

EXHIBITOR PACKET "A"

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EXHIBITOR CHECKLIST

Have you sent in your Directory Listing Form? (Deadline: December 2)
Have you sent in your Exhibitor Badge Request Form? (Deadline: December 2)
Have you paid your balance? (Due & payable December 2)
1 Have you scheduled someone to unload your truck if your merchandise is not palletized?
Have you ordered VIP Invitations? (Deadline: November 25)
Have you sent all your Tupelo-Only Special information? (Deadline:December 2)



SET-UP DATES & TIMES

Show Dates & Official Hours

Wednesday, January 8 (Unofficial Opening Day
Thursday, January 9 (Official Opening Day)
8:00 a.m. – 6:00 p.m.
8:00 a.m. – 5:00 p.m.

Set-up Dates & Times

Tuesday, December 31 8:00 a.m. – 6:00 p.m. Wednesday, January 1 8:00 a.m. - 6:00 p.m. Thursday, January 2 8:00 a.m. – 6:00 p.m. Friday, January 3 8:00 a.m. - 6:00 p.m. 8:00 a.m. – 6:00 p.m. Saturday, January 4 Sunday, January 5 8:00 a.m. – 6:00 p.m. Monday, January 6 8:00 a.m. – 6:00 p.m. Tuesday, January 7 8:00 a.m. - 6:00 p.m.

- Wednesday, January 8 is the UNOFFICIAL OPENING DAY FOR BUSINESS.
- The dock doors will close on Wednesday, January 8. Any unpacking on Wednesday must be done at the docks and no forklifts will be allowed on the floor.
- All set ups must be completed Wednesday, January 8 for 8 AM official opening Thursday, January 9, 2020.

Dismantle Dates & Times

 Sunday, January 12
 5:30 p.m. – 10:00 p.m.

 Monday, January 13
 8:00 a.m. – 5:00 p.m.

 Tuesday, January 14
 8:00 a.m. – 5:00 p.m.

 Wednesday, January 15
 8:00 a.m. – 5:00 p.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 December 2, 2020.





Winter 2020

DIRECTORY LISTING

This information will be printed in the Buyer's Guide & Directory for the Winter Market, January 9th-12th, 2020. In an effort to make the Tupelo Furniture Market Buyer's Guide and Directory as current as possible, we ask you to fill out the following information and return it promptly. If your company requires more than one listing, please list on

separate form (there is no additional charge for second listings).

DEADLINE for the Directory Listing is December 2, 2019					
Please check if there are	e No changes in your Dire	ctory Listing S	pace Number:		
Company Name: _					
Address 1 (mailing	address):				
Address 2 (physica	al address):				
City:		State:	Zip:		
Phone: ()	Fax: ()		Toll Free:		
1st Contact:		2nd	Contact:		
Web Site :					
Promote your show	Promote your showroom or booth events in the Directory.				
Provide information	about events – inclu	ding cockto	il receptions, speakers, etc.		
Only one event per	booth/showroom. So	ales and pro	omotions are not eligible for submission.		
Event Description: (I	Brief description of the	e event):			
☐ Check if your p	oroduct is America	ın Made			
\square Check if your \wp	oroduct is Eco-Frie	ndly/Gree	n		
\square Add Your Logo	(see next page)				
If show space wo	as contracted with	Tupelo Fu	rniture Market under a different		

company name, please list name of company shown on the Trade Show Contract:



ADD YOUR LOGO

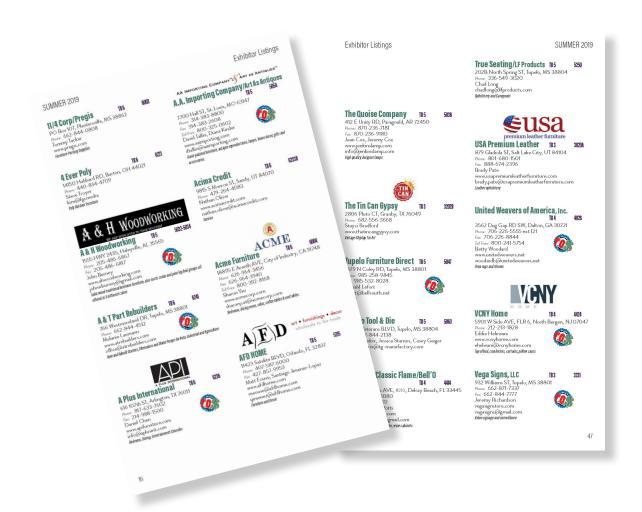
The Tupelo Furniture Market Winter Directory 2020 will have a new look! With that new look you will have a new option for your Directory Listing!

