



MUSLIM UMMAH *OF* NORTH AMERICA

MUNA CONVENTION 2024

1. Convention Center Address

Pennsylvania Convention Center

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 & Hours: August 9th Friday to 11th Sunday
Vendors will registered booth through Online.

Bazaar hours for all three days are below. You must wear your vendor badge to enter the bazaar.

Bazaar hours are as follows:

Friday: Bazaar Hours: 2:00 pm – 11:00 pm

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

Sunday: Bazaar Hours: 10:00 am – 03:00 pm

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:. 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 or bazaar@muna.us .

Security reason badge will be required. **Badge will be available at Docking area upon arrival**

5. Move In Information

Vendors will be able to move in and set up booths on **August 8th Thursday 10 AM to 4 PM** or **August 9th Friday, starting at 9 AM to 2.00 PM sharp.**

Loading dock ramps won't open Saturday.

Note: If any **Vendor** wanted to take advantage to **move in on 8th August, Thursday, you have to let us know in advance.** Please call us at 929-289-0703 , +1 (309) 839-3182 or Email us MunaConvention.bazaar@gmail.com.

Without confirmation, the management team won't allow any vendors to move in on Thursday.

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

6. Move Out Information

Bazaar will be closed on Sunday August **11th by 2.30 PM**, and all booths must be vacated by **4.30pm**.

7. Unloading / Check in Details.

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

MERCHANDISE WITH COMMERCIAL VEHICLES INCLUDING RENTAL MOVING TRUCK HAVE TO PAY EXTRA LABOUR CHARGE.

This year decorators agreed to load/ unload commercial vehicle in a flat Rate **\$300 Per vehicle.**

A non-commercial vehicle can unload merchandise themselves. Please bring your own Dolly, carts to unload and bring merchandise.

Move your vehicles within 20 minutes from the loading dock after unloading to make room for other vendors. Do not obstruct the bazaar aisles at any time.

8. Electrical & Other Utilities Services:

Please note PCCA/ SMG will offer the Advance **Discounted Rate until July 31st, 2024.**

Please submit the order online through Calendar Events Site :

<https://tinyurl.com/y5vv7s2h> then find 'MUNA 2024 'in the Calendar

Manual Electric form is available at and attached: [https://www.munaconvention.com/admin/assets/highlight/03062024040854am2024_PCC Electric & Labor Service order form update.pdf](https://www.munaconvention.com/admin/assets/highlight/03062024040854am2024_PCC_Electric_&_Labor_Service_order_form_update.pdf)

PCC Events Service Contact Info: 215-418-2190,
Email: exhibitorservices@paconvention.com

10. Decorator Services: General Exposition Services, Inc is available for any additional pre and post services you may need at your expenses with discounted rate

- Shipment and Storage for pre and post inventories
- All vendors will receive 2 chairs and a table per booth, Any additional services, **Extra Chairs, Tables etc**

ONLINE ORDER : <https://www.generalexposition.com/online-servicekit.php>
CODE: MUNA24

205 Windsor Road • Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 • Fax: 610-495-8870
Email: info@generalexposition.com

11. Booth Cancellation : If you cancel week before event NO REFUND will apply .

Please send your request to the MUNA bazaar at For booth cancellations, please contact the MUNA Bazaar Team at munaconvention.bazaar@gmail.com or bazaar@muna.us

Booth reselling is prohibited. If you have booked extra booth(s) and find yourself unable to use them, please contact MUNA Convention Bazaar management at bazaar@muna.us for a refund. Should the bazaar team discover that a booth has been sold privately, event management reserves the right to cancel the booth booking, and no refund will be issued.

12. ONLINE Hotel Reservations cutoff Date on July 24th

HOTELO LINK: <https://tinyurl.com/MUNA-Convention-Hotels> -

Hilton Garden Inn Philadelphia Center City, 1100 Arch Street, Philadelphia, Pennsylvania 19107 USA.: <https://rb.gy/yuxkru> -

Please let Br. Borhan Uddin, 309-839-3182, borhan11du@gmail.com know if you have any issues with Hotel reservation

13. Social Media :

We are in **Facebook** : MUNA Convention
<https://m.facebook.com/munaconvention>

Instagram: <https://www.instagram.com/munaconvention>

General Bazaar Contact:

Mohammed Anwar: 929-289-0703, Borhan: 309-839-3182

Email: bazaar@muna.us

Exhibitor FAQ:

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

Additionally, I have included them in the email for your convenience

1. MUNA Convention 2024 Floor Map
2. PCC Electric & other Utilities Service Order Form
3. General Exposition Services Kits
4. A convention Flayer.

Please Contacts:

Mohammed N Anwar
929-289-0703

Borhan Uddin: 309-839-3182

bazaar@muna.us

Munaconvention.bazaar@gmail.com

MUNA Convention Vendor Management team-2024