



The Ranch Events Complex | Loveland, CO | August 25-27, 2023

EXHIBITOR Arrival Information

THANK YOU FOR JOINING US AT OVERLAND EXPO MTN WEST!

Our team at Overland Expo is thrilled for another year of making unforgettable memories with you! Please review our expectations and guidelines in the interest of meeting and exceeding our mutual goals. We are looking forward to seeing you soon-the event countdown has begun!

IMPORTANT INFO

- **STAY UNTIL SUNDAY- 3 PM.** Companies that pack up and leave before Sunday 3 pm will not be invited back to future events. We sell a great number of tickets for Sunday, and those attendees come to see you!
- **NO MOVING VEHICLES** in and out of Exhibitor/ Show area during show hours, and no ATVs or other motorized transport allowed in the Exhibitor area as a means of transport except for officially sanctioned reasons. This is for safety, dust, and noise control. All extra vehicles must be in the exhibitor parking lot. All display vehicles must be in the show before **7:00 AM** each day. Any vehicles that arrive after **7:00 AM** will not be allowed in the show.
- **Gate 5** - Exhibitor Access during move in and show hours that leads to Exhibitor parking.
- **Gate 7** - 24 Hour gate.
- **ELECTRICITY:** Plan for NO electricity in your exhibit space—bring your own quiet generator or solar panels.
- **PREPARE** for any kind of weather—wind, sun, and/ or rain. This is an outdoor event!
- **STAKING** is not allowed. So please be prepared to properly secure any tents, pop ups, or awnings that you may have.
- **Important Info ~ SHIPPING:** Do not ship any pallets to storage facility; they will not be accepted. Do not ship anything to The Ranch prior to 8/21, IT WILL BE rejected. **OUTBOUND shipping** MUST BE picked up Monday, August 28th, 8am-5pm. All packages not picked up on Monday 8/28, will be subject to a \$500 per day fee. Please refer to [Exhibitor FAQ](#) for complete shipping information.
- **REMINDER: Raffle** to benefit the **Overland Expo Foundation** has been moved to **Saturday** night, 7:00 - 8:00 pm and the **Moto Party Giveaway** is on Friday night, 7:00 – 9:00 pm. There's still time to donate, simply complete the form for our [Foundation Donation](#) or [Moto Party Donation](#).

EXHIBITOR MOVE-IN & SHOW DAYS

1. **Enter off of N. Fairgrounds Ave**
 - From 25 exit E. Crossroads Blvd. then turn left on N. Fairgrounds Ave, use Andulisan Drive and follow signage / traffic personnel to the assigned entry gate.
 - Exhibitors will Enter Gate 5 for move in and show days
 - Exhibitor Parking will be inside Gate 5 & 6 for shows days
 - Gate 7 will be the **ONLY** 24 hour gate if you need to leave or return after show hours. You **MUST** have your credentials to re-enter the grounds.



EXHIBITOR MOVE-IN/SETUP HOURS:

Wednesday, August 23rd: Noon-6:00pm

***SEMI RIGS** Need to arrive by 9am on Wednesday to get placed before we start Move-In at noon.

*If you have a **TRAILER** that is part of your booth display, we highly encourage you to arrive and place the trailer in your booth space on Wednesday.

Beat the rush-Move in on Wednesday!

Thursday, August 24th: 8:00 am – 6:00 pm *All exhibitors need to be moved in by 6:00 pm - (NO EXCEPTIONS!)

NO FRIDAY MOVE-IN - GATES OPEN TO PUBLIC AT 8 AM FRIDAY

*For all exhibitor questions and to pick up badges or materials, go to the **Show Office, located in the McKee Building.***

On Wednesday and Thursday, **you will be greeted at the Exhibitor Welcome Tent. Our team will direct you to your booth space.**

Once parked in your booth space and during check-in hours, **walk over to the Show Office for Exhibitor Check-in** and pick up your badges, parking passes, and other materials. You must pick up these materials after being shown your booth space, before Show Office closes Thursday at 6pm, or else you will not be let in at the gate on show days without your exhibitor credentials.

Show Office HOURS:

Wednesday August 23rd – Noon - 6:00 pm

Thursday August 24th - 8:00 am – 6:00 pm

Friday August 25th - 7:00 am – 5:00 pm

Saturday August 26th - 7:00 am – 5:00 pm

Sunday August 27th - 7:00 am – 3:00 pm

Park all spare non-booth staff vehicles in the exhibitor parking lot. You will be shown where to park spare trailers and box trucks. Make sure all your staff knows where to park. **Illegally parked vehicles will be towed.**

EXHIBITOR PARKING: When you pick up your credentials, you will receive two (2) complimentary parking passes for vehicles that will be in Exhibitor parking. Additional Exhibitor parking permits are available at no charge.

Display Vehicles will enter the event the same way as Exhibitor move-in/Entrance, using , (in picture above), before 7:00 AM each day of show.

DISPLAY VEHICLES

- Display vehicles are vehicles that are part of a booth display, that fit into the booth dimensions and have been designated with a “Display” hang tag.
- If the vehicle does not go into your display space, it does not come into the show area. All other exhibitor vehicles must be parked in the designated exhibitor parking lot.
- Display Vehicles will be allowed to enter the show area for booth space placement from 6 a.m. – 7 a.m. on event days. No other vehicles are permitted to enter the show gate / area on event days.
- **No vehicles will be permitted to enter the show area after 7 a.m. on any event day. No exceptions.** Any display vehicles arriving after 7 a.m. on an event day will only be permitted to park in the designated exhibitor parking lot.
- Display vehicles are not permitted to leave the show area until an hour AFTER the event has closed to the public.
- **It is highly encouraged to leave any display vehicle in your booth all weekend (instead of driving this**

vehicle back and forth into town/hotel) in order to avoid any issues with getting your display vehicle back in your booth space.

DOWNLOAD THE OVERLAND EXPO APP

- The Overland Expo smartphone app powered by [LEER](#) is ready for [download](#). The app is your guide to exhibitors, venue map, general admission schedule, and more.
- Download the app to your phone BEFORE arriving at the event for best results.

FAQS & PLANNING INFO

- Review the Exhibitor [FAQ: MTN WEST](#)
- Visit the [Show Updates](#) web page for the latest map, schedules and exhibitor lists; and read any last minute announcements.
- Find answers to general questions about kids, dogs, vehicle restrictions, and media usage at our [FAQ](#).
- Find answers to venue and camping questions at our [MTN WEST FAQ](#).

EVENT HOURS:

Friday (August 25) – 8am-5pm **Display vehicles MUST be in by 7am*
Saturday (August 26) – 8am-5pm **Display vehicles MUST be in by 7am*
Sunday (August 27) – 8am-3pm **Display vehicles MUST be in by 7am*

Exhibitors must be in their booths and ready to go before the event opens. We suggest you arrive no later than 30 minutes before opening but if you have a display vehicle, it must arrive between 6 am - 7 am each day. Gates will be open to exhibitors (with credentials) at 6:00 am, two hours before the event opens at 8:00 am.

QUESTIONS?

Most of the answers to your questions are on our [Exhibitor FAQ](#). If you have questions not covered on that page, please reach out to your sales representative below.

Contact our sales team with any questions:

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