

2026 Home & Outdoor Living Expo

Important Vendor Information: Set-Up & Tear-Down Guidelines

We're excited to welcome you as a vendor at the 2026 Home & Outdoor Living Expo! To help make this a smooth and successful event for everyone, please review the details below carefully. And don't forget to **like and share the Expo's Facebook page** on your personal and business social media. We appreciate your support!

SET-UP DETAILS

- **Heavy Displays (Cardinal Arena ONLY):**
Vendors unloading heavy display items must schedule a set-up time with their sales representative. The large overhead door will close **Thursday, April 9 at 3:00 PM — no exceptions.**
- **Standard Booth Set-Up:**
Vendors with **8x10 booths** using conventional doors may begin set-up **Friday, April 10 starting at 8:00 AM.**
- **Event Center Booths:**
These booths are **walk-in only. VEHICLES are NOT PERMITTED** inside the Event Center. Please unload quickly and move your vehicle to allow parking access for others.
- **Set-Up Deadline:**
All booths **must be fully set up by 2:00 PM on Friday, April 10.**

TEAR-DOWN DETAILS

- Tear-down begins **Saturday, April 11 at 3:00 PM**, when overhead doors will reopen.
- All vendors must be fully moved out by **7:00 PM.**

BOOTH INFORMATION & POLICIES

- Booths **must be paid in full prior to the Expo.**
- Each booth includes high-back and low-side draping.
 - Signage must not damage drapes. Please use **straight pins or safety pins only.**
 - **No staples, tape, or zip ties.** Any damage will be billed to your business.
- **Skirted tables (\$27) and electricity (\$20)** must be ordered through your sales representative by **Friday, March 20.**
 - Vendors requiring electricity must bring **3-prong grounded extension cords and/or power strips.**
 - All electrical connections are subject to Fire Chief inspection.
 - Due to overhead power distribution, direct access to electricity at every booth is not guaranteed.
 - For **220V service**, please contact your sales rep directly.
- A **limited number of tables and chairs** are available at no charge and must be requested in advance.
- Please keep your booth area clean and take precautions to protect flooring from spills or damage.
- **Food sales require prior approval.**

If you have any questions, please reach out to your sales representative—we're happy to help.

Looking forward to a great Expo!



Friday, April 10, 2026: 3:00 PM – 7:00 PM

Saturday, April 11, 2026: 9:00 AM – 3:00 PM

Willmar Civic Center, 2707 Arena Drive NE, Willmar, MN 56201

Lakeland Media | KWLM | Q102 | Big Country | The Train | Country Legends | The Loon | 320-235-1340