

Mid-South Farm & Gin Show

March 2-3, 2018

66th Annual Show
Memphis Cook Convention Center



2018 Exhibitor Packet

*Sponsored By Southern Cotton Ginners Association & Foundation
and Delta Farm Press
A Non-profit Education Exhibit*

GENERAL INFORMATION

The Mid-South Farm and Gin Show is an educational agricultural show and exhibits must be agricultural in nature; however, approximately two percent of the exhibit space may be utilized for exhibits of general interest, at the Exhibit Manager's option. Exhibits will be located in the Memphis Cook Convention Center, 255 N. Main St., Memphis, TN 38103.

Large display material and equipment needing assembling may be placed in the building's main hall only starting at **12:00 noon, Tuesday, February 27, 2018** with prior written permission of show management. Other move-in will start at **8:00 a.m. on February 28-March 1, 2018**.

Heavy or large equipment must be in the assigned exhibit space no later than **5:00 p.m., Wednesday, February 28, 2018**. The only exception will be with written permission from the Exhibit Manager.

Trucks or truck-trailer combinations longer than 24 feet will not be allowed on the exhibit floor after **Wednesday, February 28, 2018**, until move-out.

Exhibitors may be assigned a specific date and time to move exhibits into the exhibition area.

All exhibits must be completed by **5:00 p.m. Thursday, March 1, and must remain in place until 4:30 p.m., Saturday, March 3**. Dismantling of exhibits or packing of items used in the exhibit cannot start prior to this time and could affect your space priority for next year. **The exhibition will be open 9:00 a.m. - 5:00 p.m. on Friday and 9:00 a.m. - 4:30 p.m. on Saturday**. When the exhibition is closed, only exhibitors will be admitted to the exhibition hall. No exhibitor may start to disassemble his exhibit prior to the closing of the show at 4:30 pm on Saturday. All exhibits must be removed from the building by **10:00 a.m., Monday, March 5**. Failure to have exhibits out of the building by the designated time will result in additional rental charges as established by the management of the Convention Center.

No equipment will be moved over aisle carpeting.

During the show hours a loud speaker will be available for emergencies only.

Music in videos or any other format is not allowed unless approved by Show Management. This is due to ASCAP and BMI regulations.

PARKING

Vehicles such as pick-up trucks, etc. may be parked in the Convention Center garage at the driver's expense. (NOTE: Openings to all parking levels in the Cook Convention Center may not accommodate vans or large trucks because of height restrictions.)

SPACE ASSIGNMENT

An exhibitor may use as many complete exhibit spaces as desired. The units may not be divided into fractional parts and no portion may be sublet without permission of the Exhibit Manager.

Exhibitors should designate three selections in order of preference when making application for space. While every effort will be made to assign first preferred space, it may not be possible.

Prior to October 31, 2017, assignment of space will be made on the following basis: First priority to exhibitors who utilized all requested space the previous year; second priority to members of the Southern Cotton Ginners Association. Larger blocks of space will have priority over lesser blocks.

After October 31, 2017, space will be assigned on a first come, first served basis.

The Exhibit Manager reserves the right to reassign and redesign any space when it will, in his opinion, enhance traffic flow and appearance of the show.

PAYMENT FOR SPACE

Check or purchase order for 50% of the total rent must accompany application for space. The balance is to be paid by December 15, 2017. Credit card payment: please contact us for a web link to make a secure payment.

REFUND POLICY

No refunds will be made if space engaged is not used. **Any space not claimed and occupied by 12:00 noon, Thursday, March 1** (unless a written agreement is made with the Exhibit Manager) **may be reassigned without refund.** The original contractor will be liable for the full amount of the booth rent whether or not the booth is resold.

No refunds will be made for exhibits closed because of violations of health and safety regulations.

Refunds of all deposits will be made if cancellation is received by the Exhibit Manager by December 15, 2017. No refunds will be made after that date.

ELECTRIC POWER

Orders for electrical needs must be placed directly with the Memphis Cook Convention Center through its website. Payment must be made in advance or incur higher charges if ordered from the show floor. Order form will be available on the Memphis Cook Convention Center website directly or through a link on the Farm & Gin Show website, no later than 90 days prior to move-in.

OFFICIAL SERVICE CONTRACTOR

Freeman Decorating Company, 1701 Lebanon Pike Circle, Nashville, TN 38210, phone (615) 391-5522, is the official service contractor. Other service contractors will not be allowed to work in the exhibit area unless specifically authorized in advance by the Exhibit Manager. Upon receipt of your application, you will be contacted by Freeman Decorating concerning shipping of exhibit, rental of furniture, electrical connections, etc.

