



Friday 9-8 Saturday 9-6 Sunday 11-5

EVENTS SCHEDULE & GENERAL INFORMATION

Welcome to Spring Market!

We are excited to have you join us in this year's event!

ShowHours

Friday	9 a.m. to 8 p.m.
Saturday	9 a.m. to 6 p.m.
Sunday	11 a.m. to 5 p.m.

Exhibitors may enter the show one hour prior to opening to the public. See Parking following page.

Move-In Thursday - 8 a.m. to 8 p.m.

You must register and pick up move-in packet by 2 p.m. on Thursday prior to moving in.

FRIDAY CHECK IN AND SET UP is NOT allowed. You must have your booth set up by Thursday evening 6 p.m. prior to the show opening on Friday, or you WILL forfeit your booth space. Call our offices immediately if this is an issue - 662.890.3359.

When you Check-In you will receive your packet, which will contain the following:

1. This information sheet (Events schedule), with opening and closing times - special events such as Muffins & Mimosas, and Cupcakes & Cocktails!
2. Name Badges - which must be worn at all times during the show. If you need to contact anyone with show management, our contact numbers are listed on the back of the badges..
3. Show Rules
4. Show brochure

Move-Out Sunday - 5 p.m. to 10 a.m.

Under no circumstances may a vendor begin the process of packing up merchandise, taking down their display, or bringing in boxes for move-out prior the show ending during show hours. This is strictly prohibited, not only does it bring the show to an end early in the area which you are located, it interferes with other paying vendors and customers still shopping at the event. If this occurs, you will not be invited back to future events.

IMPORTANT PHONE NUMBERS

MidSouthMedia Group

662.890.3359 phone

662.890.3918 fax

Mississippi Trade Mart

**1200 Mississippi St
Jackson, MS 39202**

601.961.4000 phone

CDS Convention

601.948.4228 phone

DONATION ITEMS

Door Prizes Each Merchant donates a \$25 gift certificate as a door prize. We will print these prior to the show for you.

Auction Items All vendors donate items valued \$75-\$100. These items are to be brought to the show office in the Agricenter at check in or immediately following set up., no later than 5 p.m. Thursday. Those that could not be brought to the show office during that time will be picked up Friday morning by volunteers of CARA.

SHOW GIVE-A-WAY - \$250 Shop the Show

As a grand prize we have awarded several \$250 Shop the Show bucks in \$25 increments. If you receive one of these, please honor as a gift certificate. I (Kristi) will reimburse these gift certificates, or they can be returned to any of the ticket doors for reimbursement during the show. Door prizes are not reimbursed.

EVENT DETAILS

Wine Bar Friday, 4 p.m. - 8 p.m. / Saturday, 9 a.m. - noon

Auction Friday, 4 p.m. - 7 p.m.

Cupcakes & Cocktails Friday 4 p.m. - 8 p.m.

Free wine glass, cupcake, and complimentary drinks for our guests. Free Market TOTES to the first 100 guests. Merchants may get complimentary wine & beer at the bar. Sorry, our souvenir wine glasses, bags, and cupcakes are limited to guests.

Muffins and Mimosas Saturday, 9 a.m. - noon

Free muffin, complimentary Mimosas, and Free Market TOTES to the first 100 guests. Merchants may purchase a ticket for a mimosa or muffin. Sorry, our mimosa glasses, bags, and muffins are limited to guests.

Lunch

Lunches will be served in the hospitality room. Each vendor is allowed 2 lunches with their booth. Additional lunches are \$8.00 and can be paid when picking up your lunch. Lunches served Friday and Saturday from noon - 2 p.m. Pancakes on Sunday, 10-noon.

Hospitality Room Will be open during all hours of the show. Complimentary coffee, water and soft drinks are available.

Trash

Trash Dumpsters are located outside the "loading dock" areas. No trash is to be thrown outside of the facility on the grounds. Boxes will be picked up during move in. If you have a large quantity of trash, please break down ALL boxes and alert a Spring Market or Trade Mart employee of your need for a garbage pick up. We do not want to see piles of boxes set out in the aisles during the show!

Vendor Parking Vendor parking is located in the back of the building behind the load in area. All vendors are to park there and enter through the back doors.

Dressing Rooms Bathrooms are not dressing rooms. If you sell clothing, you **MUST** provide a dressing area in your booth. Boutiques are required to have a 10x20 booth and provide a changing area!

Signage No handwritten discount signs are permitted. Signs must be printed and no larger than 5x7. Hand written chalkboard signs are allowed.

