

EXHIBITOR PACKET

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EXHIBITOR CHECKLIST

- ☐ Have you sent in your National Decorating Order Form? (Deadline: February 7)
- ☐ Have you sent in your Electrical Order Form? (Deadline: February 7)
- ☐ Have you sent in your Furniture & Accessories Form? (Deadline: February 7)
- ☐ Have you sent in your banner to be hung above your space? (Deadline to Receive: February 7)
- ☐ Have you paid your balance? (Due & payable February 7)
- ☐ Have you scheduled your shipping?
- ☐ Have you scheduled someone to unload your truck if your merchandise is not palletized?

SET-UP DATES & TIMES

Show Dates & Official Hours

Tuesday, February 11	8:00 a.m. – 6:00 p.m.
Wednesday, February 12	8:00 a.m. – 6:00 p.m.
Thursday, February 13	8:00 a.m. – 4:00 p.m.

Set-up Dates & Times

Friday, February 7	8:00 a.m. – 6:00 p.m.
Saturday, February 8	8:00 a.m. – 6:00 p.m.
Sunday, February 9	8:00 a.m. – 6:00 p.m.
Monday, February 10	8:00 a.m. – 6:00 p.m.

- The dock doors will close on Monday, February 10.
- All set ups must be completed Monday, February 10 for 8 AM official opening Tuesday, February 11, 2025.

Dismantle Dates & Times

Thursday, February 13 (After Market Closes)	4:00p.m. – 10:00 p.m.
Friday, February 14	8:00 a.m. – 10:00 p.m.
Monday, February 17	8:00 a.m.

- * Temporary booths must be cleared out as soon as possible. Please make plans to have your merchandise dismantled & moved.
- * Exhibitor booth space **MUST BE PAID IN FULL by February 7, 2025.**

SHIPPING INSTRUCTIONS

SHIPMENTS MUST BE PREPAID ONLY! COLLECT SHIPMENTS WILL BE REFUSED!
SHIPMENTS MUST HAVE THE BUILDING & SPACE NUMBER ON EACH PACKAGE!
Please ship to one of the following addresses:

For Tupelo Complex
Tupelo Furniture Market
Company Name & Space Number
1879 North Coley Road
Tupelo, MS 38801

- ☐ Please call the market at 662.842.4442 with the scheduled arrival date of your shipment.
- ☐ Should you need your space number or any other information to complete your shipping label, please do not hesitate to call us. **YOUR BUILDING & SPACE NUMBER MUST BE ON YOUR SHIPMENT!**
- ☐ Your company name should be the company name listed in our directory.
- ☐ Please remember: Merchandise is delivered to your space based on the information you provide.

- ☐ Our loading docks will close on Monday, February 10, 2025.
- ☐ The market will not handle merchandise that is not on pallets. If your truck driver will not unload and move your merchandise into your space, you will need to plan to hire labor. Arrangements should be made in advance.
Do not block the loading docks and entrances. Vehicles should be removed as quickly as possible from docks.
- ☐ If your shipment is on pallets, the market will place your pallets in the correct space by forklift. The market is not responsible for setting up your space. The pallets will remain intact until someone from your company arrives and sets them up. The market is not responsible for broken pallets or broken merchandise. Tupelo Furniture Market or anyone who is associated with the Tupelo Furniture Market will not be responsible for damage to uncrated and/or non-skidded exhibit material, nor will we be responsible for concealed damage to material.

MARKET RULES & GUIDELINES

LOADING DOCKS WILL CLOSE ON Monday, February 10.

Due to the excessive amount of clean-up required during last-minute move-ins. We would appreciate your cooperation by following these specific regulations:

- ☐ Exhibitors are **not to leave show spaces unattended during the dismantling period.** The Tupelo Furniture Market is not responsible for unattended booths.
- ☐ Any Hanging signage (e.g... banners) for temporary booths must be delivered by Friday, February 7, 2025.
- ☐ **All service orders must be received by Friday, February 7.**
- ☐ The docks will be open for loading at 4:00 p.m. on Thursday, February 13, 2025, and will close at 10 p.m. Thursday night.

MARKET RULES & GUIDELINES

LOADING DOCKS WILL CLOSE ON Monday, February 10.

Due to the excessive amount of clean up required during last minute move-ins; we would appreciate your cooperation by following these specific regulations:

- ☐ Each exhibitor should have a sign stating whether samples will be sold. Examples: Dealers Only. No Courtesy Sales Allowed. Samples for Sale. If you need a sign for the market, please call the main office at 662-842-4442.
- ☐ **PLEASE MAKE SURE YOUR COMPANY TRUCKS ARE NOT LEFT IN THE PARKING LOT.** This space is reserved for your buyers and other guests who attend the market. We have designated a certain area for parking all trucks and trailers of any size. Call 662-842-4442 for more information.
- ☐ Tupelo Furniture Market will not be responsible for boxes or merchandise stored before, during, or after the market. **If you require boxes to be stored, PLEASE plan prior to market.**
- ☐ The Tupelo Furniture Market, employees of the Tupelo Furniture Market, and/or anyone associated with the Tupelo Furniture Market **will not be held responsible for any random acts of nature that may occur.**

Please help us keep the Tupelo Furniture Market a professional atmosphere by abiding by all rules & regulations. Thank you in advance for your cooperation.

SIGNAGE

TEMPORARY SIGNAGE

In effect to make all the temporary booth signage correct, we ask you to fill out this form. If your company requires more than one temporary booth sign, please be as specific as possible.

