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Assalaamu Alaikum,

On behalf of ICNA I would like to thank you for your support and participation in this year's convention at Baltimore, MD. Please read this document. It has all the information you may need.

1. Convention Center Address

Baltimore Convention Center
West Pratt Street
Baltimore, Maryland 21201

2. Registration Badges

ICNA 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).

If you need additional badges for your family, please email to bazaar@conv.icna.org by Monday April 3rd. ICNA will charge a fee of \$25 per additional badge. Payments for these badges will be cash only. InshaAllah your additional badges will be ready for pick up at the convention.

3. Booth Dimensions

Booth size will be 10' x 10' with 8' high pipe & drape at rear and 3' high pipe & drape on both sides of the booth. One 8' x 2' skirted table, two chairs and a booth sign (Header size 9.5" x 72.7"). Please **Note:** **Size of font will be smaller to fit long business names on the header.**

4. Move In Information

Vendors will be able to move in and set up booth on **Thursday, March 29th from 12:00 pm to 7:00 pm and Friday, March 30th from 7:00 am to 11:30 am.**

Note: **Children's under 15 are not allowed at on the Bazaar floor during the Move-in times,** 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 April 1st by 3 PM**, and all booths must be vacated by **4:00 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.

We have made arrangements with our decorator to provide labor to help unload your merchandise. Please bring your own carts, if you have one, to unload and bring merchandise into your booth(s). Move your vehicles 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.**

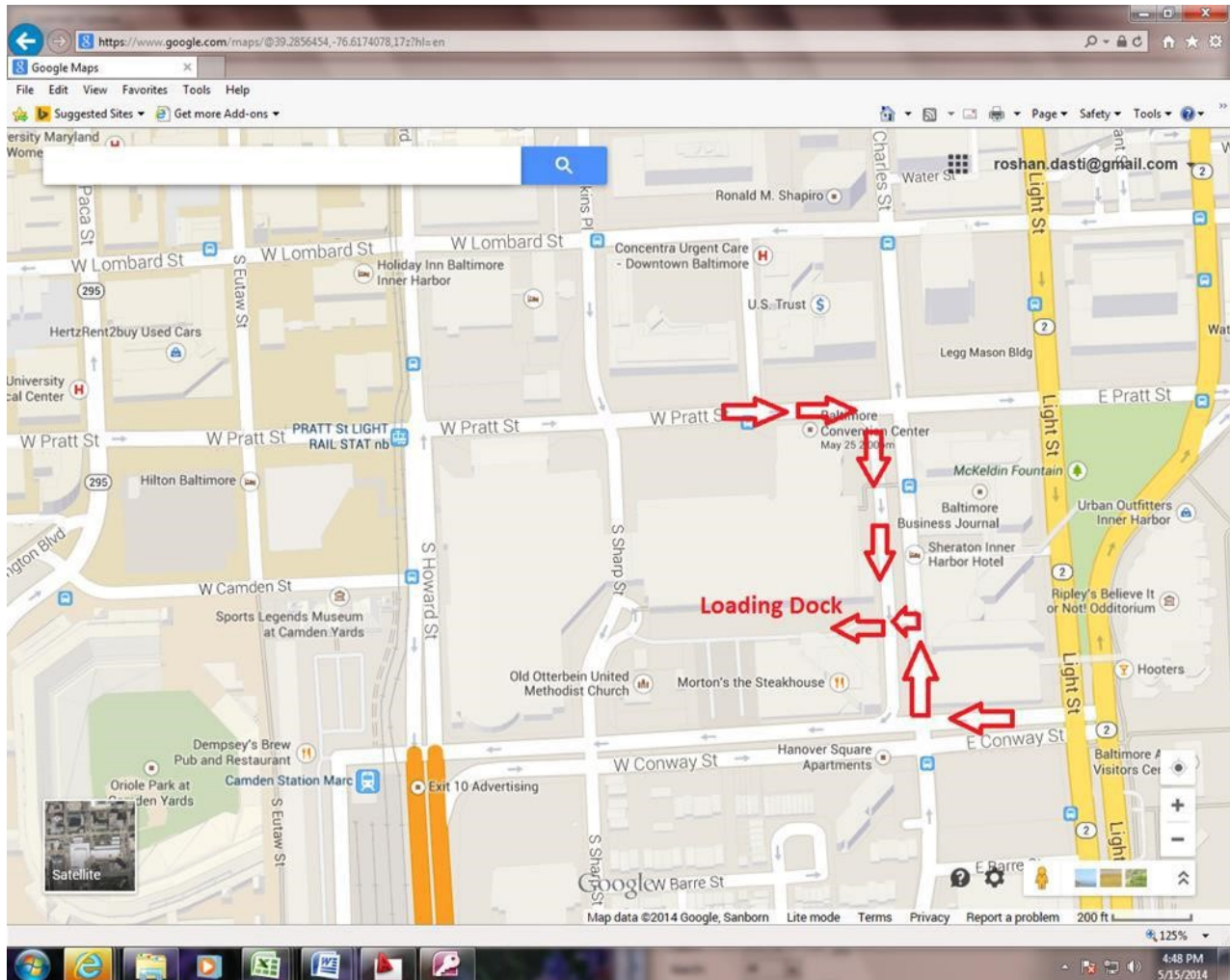
Bazaar hours are as follows:

