

MUSLIM UMMAH *OF* NORTH AMERICA

A promotional poster for the MUNA Convention 2019. The background is a night cityscape with lights reflecting on water. The poster has a blue header with the MUNA logo (a globe with a map of North America) and the text 'MUNA CONVENTION 2019'. Below this, in a dark blue box, are the dates 'JULY, 5th - 7th, 2018' and 'FRIDAY - SUNDAY'. A red box contains the venue 'Pennsylvania Convention Center' and its address '1101 Arch St, Philadelphia, PA 19107'. The word 'islam' is written in large, stylized yellow and white letters, with the tagline 'The balanced way of life' underneath. A dark blue box lists 'Special Events:' including 'Renowned speakers', 'Youth Conference', 'Sisters Sessions', 'Kids inflatable Ride', 'Incredible Bazaar &', and 'Amazing sessions.'. Below this, the word 'BAZAAR' is in large yellow letters, followed by 'Online Bazaar Registration Going On' in a white box. The website 'www.MunaConvention.com' is listed. Contact information for Nurul Anwar and Mojibur Rahman Ripon is provided, along with an email address. The bottom section features the MUNA logo, the organization's name in English and Bengali, and the phone number and website 'Tel: 718-277-7900, www.muslimummah.org'.

Assalaamu'Alaikum,

We would like to cordially invite you to take part in our upcoming **MUNA CONVENTION 2019** at **Pennsylvania Convention Center**. Your presence will do us great honor and we are looking forward to seeing you.

Please read this document. It has all the information you may need.

All Vendors will register booth through Online. You will receive an email after complete your booth bazaar registration.

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1. Convention Center Address

Pennsylvania Convention Center

1101 Arch St

Philadelphia, PA 19107 (North Broad St Entrance)

Vendor's Entrance: Vine Street Service Rd, right after N12th St (Grandview Condominium Services)

2. Registration Badges

MUNA will have a Bazaar Management booth setup in the bazaar (near right side of Bazaar Entrance facing the Bazaar). You can pick up your badges from that table. Each vendor will receive up to three badges per booth.

Note: Badges will be handed over only to the primary contact person with a valid ID. (Should bring a valid ID and the printed copy of the booth booking confirmation receipt). These badges will permit vendors to attend any session at the convention. If you need additional information, please email to MunaConvention.bazaar@gmail.com cc MunaConvention@gmail.com

3. 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")

4. Move In Information

Vendors will be able to move in and set up booth on **July 5th Friday start at 11 AM to 4.00 PM sharp or Saturday 7 AM to 9 AM** but we recommend vendors to setup on booths on Friday.

Note: if you have kids in this age please leave them at the Hotel or contact us on Vendor Management booth and will guide you to the assigned room in the Convention Center but children should be accompanied by an adult.

5. Move Out Information

Bazaar will be closed on Sunday **July 7th by 3.00 PM**, and all booths must be vacated by **3:30 pm**.

6. 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 this document and receipt of your booth bookings.

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

For commercial vehicle, only decorator will provide labor to help unload your merchandise. 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 vendor have 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.

7. Bazaar Hours

Bazaar hours for all three days are below. You can enter the bazaar **one hour** before bazaar opening time for setting up. 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:

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

Sunday: Bazaar Hours : 10:00 am – 3:00 pm

8. Loading Dock Location & Directions

Vine Street Ramp Loading Dock, corner of Broad Street, right after N12th St (Grandview Condominium Services)

Access to the Pennsylvania Convention Center Loading Dock Area (to move-in and move-out of events) is located off, on Vine Street.

See the attached Loading Dock layout and Maps

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

EXHIBITOR FAQ and EXHIBITOR WORK-RULE:

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

LOADING UNLOADING ENTRANCE MAP



BAZAAR LAYOUT MAP

Sponsor

Prime-1:\$750

Prime 2:\$750

Prime 3: \$600

Prime 4: \$500

Broad Street

