



**Friday 9-9 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 9 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 Wednesday - Noon to 6 p.m. / Thursday - 8 a.m. to 6 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. Map
5. Show brochure

### Move-Out Sunday - 5 p.m. to 10 p.m. / Monday - 8 a.m. to noon

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

#### MidSouth Media Group

662.890.3359 phone

901.949.3918 fax

#### Agricenter International / RV INFO

901.757.7777 phone

#### Hicks Convention

901.272.1171 phone

#### Health Dept.

901.222.9000 phone

#### TN Dept. of Revenue

1.800.342.1003 phone

**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 the National Kidney Foundation.

### **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 / BEER Bar** Friday, 5 p.m. - 9 p.m. / Saturday, 9 a.m. - noon

**Auction** Friday, 5 p.m. - 7 p.m. / Saturday, 9 a.m. - 11 a.m.

**Cupcakes & Cocktails** Friday 5 p.m. - 9 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 and complimentary Mimosas for our guests. Free Market TOTES to the first 100 guests. Sorry, our mimosa glasses, bags, and muffins are limited to guests.

### **Lunch**

Lunches will be served in the lunch room next to 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**

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

### **Trash**

Trash Dumpsters are located outside both the "A" wing and 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 and during the show. If you have a large quantity of trash, please break down ALL boxes and alert a Spring Market or Agricenter employee of your need for a garbage pick up. We do not want to see piles of boxes set out in the isles during the show! Nor do we want to see boxes set outside the doors of the show at entrances!

**Vendor Parking** All Merchants are to park their trailers and vehicles in the upper parking lot that will be marked with signage for merchants. This entrance will be the only entrance open for merchants to enter prior to the opening of the show each day. Trailers can be parked on the outskirts of the parking lot in the grassy area. Absolutely no cars or trailers are to be parked on the back side of the building in customer parking. NO DROPPING OF TRAILERS IN FRONT OF OVERHEAD DOORS DURING MOVE IN HOURS. These vehicles run the risk of being towed.

**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 nearly 200 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.

**Taxes** **The State of Tennessee has recently gone to an online registration. The TN tax rate is 9.25%. Follow the instructions below.**

If you are a New Vendor that has not been set up before. Call 1.800.342.1003 select option #2

Tell the person you need to set up a TNTAP User Name and Password & you are a vendor in Spring Market.

If you are a past vendor in Spring Market or other Trade Show in TN and have TNTAP User Name and Password

Go to <https://www.tn.gov/revenue/>

Select TNTAP (Tennessee Taxpayer Access Point) on the upper right box

Enter User Name and Password

You will be able to pay sales tax Online

**Merchant Meeting** Sunday, 10:30 a.m. in the food court. We will relocate in the hospitality room.

### **TO BOOK FUTURE EVENTS**

The MidSouth Media Group staff will be available from 11 a.m. -2 p.m. Sunday in the lunch room to take contracts for ALL 2019 events, and to 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 Mistletoe 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.

# AGRICENTER INTERNATIONAL

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## 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 Agricenter Management.** (These items are available for purchase from the Agricenter Administrative Office at competitive retail prices.)
2. Loading or unloading is prohibited from the Employee Parking Lot, located on the West side of the building. If unauthorized vehicles are parked in the Employee Parking Lot, they will be towed at the owner's expense.
3. Visqueen, or heavy plastic material, **must** be used on the floor for any exhibit or display using oil, water, or any other landscaping materials.
4. If balloons are used and float to the ceiling, a \$25.00 charge per balloon will be applied if removal is necessary by Agricenter International Staff.
5. 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. Agricenter International is not responsible for cleaning or vacuuming any carpet provided by the display company.
6. There will be **no** animals, except seeing eye dogs, service or support dogs, allowed in the building.
7. Agricenter International has been designated a non-smoking facility.
8. Children must be supervised at all times. Parents **are** responsible for damage done by their unsupervised children roaming the building.
9. **DO NOT** tamper with or remove light bulbs. A fine of \$75.00 per bulb, plus applicable fees will apply.
10. Any alterations to electrical boxes will result in a \$150.00 fine, plus applicable damage fees.
11. 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.
12. 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.
13. 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.
14. 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.