Only an additional \$10

Submit your Logo to fit 2.375 inches wide x .5 inches height.

It needs to be at least 300 DPI for good print reproduction.

Preferred file format is PDF, but also acceptable EPS, JPEG, TIFF or PNG





EXHIBITOR BADGE REQUEST FORM

Exhibitor badges may be picked up in the lobby area of your building.

Tupelo Building I – Lobby of Bldg. I Tupelo Building V – Lobby of Bldg. V Tupelo Building II – Lobby of Bldg. II Tupelo Building VI – Lobby of Bldg. VI Tupelo Building III – Lobby of Bldg. III Tupelo Building IV – Lobby of Bldg. IV

Company	Name	
City		State
Key Contac	ct Person	
Phone Nun	nber	
	Individual Name(s) (Please print clea	rly)
-		
-		
-		
_		

To order exhibitor badges, please fax this form to 662.844.3665 by July 12, 2019.



ADDITIONAL BADGE NAMES

Individual Name(s) (Please print clearly)					

Winter 2020



SPONSORSHIPS

If you have an interest in participating in the sponsorship program, please check the appropriate boxes. Return by email or fax and a sales associate will contact you. Deadline is December 2, 2019

 Atteriace badge inserts
Attendee Badge Lanyards
Outdoor Column Banner Wraps
Indoor Pillar Wraps
Official Show Bags
Bottled Water
Cooler Wraps
Table Tops
Floor Ads
Front Windows & Doors
Buyers Lounge
Buyers Breakfast
Dinner, Band & Bar
Shuttle Service Sponsorship
Lobby "First Look" Displays

Attendes Radas Incerts

Winter 2020



BUYER RECRUITMENT PROGRAM

Open to first time attendees of the Tupelo Furniture Market and/or buyers who have not attended in the past 2 years.

We want to make the Tupelo Furniture Market an even bigger success for you! In an effort to increase quality attendance among retailers, we need your HELP! Please forward a list of 3 valuable retailers you feel should attend the Tupelo Furniture Market. We will make every reasonable effort to recruit them on your behalf.

Your Compa	iny Name:			
Contact Nar	ne:			
Telephone: _		Fax	X:	
			ıld like to see in Tupelo that have no	ot attended:
Company Name:			Number of Stores:	
			Title:	
City:		State:	Zip:	
			Email:	
Company Name:			Number of Stores:	
			Title:	
Address:				
			Zip:	
Phone:	Fax:		Email:	
Company Name:			Number of Stores:	
			Title:	
Address:				
			Zip:	
			Email:	



VIP INVITATION REQUEST FORM

The Tupelo Furniture Market proudly offers complimentary invitations each market.

This enables Exhibitors to personally invite retailers as special guest. If you are interested in receiving invitations through TFM please complete the attached form and return it to our office.

You may email this form to debbie@tupelofurnituremarket.com or fax to 662.844.3665.

If you prefer to send a rep list, we will mail the quantity they need directly to them. Please return as soon as possible. The deadline for mailing is November 25, 2019.

Company:
Fax # :
Address invitations should be mailed to:
Street:
City:
Contact Person:
TFM Space #:
TFM Contact Person:
Quantity:



WINTER 2020 NATIONAL BUYER APPRECIATION AWARD OFFICIAL NOMINATION FORM

The National Buyer Appreciation Award was initiated by the Tupelo Furniture Marketing Association as a means of recognizing those in the furniture industry who have consistently supported the State's furniture industry and the Tupelo Furniture Market. This award is the highest honor bestowed in connection with the Tupelo Furniture Market. Please take the time to fill out the information below and return to the Tupelo Furniture Market by fax or email. Thank you in advance for your participation.

My nominee for the Winter 2020 National Buyer Appreciation Award is:

Contact Name:		
Company Name:		
City:	State:	
Telephone:		
This nomination is submitted by	• •	
Contact Name:		
Company Name:		
Telephone:		





SHOW SAMPLE RELEASE FORM TUPELO FURNITURE MARKET

Authorization to release the following exhibit samples to:				
Name:				
Company Name:				
Address:				
City:				
State:				
Zip:				
Samples:				
(Please be specific)				
Entire Space Samples Sold to the above Company				
Exhibiting Company				
Signature	Date:			
Receiving Company				
Signature	Date:			
Date for Samples to be picked up:				