Aisles Booths should not extend past the 10ft area. No items should be in the aisles and definitely not blocking the view of your neighbor. Please be courteous! We have more than 100 merchants moving in.

*** Please stay within the booth limits. Do not set up outside of your booth.** Please refer to the rules given in your move in packet. The Fire Marshal requires us to strictly enforce this policy! They will be checking after everyone is set up and will ask you to move your items if they are in the aisle in the way of customers.

Tents If using a tent, please notify our office to make sure it is acceptable.

Taxes **The State of Mississippi requires us to collect the state sales tax. The MS sale tax rate is 7.00% plus a city tax of 1% for a total of 8%. You will be given a tax form to fill out while at the show and will need to turn that into MidSouth Media Group prior to moving out on Sunday.**

We will have a check out table set up Sunday from 3-5:30 p.m. in the front of the building for tax payments. EVERYONE must submit a form!

Merchant Meeting Sunday, 10:30 in the hospitality room to discuss taxes, move out, and future shows.

TO BOOK FUTURE EVENTS

Immediately following the Merchant Meeting, the MidSouth Media Group staff will be available from 11 a.m. -2 p.m. Sunday in the Hospitality Room to take contracts for ALL 2019 events, and renew this event for 2020. You will have the opportunity to sit down and select your booth for any of the remaining fall 2019 shows.

Those that are booking one of the Spring Market shows will be guaranteed a spot in either Mistletoes and/or Holiday Market, based on availability. Spring Market Merchants will be given first priority for these fall events.

Please have the following completed before coming to select your booths.

1. Fill out all contracts completely - it will save time and we only have to select booths.
2. Have deposit ready- Acceptable deposits are credit card or check. Booths can not be assigned without a 50% deposit. For accounting purposes, please have a deposit for each show which you are applying to.
3. Have an idea where you want to be.

Special note: * We do have security. If you have an incident, please contact us immediately. Our phone numbers are on the back of your name badges.

MISSISSIPPI TRADE MART

EXHIBITOR RULES

1. Staples, pins, nails, stickers, paint, masking tape and duct tape are **not** allowed on Agricenter International walls, floors, windows, posts or drapes. **Nylon tie straps, Gaffer's Duck Tape by Manco Inc. (for use on the floors), and 3M Command Adhesive Strips (for use on the walls) have been approved by Trade Mart Management.**
2. Visqueen, or heavy plastic material, **must** be used on the floor for any exhibit or display using oil, water, or any other landscaping materials.
3. If balloons are used and float to the ceiling, a \$25.00 charge per balloon will be applied if removal is necessary by Trade Mart Staff.
4. Normal janitorial service will be supplied at no cost in all aisles, halls, and other access areas. Individual exhibit booth janitorial service may be arranged through the display company at a nominal charge. The Trade Mart nor MidSouth Media Group is not responsible for cleaning or vacuuming any carpet provided by the display company.
5. There will be **no** animals, except seeing eye dogs or service/support dogs allowed in the building.
6. Mississippi trade Mart has been designated a non-smoking facility.
7. Children must be supervised at all times. Parents **are** responsible for damage done by their unsupervised children roaming the building.
8. **DO NOT** tamper with or remove light bulbs. A fine of \$75.00 per bulb, plus applicable fees will apply.
9. Any alterations to electrical boxes will result in a \$150.00 fine, plus applicable damage fees.
10. All exhibitors must construct displays within the limits of your booth. Tables **should not** extend past the poles of your booth and into the aisles.
11. Exhibitors **will not** be allowed to stand in the aisles, or walk the aisles handing out literature. All selling should be conducted within your booth. Fair type "barkers" shouting at the public as they pass is not allowed.
12. Exhibitors **can not** display huge "discount" banners. MidSouth Media Group promotes quality shows with quality businesses featured at the events. Any discount signs should be limited to small, preprinted tabletop signs no larger than 5" x 7". Show Specials are allowed, but limited to 20% of total merchandise. Hand written chalkboard signage is allowed.
13. Under no circumstances may a vendor begin the processes of packing up merchandise, taking down their display, or bringing in boxes for move-out prior the show ending during show hours. This is strictly prohibited, not only does it bring the show to an end early in the area which you are located, it interferes with other paying vendors and customers still shopping at the event. If this occurs, you will lose your seniority for the following year, and be fined \$500 according to the terms of the contract. Failure to completely move out by deadline will result in a fine.