Name of Company: _____

City: _____ State: _____

Signage (e.g.: banners) for temporary show space must be received by Friday, February 7, 2025.

The charge for hanging signage is \$30.00. (See Furniture & Accessories Order Form).

STANDARD IDENTIFICATION SIGNS

A STANDARD SIGN WILL BE PROVIDED FOR EACH TEMPORARY SPACE AT NO ADDITIONAL CHARGE.

If you require a custom sign, we suggest you contact your local sign company or contact one of the companies listed below:

Todd McCarty
Image Screen Printing
662-489-2741
Email: sign@imagescreenprinting.com

Jef Ferguson
Ad Lab
662-842-1976
Email: jef@adlab.ms

Hal Wilcoxson
Signs First
662-840-2300
Email: signsfirst@tupelo.ms

NATIONAL DECORATING SERVICE

PLEASE RETURN THIS ORDER SHEET WITH THE ELECTRICAL SERVICE ORDER FORM AND THE FURNITURE & ACCESSORIES ORDER FORM BY February 7, 2025.

Please Print Clearly:

☐ Order Forms Total Electrical Service \$ _____

Enclosed Total Furniture & Accessories \$ _____

Company Name: _____

Space Number _____

Contact Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone Number: (_____) _____

Fax Number: (_____) _____

Method of Payment:

☐ Check

☐ Credit Card (circle one): VISA MasterCard AMEX

Cardholder Name: _____

Card No.: _____ Exp. Date: _____

Tupelo Furniture Market Use Only

Received: _____

Amount Paid: _____ Balance Due: _____

ELECTRICAL SERVICE

Conditions and Regulations

- Credit will not be given for electrical service installed and not used.
- All materials and equipment furnished by the Tupelo Furniture Market for this service order shall remain the property of the Tupelo Furniture Market and shall be removed ONLY by the staff of the Tupelo Furniture Market.
- Permanent utility outlets (wall, column, etc.) are not a part of the booth space. Exhibitors are not to use them without completion of an electrical service form.
- All equipment (regardless of the source of power) must comply with federal, state, and local safety codes.
- Use of open clip sockets, latex or lamp cord wire, duplex or triple attachment plugs in exhibits are prohibited.
- Claims will not be considered unless filed by the exhibitor prior to the close of the exposition.
- Prices are based upon current wage rates and are subject to change without notice.
- Under No Circumstances shall anyone other than the TFM electrician make electrical connections.
- Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without our house electrician. The house electrician must make all service connections and overload protection to such equipment only.
- All equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle horsepower, etc.
- Electrical power for lights and displays will be turned on prior to the show opening and turned off at the show closing time each day.
- All electrical cords must be 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which could be energized, shall be grounded.
- Rates quoted for all connections cover only the service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
- The Tupelo Furniture Market must receive requests for special voltage thirty (30) days prior to the scheduled exhibitor's move-in.

ELECTRICAL SERVICE ORDER FORM

National Decorating Service

Item	Quantity	Rate	Total Charge \$
110 volts single phase 500 watts	_____	\$30.00	_____
110 volts single phase 1000 watts	_____	\$30.00	_____
110 volts single phase 2000 watts	_____	\$30.00	_____
110 volts single phase 3000 watts	_____	\$30.00	_____
3 wire grounded 25 feet ext. cord	_____	\$25.00	_____
TOTAL ELECTRICAL SERVICE \$_____			

(Please enter the total on National Decorating Service Form on page 9).

HIGHER CAPACITY RATES QUOTED UPON REQUEST

Company Name: _____ Space Number _____

Contact Name & Phone Number: _____

Authorized By: _____ Date: _____

NOTE: RETURN THIS FORM WITH THE NATIONAL DECORATING SERVICE FORM BY FEBRUARY 7, 2025.

FURNITURE & ACCESSORIES

ORDER FORM

National Decorating Service

Item	Quantity	Rate	Total Charge \$
Side Chair	_____	\$10.00	_____
Wastebasket	_____	\$5.00	_____
2x8 Table, 30" High			
Undraped	_____	\$20.00	_____
Draped	_____	\$30.00	_____
2x8 Table, 42" High			
Undraped	_____	\$25.00	_____
Draped	_____	\$35.00	_____
Risers, 8' Long, 12" High			
Undraped	_____	\$15.00	_____
Draped	_____	\$25.00	_____

Hang Banner _____ \$30.00 _____

TOTAL FURNITURE & ACCESSORIES \$_____ Service Form on page 9).

HIGHER CAPACITY RATES QUOTED UPON REQUEST

Company Name: _____ Space Number _____

Contact Name & Phone Number: _____

Authorized By: _____ Date: _____

SECURITY

The Tupelo Furniture Market makes every reasonable effort to provide adequate protection for our exhibitors and their merchandise. Please be aware that a building cannot be made entirely secure when the facility is being used for an exposition. Therefore, **each exhibitor must take responsibility** for the security of all items in his/her display, setup and dismantle(including loading and unloading product). Reasonable effort is made to guard against theft, damage, industrial espionage, picture taking, and other undesirable occurrences. The ultimate burden falls on the exhibitor if anything should occur. Regretfully, there is no way to check personal honesty and integrity in the thousands of people that are involved with the market. **No one associated with the market will be responsible for lost or stolen merchandise.**

Please be certain your exhibit and all the merchandise displayed in the booth are protected by an appropriate insurance policy. Check with your insurance company to be certain your property is covered from the time you leave your premises until you return from the show.