have any questions, please call 866-685-0989
or Email: info@starexpos.net