## Walnut Grove Road

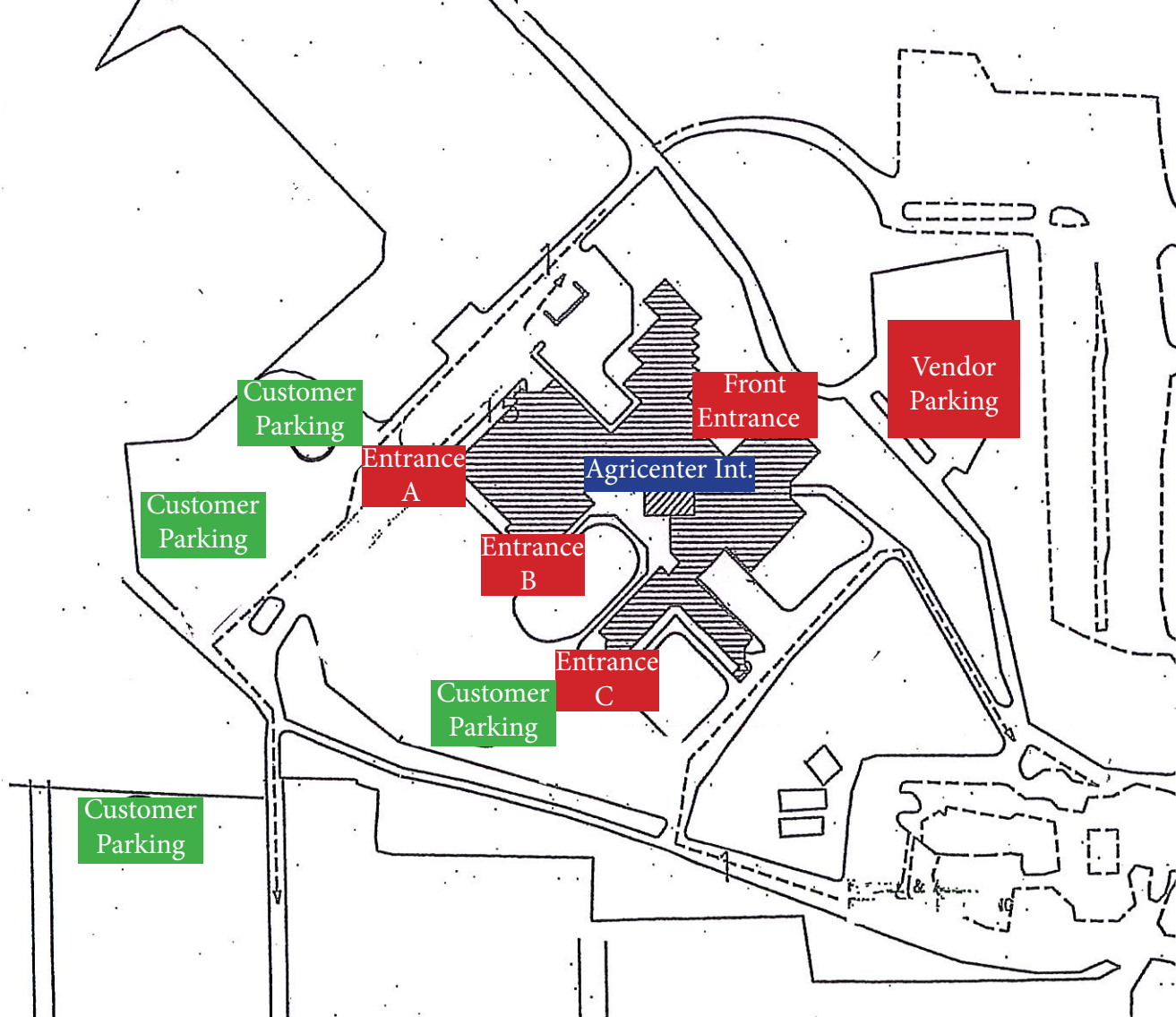
For security purposes, we require merchants to use the front parking area for all personal vehicles and trailers.

The vendor parking is marked in red on the map and there are signs to guide you to the lot.

Vendors are required to enter and leave through the front entrance of the Agricenter during the show.

Please show your badge to security upon entering.

The front entrance will be open 1 hour prior to the show opening.



Germantown Road