

2023 MID-SOUTH FARM & GIN SHOW EXHIBITOR CHECKLIST

Ballroom Exhibitors – 4000 series booth numbers

**NOTICE: POVs (PERSONALLY OWNED VEHICLES)
WILL NOT BE ALLOWED TO DRIVE INSIDE THE BUILDING.**

The Renasant Convention Center will no longer allow vehicles to be driven onto the show floor for the purpose of unloading. Materials will need to enter the building by dolly, forklift or hand carried from the loading dock.

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

NOTE: Please share this with all people working the show.

1. All exhibitors can start moving into the exhibit area at Noon, Wednesday, February 22, 2023. All Ballroom exhibitors will use the **Lower Hall dock** for move in. Drive-in access to the Lower Hall dock is located on the **West side of Front Street at Shadyac Ave** near the Bass Pro (Pyramid) entrance gate. Follow the signs to the Lower Hall Dock. Bring your own hand truck/cart/dolly to haul your items to your booth.
2. **CAUTION!** Please note all door dimensions for accessing booth spaces in the Ballroom. Please make special note of these dimensions and if you have a problem with these restrictions, please let us know immediately!
 - a. Lower Hall Dock Tunnel Access – Ceiling clearance 13 feet 8 inches high
 - b. Freight Elevator to Level 2 Ballroom – 19 feet 4 inches long x 9 feet wide x 12 feet high, weight capacity 10,000 lbs
 - c. Ballroom doors from Freight Elevator - 88 inches wide x 115 inches high
3. The floors in this area are fully carpeted and should be protected from any type of damage. **You must place visqueen and pads under vehicles/heavy equipment or anything that might leak, mark or damage the carpet.** You may bring your own or purchase in advance from Fern. Also, extra care should be made to protect all doors and walls. **You will be responsible for any damage.**
4. 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. If equipment has a gauge it should be less than ¼ of a tank. **Disconnect the battery cable from the positive terminal.** No LP gas is allowed in the Convention Center.
5. **ALL touch-up painting of the equipment must be done before entering the building/exhibit area.** It should be done outside the facility (either in the exhibitor lot or on the loading dock area).
6. **Products such as Armor-All or other sprays are prohibited from being used inside the facility.** If any vehicle/machinery needs to be polished or treated with Armor-All, it should be done outside the facility (either in the exhibitor lot or on the loading dock area).
7. 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.

8. Do not use promotion stickers to place on people's clothing. Stickers come off and get stuck on the floor and elsewhere and are difficult to remove.
9. NO BALLOONS allowed in the Convention Center.
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. **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 and 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.
13. **PARKING:** you may park your vehicle in the 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".
14. Delta Farm Press will have an Exhibitor's Lounge in Room 204-205 Level 2. **Adults Only Please.**
15. During the show, **THE LOUD SPEAKER WILL BE USED ONLY FOR EMERGENCIES AND FOR PRIZE WINNERS.**
16. **YOUR BOOTH, AND ALL ITEMS IN THE BOOTH, MUST REMAIN IN PLACE UNTIL 4:30 P.M. SATURDAY, FEBRUARY 25. THAT INCLUDES LITERATURE, FLOWERS, OR ANYTHING ELSE! NO EXCEPTIONS!**
17. Remember, only exhibitors will be allowed in the exhibit area when the show is closed.
18. You may start to move out when the show closes Saturday night after 4:30 p.m.
19. All exhibits must be out of the Convention Center by 4 p.m. Sunday, February 26. All equipment must be moved from all locations around Convention Center by noon Monday, February 27. This includes parking lots and all other outdoor areas.
20. Because of ASCAP and BMI fees, no music will be allowed as part of an exhibit unless cleared with show management.
21. No food or drink items will be given away at exhibit areas unless prior approval is given by show management.
22. **Vacuumping** – Complimentary booth vacuumping will be provided upon request. Please notify andrea@farmandginshow.com or tell show staff at the Exhibitor Counter in the Cannon Center Lobby if you want your booth vacuumped Thursday night and/or Friday night.

**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!**