



MUSLIM UMMAH *OF* NORTH AMERICA

MUNA CONVENTION 2023

1. Convention Center Address

Pennsylvania Convention Center

1101 Arch St

Philadelphia, PA 19107 (**North Broad St Entrance**, 119 N Broad St, Philadelphia, PA 19107)

2. Vendor's Entrance: Vine Street Service Rd, right after N12th St (Grandview Condominium Services). Please set up your **GPS- 1100 Vine St, PA 19107**

3. Bazaar Opening Date: August 18th Friday to 20th Sunday, 3 PM

Vendors will registered booth through Online.

Please contact us if you need any help. Cancellation fee will apply. You will receive an email after complete your booth registration.

4. Booth Details:

1. 10' x 10' booth space
2. 8' high pipe & drape at rear
3. 3' high pipe & drape on both sides
4. One 6' x 2' skirted table
5. Two folding chairs
6. A colorful coordinated Booth sign (Header size 7" x 44")

Note: There are Five types of booths with 10' x 10' dimensions in the bazaar. Each vendor will receive three badges. These badges will permit vendors to attend any session at the convention. A fee of \$25 per person will be charged for additional badge. Please email your request to: MunaConvention.bazaar@gmail.com

5. Bazaar Hours

Bazaar hours for all three days are below. You must wear your vendor badge to enter the bazaar. **For security reason, no one will be allowed to enter the bazaar without a vendor badge.**

Bazaar hours are as follows:

Friday: Bazaar Hours : 3:00 pm – 10:00 pm

Saturday: Bazaar Hours : 10:00 am – 11:00 pm

Sunday: Bazaar Hours : 10:00 am – 2.30 pm

6. Move In Information

Vendors will be able to move in and set up booth on August **18th Friday, start at 9 AM to 2.00 PM sharp.**

Note: If any vendors wanted to take advantage to **move in on 17th August ,Thursday, (3 to 6 PM) labour charge will apply.** Please call us at 718-306-7288 or Email us MunaConvention.bazaar@gmail.com. Without confirmation management team won't allow any vendors on Thursday.

We recommend all vendors to setup their booths on Friday. **Loading dock ramps won't open Saturday.**

Note: if you have kids in minor age please leave them at the Hotel or Children should be accompanied by an adult.

7. Move Out Information

Bazaar will be closed on Sunday August **10th by 2.30 PM,** and all booths must be vacated by **4.30pm.**

8. Unloading / Check in Details

Please bring your booth reservation confirmation with you to the convention. You will not be allowed to enter the loading dock area without confirmation document and receipt of your booth bookings.

Please kept your Phone number and Booth number in front of your vehicle dashboard.

MERCHANDISE WITH COMMERCIAL NUMBER PLATE VEHICLE INCLUDING RENTAL MOVING TRUCK HAVE TO PAY EXTRA LABOUR CHARGE.

For a commercial vehicle, only decorator will provide labor to help unload your merchandise. A non-commercial vehicle can unload merchandise themselves. Please bring your own Dolly, carts to unload and bring merchandise into your booth(s), otherwise, a vendor has to rent from center. Move your vehicles within 20 minute from the loading dock after unloading to make room for other vendors. Do not obstruct the bazaar aisles at any time.

Your merchandise will not be unloaded if they do not fit inside your booth.

9. Extra Chairs

All vendors will receive 2 chairs per booth. If you need additional chairs, then please bring your own. Please note that you are not allowed to move chairs from other areas such as prayer/ Dinning area, or program hall or other vendors.

10. Telecommunications (Internet) Services

Telecommunication service is provided by Convention Center. You pay for this service, the order form is attached.

Please order ASAP to take advantage of advance order prices.

For services and order inquires please contact

11. Electrical Services

Electrical service is provided by PCCA/ SMG. You pay for this service and Labour. Order form and prices for Electrical service is attached.

Inquiries only: 215-418-2190

Email: exhibitorservices@paconvention.com

ORDERS MAY BE PLACED ONLINE AT: <https://tinyurl.com/y5vv7s2h>

12. Decorator Services

General Bazaar Contact:

Nurul Anwar: 718-306-7288, Mohammed Sahjahan 469-426-8309; Shamad Chowdhury:347-493-6912

Email: MunaConvention.bazaar@gmail.com

Sponsor Booth Contact:

Arman Chowdhury: 516-864-5078

Ziaul Islam Shamim: 718-541-1401

Nakibur Rahman: 504-638-1184

Wailer Rahman: 313-598-6413

Humayun Kabir : 856-669-8796

Email: munaconv@gmail.com

[Exhibitor FAQ:](#)

<https://www.paconvention.com/exhibitors-1/faqs-exhibitors>