Friday: Bazaar Hours	2:00 pm – 11:00 pm
Saturday: Bazaar Hours	10:00 am – 11:00 pm
Sunday: Bazaar Hours	10:00 am – 3:00 pm

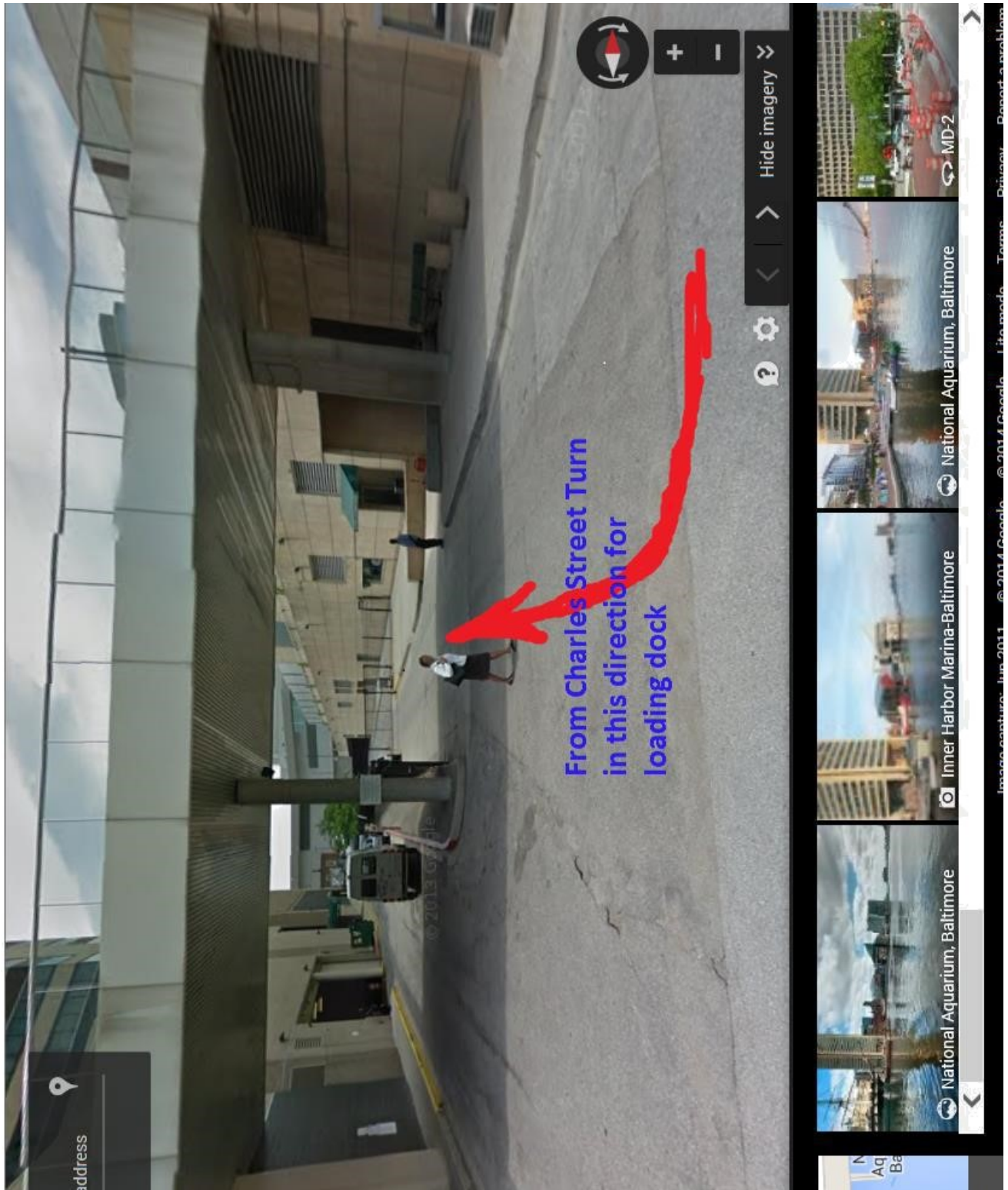
8. Loading Dock Location & Directions

Charles Street Loading Dock

Access to the Baltimore Convention Center Loading Dock Area (to move-in and move-out of events) is located off, on Charles Street. If you are coming from Pratt Street, the Entrance to the loading dock area will be on the right (located between the Convention Center and Sheraton Hotel). You will see the security gate. For more information, see an area map & an image below.



ICNA Convention Bazaar Team
166-26 89th Ave
Jamaica, NY 11432
Email: bazaar@conv.icna.org



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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 salah, or program hall or other vendors. As a Muslim, we are all expected to abide by these and other guidelines outlined in this document.

10. Telecommunications (Internet) Services

Telecommunication service is provided by M. C. Dean. You pay for this service to M. C. Dean. Telecommunications order form is attached.

Please order ASAP to take advantage of advance order prices.

For services and order inquiries please contact Martin Husbands at (410) 649-7097 or via email Martin.husbands@mcdean.com

11. Electrical Services

Electrical service is provided by Edlen Electrical Exhibition Services. You pay for this service for Edlen Electrical Exhibition Service. Order form and prices for Electrical service is attached.

