



MUNA CONVENTION 2019

1. Convention Center Address

Pennsylvania Convention Center

1101 Arch St

Philadelphia, PA 19107 (North Broad St Entrance, next to 101 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: July 5th Friday to July 7th Sunday 2019

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 **July 5th Friday, start at 9 AM to 1.00 PM sharp.**

We recommend vendors to setup their booths on Friday.

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 **July 7th by 2.30 PM**, and all booths must be vacated by **3.30pm**.

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 DO NOT BRING MERCHANDISE WITH COMMERCIAL NUMBER PLATE VEHICLE INCLUDING RENTAL MOVING TRUCK. THAT WILL HAVE COST EXTRA LABOUR CHARGE.

For a commercial vehicle, the only decorator will provide labor to help unload your merchandise. A non-commercial vehicle can unload merchandise themselves to save cost. Please bring your own Dolly, carts to unload and bring merchandise into your booth(s), otherwise, a vendor has to rent it. 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.

12. Decorator Services

We have arranged decorator service, if you are interested and need additional items (Glass showcase, extra table, chair, carpet., etc.) in your booth, please Contact **“Main Line Expo, Inc”** 780 Fifth Avenue Suite 160 King of Prussia, Pa. 19406 (610) 265-6200 FAX (610) 265-4606. Email: Patti@mainlineexpo.com . Please send an email @ by July 1st.

13. SHIPPING & RECEIVING SERVICE

This service is provided by **“Main Line Expo, Inc”**, They will receive and deliver your merchandise to your booth(s). There is a charge for this service. Contact info- Contact **“Main Line Expo, Inc”** 780 Fifth Avenue Suite 160 King of Prussia, Pa. 19406 (610) 265-6200, FAX (610) 265-4606. Email: Patti@mainlineexpo.com

General Bazaar Contact:

Nurul Anwar: 718-306-7288

Mojibur Rahman Ripon: 917-345-6719

Email: MunaConvention.bazaar@gmail.com

Sponsor Booth Contact:

Arman Chowdhury: 516-864-5078

Nakibur Rahman: 504-638-1184

Dr. Shariful Islam: 312-718-5822

Email: munaconv@gmail.com