

2023 MID-SOUTH FARM & GIN SHOW EXHIBITOR CHECKLIST

LEVEL I LOBBY – 2000 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 inform all your people working the show.

1. Exhibitors in booths in the **2000 series** should plan to move in on **Wednesday, February 22 & Thursday, February 23, 2023**, 8:00 a.m. – 5:00 p.m.
2. Access to your exhibit area will be through the exhibitor lot at **272 N. Front Street, Memphis, TN**. Staff in the lot will direct you to the **Winchester Dock** (South side of exhibitor lot) to unload your items. Bring your own hand truck/cart/dolly to haul your items to your booth.
3. **CAUTION!** Please note all door dimensions for accessing booth spaces in Level I Lobby. Please make special note of these dimensions and if you have a problem with these restrictions, please let us know immediately!
 - a. Vehicular Door – 9 ft wide x 10 ft high
 - b. Doors from dock area into Level 1 Lobby – 68 inches wide x 81 inches high
4. 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.**
5. 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 guage 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.
6. **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).
7. **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).
8. Do not use promotional stickers to place on people's clothing. Stickers come off and get stuck on the floor and elsewhere and are difficult to remove.
9. 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.

10. NO BALLOONS allowed in the Convention Center.
11. No exhibit will exceed the dimensions of the booth.
12. 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.
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 security in the building 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.
14. **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 P1 – 7'4", Level P2 – 6'4", Level P3 – 6'1", Sheraton Hotel Parking 6'2".
15. Delta Farm Press will have an Exhibitor's Lounge in Room 204-205 Level 2. **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, FEBRUARY 25. 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 4 p.m. Sunday, February 26. 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. **Vacuuming** – Complimentary booth vacuuming 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 vacuumed 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!**