Jessica Brown is the Event Service Coordinator for Edlen. You can contact her at [410.649.7321](tel:410.649.7321) and her email address is jjbrown@edlen.com.

12. Decorator Services

We have arranged decorator service, if you are interested and need additional items (extra table, chair, carpet., etc.) in your booth, please send an email @ bazaar@conv.icna.org by April 1st.

13. SHIPPING & RECEIVING SERVICE

This service is provided by two vendors, **Demers Exposition Services & ABC Imaging services.**

Contact information for Demers is provided above. ABC Imaging has a Business Center, located on the third floor of the Convention center, behind the registration counters. You can contact them for your shipping and receiving services. They will receive and deliver your merchandise to your booth(s). There is a charge for this service. Contact info for ABC Imaging is [301-556-6239](tel:301-556-6239) email eking@abcimaging.com

Please do not ship your merchandise addressed to the convention center. Convention center does not receive shipments. Please contact Demers or ABC Imaging to arrange shipment of your goods. They will receive your goods and deliver it to your booth(s). You must tell them your booth number. Please discuss the charges with them.

We pray that you have a safe journey to the Convention Center and look forward to meeting you there. We will assist you in any way possible to make your stay comfortable InshaAllah.

Jazak Allahu Khairan

ICNA Convention Bazaar Team