

# Mid-South Farm & Gin Show February 28-29, 2020

68th Annual Show  
Memphis Convention Center



## 2020 Exhibitor Packet

*Sponsored By Southern Cotton Ginners Association & Foundation  
and Delta Farm Press  
A Non-profit Education Exhibit*

## GENERAL INFORMATION

The Mid-South Farm and Gin Show is an educational agricultural show and exhibits must be agricultural in nature; however, approximately two percent of the exhibit space may be utilized for exhibits of general interest, at the Exhibit Manager's option. Exhibits will be in the Memphis Convention Center, 255 N. Main St., Memphis, TN 38103.

**Exhibitors may be assigned a specific date and time to move exhibits into the exhibition area.**

**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.**

Large display material and equipment needing assembling may be placed in the building's **Lower Hall only** starting at **12:00 noon, Tuesday, February 25, 2020** with prior written permission of show management. Other move-in for the Memphis Convention Center will start at **8:00 a.m. on February 26-27, 2019**. Move in for the Sheraton Hotel will start Thursday evening February 27. Specific times will be provided once booths are assigned.

Heavy or large equipment must be in the assigned exhibit space no later than **5:00 p.m., Wednesday, February 26, 2020**.

All exhibits must be completed by **5:00 p.m. Thursday, February 27, 2020, and must remain in place until 4:30 p.m., Saturday, February 29, 2020**. Dismantling of exhibits or packing of items used in the exhibit cannot start prior to this time and could affect your space priority for next year.

**The exhibition will be open 9:00 a.m. - 5:00 p.m. on Friday and 9:00 a.m. - 4:30 p.m. on Saturday.**

When the exhibition is closed, only exhibitors will be admitted to the exhibition hall.

All exhibits must be removed from the building by **4:00 p.m. Sunday, March 1, 2020**. Failure to have exhibits out of the building by the designated time will result in additional rental charges as established by the management of the Memphis Convention Center.

Music in videos or any other format is not allowed unless approved by Show Management. This is due to ASCAP and BMI regulations.

## PARKING

Vehicles may be parked in the Memphis Convention Center garage at the driver's expense. (NOTE: Openings to all parking levels in the Memphis Convention Center may not accommodate vans or large trucks because of height restrictions.)

**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.**

## SPACE ASSIGNMENT

An exhibitor may use as many complete exhibit spaces as assigned. The units may not be divided into fractional parts and no portion may be sublet without permission of the Exhibit Manager.

Exhibitors should designate three selections in order of preference when making application for space. While every effort will be made to assign first preferred space, it may not be possible.

Prior to October 31, 2019, assignment of space will be made on the following basis: First priority to exhibitors who utilized all requested space the previous year; second priority to members of the Southern Cotton Ginners Association.

After October 31, 2019, space will be assigned on a first come, first served basis.

**The Exhibit Manager reserves the right to reassign and redesign any space when it will, in his opinion, enhance traffic flow and appearance of the show.**

**SPACE ASSIGNMENT DURING RENOVATION** – During the renovation of the Memphis Convention Center, we will make every effort to accommodate our current exhibitors in addition to welcoming new exhibitors. This will involve the addition of new spaces inside and outside until the expected completion for our 2021 show.

## **PAYMENT FOR SPACE**

Check or purchase order for 50% of the total rent must accompany application for space. The balance is to be paid by December 31, 2019. Credit card payment: please contact us for a web link to make a secure payment.

## **REFUND POLICY**

No refunds will be made if space engaged is not used. **Any space not claimed and occupied by 12:00 noon, Thursday, February 27** (unless a written agreement is made with the Exhibit Manager) **may be reassigned without refund.** The original contractor will be liable for the full amount of the booth rent whether or not the booth is resold.

No refunds will be made for exhibits closed because of violations of health and safety regulations.

**Refunds of all deposits will be made, if cancellation is received by the Exhibit Manager by December 31, 2019. No refunds will be made after that date.**

## **ELECTRIC POWER**

Orders for electrical needs must be placed directly with the Memphis Convention Center through its website. The electrical order link can be found on the show website [www.farmandginshow.com](http://www.farmandginshow.com) under Exhibitor Information. Payment must be made by February 14, 2020 to receive the pre-show rate. Higher charges will be incurred for orders after February 14, 2020. Order form will be available on the Memphis Convention Center website no later than 90 days prior to move-in.

## **OFFICIAL SERVICE CONTRACTOR**

Freeman Decorating Company, 1701 Lebanon Pike Circle, Nashville, TN 38210, phone (615) 391-5522, is the official service contractor. Other service contractors will not be allowed to work in the exhibit area unless specifically authorized in advance by the Exhibit Manager. Visit [www.farmandginshow.com](http://www.farmandginshow.com) and select Exhibitor Information from the menu. Select the Visit Freeman button for the link to order Freeman show services online.

