



CODE OF COURTESY

While visiting manufacturers' representatives please keep the following points in mind:

- 1) Prior to the show, call those representatives whose booths you wish to use and ask them for their permission. Most will be happy to accommodate you and your customers.
- 2) While working the booth, please understand that the local rep, his associates, and his customers come first when presenting a line. You and your customer may have to wait a few minutes before you can begin.
- 3) The local reps, while planning their show needs, order supplies from the manufacturer. These include catalogs, order forms, price lists, etc. It would be advisable to notify your manufactures to either increase the supply order to meet your needs or have them sent directly to you for you to bring to the show.
- 4) Treat the samples as if they were your own and leave the booth as neat or neater than when you began.
- 5) If the local rep does not allow eating or drinking within his booths, please understand and refrain.
- 6) You will need a ToyFest All Access pass to obtain a badge to enter The Expo Hall and quite possibly many showrooms in building C. A ToyFest All Access Pass can be purchased thru the exhibitor portal.
- 7) Shows are never easy, especially setting up and tearing down. If possible, plan to arrive 1 or 2 days prior to opening day to help your fellow reps set up. On closing day, plan to stick around a few extra hours to help them tear down.

THANK YOU AND HAVE A GREAT SHOW.



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