

2019 MID-SOUTH FARM & GIN SHOW EXHIBITOR CHECKLIST

SHOW HALL – 2000 SERIES & CORRIDOR – 8000 SERIES

Here are some tips about setting up your exhibit and taking it down.

NOTE: Please inform all your people working the show.

1. Exhibitors in booths in the **2000 series** (Show Hall) and the **8000 series** (Corridor) should plan to move in on **Wednesday, February 27 & Thursday, February 28, 2019**, starting at 8:00 a.m.
2. Access to your exhibit area will be through the side doors on Main Street, passenger elevators from parking garage and freight entrance from Front Street, and freight spool and elevator on Winchester Street, though the Large Hall.
3. **CAUTION!** The equipment exhibited in your booth will have to fit through a set of doors which dimension is 7'6" wide x 9'11" high. **Please make special note of these dimensions and if you have a problem with these restrictions, please let us know immediately!**
4. The floors in this area are fully carpeted and should be protected from any type of damage. Please use pads under heavy equipment or anything that might mark or damage the carpet. Also, extra care should be made to protect all doors and walls. You will be responsible for any damage. Please use the utmost care to prevent any damage at all.
5. Forklifts and other heavy equipment will not be allowed on the carpet.
6. Self-propelled equipment should have only enough gasoline in the tank to carry it out of the exhibit hall and the gas cap should be LOCKED or TAPED closed. **Disconnect the battery cable from the positive terminal.** No LP gas is allowed in the Convention Center.
7. Do not use promotional stickers to place on people's clothing. Stickers come off and get stuck on the floor and are difficult to remove.
8. If you are planning to have any cotton in your exhibit (either baled or loose) let us know as soon as possible for special fire department instructions.
9. If you have balloons in your exhibit, you will be charged for the cost to get them off the ceiling.
10. No exhibit will exceed the dimensions of the booth.
11. Exhibits may not have side partitions or visual obstruction that extends in excess of 5 ft. from the back of the booth if such partition is in excess of 5 ft. in height.
12. When you arrive with your exhibit, check with the Freeman Service Desk in the Large Hall on the North side, for your booth location and if you need help in unloading and erecting your exhibit.

13. **FOR SECURITY MEASURES** if you don't wish to leave items in your booth overnight, let us know and we'll arrange for them to be locked up. We will have a night watchman, but security is becoming more and more of a problem, so all of us must make every effort we can to stop pilfering. While we will make every effort to protect your property, unless it is delivered to our security man, we can't accept responsibility for lost or stolen property.
14. **PARKING:** You may park your vehicle in the Cook Convention Center garage for \$10.00 per entry. (NOTE: openings to all garage floors may not accommodate vans because of height restrictions.) Level A – 7'4", Level B – 6'4", Level C – 6'1", Sheraton Hotel Parking 6'2".
15. Exhibitors will have a special entrance to the exhibits prior to the opening of the show on Friday and Saturday. Also, Delta Farm Press will have a special Exhibitors' Lounge across the hall from the WEST side of the Show Hall. **Adults Only Please.**
16. During the show, **THE LOUD SPEAKER WILL BE USED ONLY FOR EMERGENCIES AND FOR PRIZE WINNERS.**
17. **YOUR BOOTH, AND ALL ITEMS IN THE BOOTH, MUST REMAIN IN PLACE UNTIL 4:30 P.M. SATURDAY, MARCH 2. THAT INCLUDES LITERATURE, FLOWERS OR ANYTHING ELSE! NO EXCEPTIONS!**
18. Remember, only exhibitors will be allowed in the exhibit area when the show is closed.
19. You may start to move out when the show closes Saturday night after 4:30 p.m.
20. **Please try to have your exhibit out of the Convention Center by 10 a.m. Monday, March 4. If there is a problem in doing this, please let us know as soon as possible.**
21. Because of ASCAP and BMI fees, no music will be allowed as part of an exhibit unless cleared with show management.
22. No food or drink items will be given away at exhibit areas unless prior approval is given by show management.
23. Touch-up painting of the equipment should be done before entering the exhibit area. If paint is left on the floor or walls, exhibitor will be charged for clean-up.

**IF YOU HAVE QUESTIONS, Contact us via e-mail andrea@farmandginshow.com
or CALL US AT 901-947-3104 IN ORDER TO CLARIFY.
IT CAN SAVE HEADACHES AND PROBLEMS!**