Exhibitors may supply their own furniture, carpeting, etc. for their booths.

## **FORK LIFT TRUCKS**

Fork Lift Trucks may be rented from the Official Service Contractor. **Exhibitors CANNOT bring their own forklift.** Contact Freeman if a larger than 4000 lb. lift is needed. See exhibitor service kit for pricing on larger lifts. Forklift trucks for use Saturday night must be ordered by 9:00 a.m. Saturday.

## **BOOTH EQUIPMENT**

Side dividers (3 ft. high) and back (8 ft. high) with a signature sign will be provided each exhibitor without charge. Exhibitors may erect own sides and back but must not erect any side partition or visual obstruction that extends in excess of five feet from the back of a 10x10 booth and four feet from the back of an 8x10 or 8x12 booth, if such partition is in excess of five feet in height.

## **BOOTH OPERATIONS**

Exhibitors dispensing food or beverages from their booth must have the Exhibit Manager's written approval prior to the exhibition. Without such approval, all food and beverage items will be removed from the booth space prior to the opening of the show. No alcoholic beverages may be dispensed by an exhibitor.

No exhibitor may utilize any equipment that will interfere with normal operations of the exhibition.

No pressure-sensitive material may be used on the floor.

Items judged to be in poor taste by the Show Manager will not be allowed to be dispensed by any exhibitor. Please make certain you remove all paint, tape or tape residue from the floor of your booth prior to departure. All paint, tape or tape residue left on your booth floor will be subject to a \$500.00 clean up fee.

## **SHIPPING INSTRUCTIONS**

Instructions for shipping your exhibit will be provided by the official decorator upon receipt of your contract for space.

Freight cannot be shipped direct to show site prior to move-in time. The freight forwarder is: Freeman c/o UPS Freight, 1803 East Brooks Rd., Memphis, TN 38116. For inquiries please call Freeman Decorating, (615) 391-5522. Freeman will begin receiving advance warehouse freight 30 days prior to the show.

## **BADGES**

Every exhibitor will be entitled to one Exhibitor's badge for each \$50.00 or fractional part thereof paid for space (10 x 10 space = 12 badges). For each additional Exhibitor badge the sum of \$25.00 shall be paid.

Exhibitors must wear badges to obtain admittance to the exhibit halls. Badges may be obtained at the Exhibitor Service desk during move-in. NOTE: EXHIBITOR BADGES CAN ONLY BE ISSUED TO AND USED BY BONAFIDE EMPLOYEES OF THE EXHIBITORS.

## **JANITORIAL SERVICE**

Booths and aisles will be cleaned at no expense to the exhibitors on Thursday and Friday nights.

## **SAFETY**

Exhibitors must guard machinery and exhibits so that no injury will result to the visitors, guests, employees or to any person or property. All engines operated with combustible fuel must have fuel tank covers taped and will not be operated indoors except during move-in and move-out.

Battery cables to the positive poles must be disconnected and taped. Propane tanks that have ever contained propane may not be part of any exhibit. For welding or torch cutting, the exhibitor must obtain a permit from the Memphis Fire Department.

All lines on bottle fuel tanks must be opened and disconnected. Raw cotton, either baled or loose, must be fire-proofed.

Exhibitors will be responsible for both determining what city and state safety regulations are and complying with them.

## **LIABILITY**

The Memphis Convention Center, Memphis Management Group and the City of Memphis, Delta Farm Press, and the Southern Cotton Ginners Association and Foundation and their respective assigns and each of their respective partners, agents, officers, directors and representatives (collectively, "Indemnitees") will not be responsible for the safety of exhibits, exhibitors or their employees, against robbery or damage by fire, or any other cause of injury of any character to any person or article. It is agreed that the exhibitors will indemnify, hold harmless and release the Indemnitees from all liabilities against any and all claims, suits, losses, injuries, damages, liabilities and expenses, including, without limitation, reasonable attorneys' fees and expenses ("Claims or Costs"), occasioned in connection with any cause whatsoever. All exhibitors must provide Certificates of Insurance indicating liability limits of \$1,000,000. Proof of workers' compensation coverage should also be indicated on the certificate.

## **SECURITY**

Guards will be provided during move-in, exhibition, and move-out in order to monitor various areas of the facility, assist with crowd control, and restrict access. Security guards, however, will not serve to specifically protect your assets. Sponsors cannot guarantee against loss or damage.

**For more information visit [www.farmandginshow.com](http://www.farmandginshow.com) and select Exhibitor Information.**

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