

2020 MID-SOUTH FARM & GIN SHOW EXHIBITOR CHECKLIST

Tent - Poplar Avenue 3000 series booths

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

NOTE: Please inform all your people working the show.

1. Exhibitors with booths in the **Poplar Avenue Tent** should plan to move in on **Thursday, February 27, 2020**, starting at 8:00 a.m.
2. Access to your exhibit area will be the East doors of the tent at Poplar Avenue & Main Street OR from the Convention Center parking garage follow signs to the Cannon Center Lobby.
3. **CAUTION! The equipment exhibited in your booth will have to fit through a regular door 6 feet 6 inches high and 5 feet 9 inches wide.** Please make special note of these entrances and **if you have a problem with these restrictions, please let us know immediately!**
4. The floors in the tent are fully carpeted with outdoor carpet.
5. Equipment to assist you in unloading and getting supplies to your exhibit will be available. However, you are **strongly encouraged** to bring your own carts and dollies to further assist your efforts.
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 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 Exhibitor Counter in Lobby of the Cannon Center 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 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.

13. **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”, and Level C – 6’1”. Sheraton Hotel parking, 6’2”.
14. Delta Farm Press will have a special Exhibitors’ Lounge in room 108 Level I Lobby on the WEST side of 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 have your exhibit out of the Tent by 8 p.m. Saturday, February 29. 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 exhibit area. If paint is left on 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!**