

2020 MID-SOUTH FARM & GIN SHOW EXHIBITOR CHECKLIST

SHERATON HOTEL – 4000 SERIES Booth Numbers

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 **4000 series** should plan to move in on **Thursday, February 27, 2020 at 6:00pm. Exhibits need to be in place by 9:00am Friday, February 28,2020.**
2. Access to your exhibit area will be through the side doors on Main Street. Passenger elevators from the Hotel Lobby will take you to the 2nd Floor ballrooms. There is a loading dock on 2nd Street that has a freight elevator with access to the 2nd Floor.
 - a. Main Street doors – 6 ft 10 in. high x 4 ft 5 in. wide
 - b. Dock door 6 ft 6 inches high x 10 ft wide
 - c. Dock Plate – 7 feet wide
 - d. Freight Elevator – Entrance door 48 inches wide, Elevator is 94 inches tall by 65 inches wide. 30 feet from Dock to elevator
3. **CAUTION!** The equipment exhibited in your booth will have to fit through the meeting room doors. **Please make special note of these dimensions and if you have a problem with these restrictions, please let us know immediately!**
 - a. **Heritage Ballroom** (Booth#4000-4025) – Door: 6 ft 10 in. high x 5 ft 8 in. wide
Ceiling height: 12 feet
 - b. **Jackson/Chattanooga/Knoxville** (Booth#4045-4053)
Door: 6 ft 10 in. high x 2 ft 10 in. wide Ceiling height: 11 Feet
 - c. **Nashville** (Booth#4032-4040) – Door: 6 ft 10 in. high x 5 ft 10 in. wide
Ceiling height: 11 feet
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. 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.
6. 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.
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 for your booth location and if you need help in unloading and erecting your exhibit.
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 Memphis 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 the convention center Level I Lobby - WEST side of the Lobby- Room 108. **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. **Please try to have your exhibit out of the Sheraton Hotel by NOON Sunday, March 1, 2020. If there is a problem in doing this, please let us know as soon as possible.**
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!**