Exhibitors may supply their own furniture, carpeting, etc. for their booths.

FORK LIFT TRUCKS

Fork Lift Trucks may be rented from the Official Service Contractor at \$50.00 per half hour minimum for a 4000 lb. lift (includes driver). Exhibitors CANNOT bring their own forklift. Contact Freeman if a larger than 4000 lb. lift is needed. See exhibitor service kit for pricing on larger lifts.

Forklift trucks for use Saturday night must be ordered by 9:00 a.m. Saturday.

BOOTH EQUIPMENT

Side dividers (3 ft. high) and back (8 ft. high) with a signature sign will be provided each exhibitor without charge. Exhibitors may erect own sides and back but must not erect any side partition or visual obstruction that extends in excess of five feet from the back of the booth if such partition is in excess of five feet in height.

BOOTH OPERATIONS

Exhibitors dispensing food or beverages from their booth must have the Exhibit Manager's written approval prior to the exhibition. Without such approval, all food and beverage items will be removed from the booth space prior to the opening of the show. No alcoholic beverages may be dispensed by an exhibitor.

No exhibitor may utilize any equipment that will interfere with normal operations of the exhibition.

No pressure-sensitive material may be used on the floor.

Items judged to be in poor taste by the Show Manager will not be allowed to be dispensed by any exhibitor. Please make certain you remove all paint, tape or tape residue from the floor of your booth prior to departure. All paint, tape or tape residue left on your booth floor will be subject to a \$500.00 clean up fee.

SHIPPING INSTRUCTIONS

Instructions for shipping your exhibit will be provided by the official decorator upon receipt of your contract for space.

Freight cannot be shipped direct to show site prior to move-in time. The freight forwarder is: Freeman c/o UPS Freight, 1830 East Brooks Rd., Memphis, TN 38116. For inquiries please call Freeman Decorating, (615) 391-5522. Freeman will begin receiving advance warehouse freight 30 days prior to the show.

BADGES

Every exhibitor will be entitled to one Exhibitor's badge for each \$50.00 or fractional part thereof paid for space (10 x 10 space = 11 badges). For each additional Exhibitor's badge the sum of \$25.00 shall be paid. Exhibitor badges will be issued only upon written request of an executive of the company exhibiting, or the person in charge of the exhibit. Exhibitors must wear badges to obtain admittance to the exhibit halls. Badges may be obtained at the Exhibitor Service desk during move-in. NOTE: EXHIBITOR BADGES CAN ONLY BE ISSUED TO AND USED BY BONAFIDE EMPLOYEES OF THE EXHIBITORS.

JANITORIAL SERVICE

Booths and aisles will be cleaned at no expense to the exhibitors on Thursday and Friday nights.

SAFETY

Exhibitors must guard machinery and exhibits so that no injury will result to the visitors, guests, employees or to any person or property. All engines operated with combustible fuel must have fuel tank covers taped and will not be operated indoors except during move-in and move-out.

Battery cables to the positive poles must be disconnected and taped. Propane tanks that have ever contained propane may not be part of any exhibit. For welding or torch cutting, the exhibitor must obtain a permit from the Memphis Fire Department.

All lines on bottle fuel tanks must be opened and disconnected. Raw cotton, either baled or loose, must be fire-proofed.

Exhibitors will be responsible for both determining what city and state safety regulations are and complying with them.

LIABILITY

The Memphis Cook Convention Center, Memphis Management Group and the City of Memphis, Delta Farm Press, and the Southern Cotton Ginners Association and Foundation will not be responsible for the safety of exhibits, exhibitors or their employees, against robbery or damage by fire, or any other cause of injury of any character to any person or article. It is agreed that the exhibitors will indemnify, hold harmless and release the Memphis Cook Convention Center, Memphis Management Group and the City of Memphis, Delta Farm Press and the Southern Cotton Ginners Association and Foundation from all liabilities that might ensue from any cause whatsoever. All exhibitors must provide Certificates of Insurance indicating liability limits of \$1,000,000. Proof of workers' compensation coverage should also be indicated on the certificate.

SECURITY

Guards will be provided during move-in, exhibition, and move-out in order to monitor various areas of the facility, assist with crowd control, and restrict access. Security guards, however, will not serve to specifically protect your assets. Sponsors cannot guarantee against loss or damage.

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