

## 2020 MID-SOUTH FARM & GIN SHOW EXHIBITOR CHECKLIST

### LEVEL I LOBBY – 7000 SERIES

**NOTICE: POVs (PERSONALLY OWNED VEHICLES)**

**WILL NOT BE ALLOWED TO DRIVE INSIDE THE BUILDING.**

**The Memphis 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.**

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 **7000 series** should plan to move in on **Wednesday, February 26 & Thursday, February 27, 2020**, starting at 8:00 a.m.
2. Access to your exhibit area will be on Main Street through the Vehicular door or Pedestrian doors under the Skybridge or the passenger elevators from the convention center parking garage.
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. Pedestrian Door under Skybridge – 5 ft 6 inches wide
  - c. Doors into ballrooms (booth# 7132 thru 7238) – 6 ft wide x 9 ft high
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. 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.
6. 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.
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. If you have balloons in your exhibit, you will be charged for the cost to get them off the ceiling.
9. No exhibit will exceed the dimensions of the booth.
10. 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.

11. When you arrive with your exhibit, check with the Freeman Service Desk for your booth location and if you need help in unloading and erecting your exhibit.
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 security in the building, 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.
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 P1 – 7'4", Level P2 – 6'4", Level P3 – 6'1", Sheraton Hotel Parking 6'2".

**NOTE: The Winchester Exhibitor Lot WILL NOT be available for parking during the 2020 show. There will be no other SECURED parking made available for the 2020 show.**

14. Delta Farm Press will have a special Exhibitors' Lounge Room 108 Level I Lobby on the WEST side of the Level I Lobby. **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 29. 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. **Please try to have your exhibit out of the Convention Center by 4 p.m. Sunday, March 1. If there is a problem in doing this, please let us know as soon as possible.**
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. 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](mailto:andrea@farmandginshow.com)  
or CALL US AT 901-947-3104 IN ORDER TO CLARIFY.  
IT CAN SAVE HEADACHES AND PROBLEMS!**