

2020 MID-SOUTH FARM & GIN SHOW EXHIBITOR CHECKLIST

Lower Hall & Lower Hall Lobby Exhibitors

**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 share this with all people working the show.

1. **Large equipment and display material needing assembling** may be placed in the Lower Hall & Lower Hall Lobby starting at **12 noon, Tuesday, February 25, 2020**. **Please review the Target Move-in map for your scheduled time to place equipment.** All other exhibitors can start moving into the exhibit area at Noon, Wednesday, February 26, 2020. Drive-in entrance to the Lower Hall is off of Front Street at the Pyramid (Bass Pro) entrance gate. Lower Hall Lobby exhibitors, who don't need access to the dock or tunnel, can use the entrance on Level P1 in the Convention Center parking garage.
2. Heavy equipment must be in place by 5 p.m. Wednesday, February 26, 2020. (Heavy equipment is considered any equipment that cannot be moved down a 10' aisle and placed in your exhibit area.) **THE ONLY EXCEPTION WILL BE WHEN YOU HAVE CONTACTED US AND HAVE WRITTEN INSTRUCTIONS TO THE CONTRARY.**
3. **CAUTION!** Please note all door dimensions for accessing booth spaces in Lower Hall & Lower Hall Lobby. Please make special note of these dimensions and if you have a problem with these restrictions, please let us know immediately!
 - a. Tunnel Access – Ceiling clearance 13 ft 8 inches high
 - b. Door into Lower Hall 14 ft wide x 15 ft high
 - c. Parking Garage – **P1 ceiling height – 7ft 4 inches**
 - d. Glass Doors from P1 parking into Lower Hall Lobby – 5 feet 6 inches wide
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. **Disconnect the battery cable from the positive terminal.** No LP gas is allowed in the Convention Center.
5. 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.
6. Do not use promotion stickers to place on people's clothing. Stickers come off and get stuck on the floor and are difficult to remove.
7. If you have balloons in your exhibit, you will be charged for the cost to get them off the ceiling.

8. No exhibit will exceed the dimensions of the booth.
9. 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.
10. When you arrive with your exhibit, check with the Freeman Service Desk in the Lower Hall for your booth location and if you need help in unloading and erecting your exhibit. Forklifts may be rented from Freeman Decorating Services.
11. **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.
12. **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".
13. Delta Farm Press will have a special Exhibitors' Lounge in room 108 Level I Lobby on the WEST side of the Level I Lobby. **Adults Only Please.**
14. During the show, **THE LOUD SPEAKER WILL BE USED ONLY FOR EMERGENCIES AND FOR PRIZE WINNERS.**
15. **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!**
16. Remember, only exhibitors will be allowed in the exhibit area when the show is closed.
17. You may start to move out when the show closes Saturday night after 4:30 p.m.
18. All exhibits must be out of the Convention Center by 4 p.m. Sunday, March 1. All equipment must be moved from all locations around Convention Center by noon Monday, March 2. This includes parking lots and all other outdoor areas.
19. Because of ASCAP and BMI fees, no music will be allowed as part of an exhibit unless cleared with show management.
20. No food or drink items will be given away at exhibit areas unless prior approval is given by show management.
21. Touch-up painting of the equipment **MUST** 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!**