

# 2025 PICKLECON VENDOR INFORMATION



1. **Event details:** August 7-10 at the Kansas City Convention Center
  - a. Event hours: 8am-9pm Thursday-Saturday, 8am-4pm Sunday
    - i. [Schedule of Events](#)
  - b. **Recommended Vendor hours:** 10am-5pm Thursday-Saturday, 10am-4pm Sunday
    - i. \*Vendor Village is right at the top of the main escalators meaning participants will be walking through the area to get to the courts, so we encourage you to be open as much as possible to capture as many customers as possible; we are not responsible for any lost or stolen items from your booth
    - ii. The expo floor (where Vendor Village and the courts are at) will be open during event hours every day. The floor and convention will be locked and secured overnight.
  - c. [Expo Layout](#)
2. **Move in/set up** will be Wednesday, August 6<sup>th</sup> from 8am-6pm
  - a. Loading dock will be the North Dock (305 W. 12<sup>th</sup> St.) – there is a turn off from Central into the dock
    - i. Please unload your products then quickly move out to another lot to allow other companies in as there is not a lot of space
  - b. You will receive **Credentials/Vendor Passes** for your team (any working employee) this day to get you in throughout the weekend – Ryan and Casey will have these for you when you check in
    - i. These will give you access to the entire event (vendors, panels, all matches, etc.)
  - c. This is not a Union building so you will be setting up your own space; we will have a couple forklifts and golf carts onsite, but I recommend you bring any dollies or other carts you have to carry boxes from the dock to your space
3. **Booth setup:** you will have 8' pipe and drape behind your booth with some storage space behind that and 3' pipe and drape on either side of you separating all booths; corner spaces will be open on 2 sides
  - a. You will be provided 1 table and 2 chairs onsite if you want them – you will get these when you check in; anything else you want in the booth is your responsibility
  - b. The flooring is concrete; you are welcome (but not required) to bring your own carpet/rugs if you wish
4. You can ship your products to and from the convention center
  - a. **Ensure all boxes and pallets arrive on the 5<sup>th</sup> or 6<sup>th</sup>** as they may not be accepted or could get charged for a holding fee if they arrive earlier than that
  - b. **Shipping address for freight:**  
ATTN: PickleCon - Vendor Name  
Bartle Hall Convention Center  
North Dock  
305 W. 12th Street  
Kansas City, MO 64105  
Contact: Alyssa Morrison (970-556-0516)
  - c. **Shipping address for boxes (UPS/FedEx):**  
Bartle Hall Convention Center  
301 W 13<sup>th</sup> Street  
Kansas City, MO 64105  
ATTN: PickleCon - Vendor Name  
Vendor Phone Number (yours)
  - d. ***\*Ensure all your deliveries have your vendor/brand name on it so we know where to take it\****
  - e. If you need to ship earlier or are worried about your product being accepted at the convention center, you may use the company FERN and they will accept your products and deliver them to your booth at the convention center by setup day (their fees will apply)
    - i. If interested, please reach out to Gary Bates at [Gbates@fernexpo.com](mailto:Gbates@fernexpo.com)
  - f. Any boxes shipped early will most likely be held at the business center (on the first floor of the convention center) for you to pick up – please note, there will be a fee per box if they have them
  - g. Shipping to your hotel is another option if you just have a few boxes (call and confirm with them)
5. **Tear down** will start Sunday, the 10<sup>th</sup> (after all events have concluded ~4pm) as well as Monday, the 11<sup>th</sup>
  - a. Pallets will ship out of the North Dock (address above) – you are responsible for the shipping label and ensuring your products get picked up; we will have forklifts to move pallets over there
  - b. The business center will be open on the 1<sup>st</sup> floor of the convention center from 4-8pm on Sunday and 8am-5pm Monday if you want to ship any (smaller) boxes out from there – you are subjected to their fees

6. **Parking:** I recommend walking if you are staying in a downtown property as that would be easiest, but if you have a car, we will open the South Dock (308 W. 16<sup>th</sup> Street) for vendor parking (show security your vendor pass there) as well as a free lot off 16<sup>th</sup> and Central. Otherwise, please look at this [Parking Map](#) for other options around the facility.
7. We have many **lodging** partners available for you, found [HERE](#). You can also create a block to ensure all your team members can stay at the same property.
8. **Internet and electricity** can be purchased directly through the convention center. [HERE](#) is the Ordering Guide, [HERE](#) are the Order Forms, and [HERE](#) is the direct ordering link.
9. Please help us **market** the event (before and onsite)! When doing so tag us and feel free to utilize any information from this link that is relevant: <https://www.picklecon.com/brand-central>
10. You selected your own **booth space number**. If you forgot that or where that is on the map, you can check it [HERE](#)
  - a. We will have booths numbered and a map onsite when you check in to show you to your space
11. We have a new **Vendor Passport Challenge** for all attendees to participate in on our event app. This is to encourage more traffic to each vendor booth. We will set this up and give you a QR code to display at your booth for attendees to check in when they visit you. We will manage all aspects of this and the prizes.
12. All **product donations** (marked yes on your application form) can be turned in at our PickleCon Info booth during your setup on Wednesday – a separate email will be sent to those specific vendors closer to the event
13. Onsite contacts
  - a. Alyssa Morrison: 970-556-0516
  - b. Ryan Thompson: 720-646-2058
  - c. Casey Schermerhorn: 970-672-0553