

Frequently Asked Questions

What comes with my booth?

- Each 10' x 10' booth will be set with 8' high blue & white back drape and 3' high blue side drape. Booths 300 SF (square feet) or less will receive an identification sign. Booths larger than 300 SF may receive an identification sign upon request.
 - Please note that booths in the exhibit hall are not carpeted and require carpet.
 - Booths in the Ballroom and Concourses do not require carpet.
 - Not sure where your booth is? Use the Floorplan link below

How can I see the layout?

- Use this link to view the Expo Layout (coming soon)

Does B.A.S.S. have a hotel block for Exhibitors?

- Yes! Please use this [link](#) for our Exhibitor hotel block. Simply click the link, select your check-in date, number of nights, and number of rooms. Once selected, it will search the area and give a list of hotels with all their current rates and distance from the expo.
 - Here is the link again.
 - <https://groups.reservetravel.com/group.aspx?id=84945>

I have a question regarding my booth placement, who can I talk to?

- If you have questions regarding placement, please reach out to your corresponding Sales Rep using the contact information below.
 - Katie Hagan – khagan@bassmaster.com / 251-621-9748
 - Jeff Hopkins – jhopkins@bassmaster.com / 205-313-0928

How do I ship booth supplies to the show?

- Please use this [link](#) for shipping information

How do I get Internet or Power for my booth?

- Please use this [link](#) for Power
- Please use this [link](#) for Internet information

When can I move in?

- Please refer to the Targeted Move-in plan and your Freeman contact (insert email) for more information
 - [Targeted move-in Level 1](#)
 - [Targeted move-in Level 2](#)

I have general questions about the event, who can I talk to?

- For expo specific questions, please reach out to Lisa Brown, lisa.brown@freeman.com
- For event specific questions, please out to Jesse Dolan, jdolan@bassmaster.com

I'm a small 10x10 booth and I want to carry my stuff in. What can I do?

- Since the Fort Worth Convention Center is located in a downtown area, street parking is very limited, and it is recommended to park in the Houston Street Garage or the Commerce Street Garage which are across the street. Parking charges may apply.

I have a trailer full of my booth supplies, can I just drive up to the dock and unload?

- With a show the size of ours, moving and unloading in the dock is handled through a queue system at a Marshalling Yard. Freeman will unload your supplies via forklift for a cost. If you would like to avoid any cost, then you can unload by hand and carry your supplies from the local parking garages.

Where should I Park?

- <https://www.fortworthparking.com/downtown>

What time can I enter the building on set up days and show days?

- For set up days, we do ask that you enter in coordination with your Targeted Move-in time to allow the set up crew to not be interrupted.
- For show days, you can enter as early as 8am and you must present your credential. We ask that all exhibitors limit guests to only working staff members with credentials. Please pay attention to show communication for more information regarding exhibitor entrance locations.

I am selling products at the show. Do I have to fill out any forms or tax information?

- The tax rate in Fort Worth, TX, is 8.25%. The State of Texas will be given a list of the registered exhibitors, and they may reach out to you individually to ensure compliance. The State may have representatives on site to hand out payment procedures.

I am sampling products at the show. Do I have to fill out a form or let the facility know?

- Sampling at the Fort Worth Convention Center is a little different than other cities because you will have to apply for a Temporary Permit through the Health Department.
 - To apply for a Temporary Permit, please click [Here](#)

More information regarding Sampling

- If a vendor is sampling any food products at the event they will be required to have a temporary permit. Please note that liquids count as food. And if you are sampling drinks, you will need to apply for a Temporary permit.
- If a vendor is cooking and/or sampling any TCS products they will need a stem thermometer, test strips for bleach, a dish washing station, and a hand washing station along with utensils and a food covering.
- If a vendor is a cottage food vendor and want to sample on site, they will need a Health permit
- If a cottage food vendor is sampling pre-packaged food items and not handling anything they will not need a permit
- If you have any questions regarding sampling, please reach out to Lori Milliner lori.milliner@fortworthtexas.gov / 817-392-2042