

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

Outside Exhibitors – Main Street & Exchange Avenue

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

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

1. Load in on Exchange Street will begin Tuesday Morning at 8:00 AM. **There will be no staging area available. Please contact William Lindamood PH: 615-719-0884 to confirm your assigned load in time. Arrival and unloading must proceed on time without exception.**
2. Heavy equipment must be in place by 5 p.m. Wednesday, February 26, 2020. **THE ONLY EXCEPTION WILL BE WHEN YOU HAVE CONTACTED US AND HAVE WRITTEN INSTRUCTIONS TO THE CONTRARY.**
3. 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.
4. If you have balloons in your exhibit, you will be charged for the cost to get them off the ceiling.
5. No exhibit will exceed the dimensions of the booth.
6. When you arrive with your exhibit, check with William Lindamood cell: 615-719-0884 for your booth location and if you need help in unloading your exhibit. Forklifts may be rented from Freeman Decorating Services - 4000 lb lift (includes driver). If you need a larger lift, contact Freeman prior to move in.
7. **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".
8. Delta Farm Press will have a special Exhibitors' Lounge in rooms 108 Level I Lobby on the WEST side of the Level I Lobby. **Adults Only Please.**
9. During the show, **THE LOUD SPEAKER WILL BE USED ONLY FOR EMERGENCIES AND FOR PRIZE WINNERS.**
10. **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!**
11. Remember, only exhibitors will be allowed in the exhibit area when the show is closed.
12. You may start to move out when the show closes Saturday night after 4:30 p.m.
13. **All equipment must be removed from all locations around Convention Center by Midnight Sunday, March 1, 2020.** This includes Exchange Street, Main Street Plaza, parking lots and all other outdoor areas.

14. Because of ASCAP and BMI fees, no music will be allowed as part of an exhibit unless cleared with show management.
15. No food or drink items will be given away at exhibit areas unless prior approval is given by show management.

**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!**