

# EXHIBITOR PACKET "B"

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# EXHIBITOR CHECKLIST

- Have you sent in your Wireless Internet Order Form? (Deadline: July 12)
- Have you sent in your National Decorating Order Form? (Deadline: July 12)
- Have you sent in your Electrical Order Form? (Deadline: July 12)
- Have you sent in your Furniture & Accessories Form? (Deadline: July 12)
- Have you sent in your banner to be hung above your space? (Deadline to Receive: August 9)
- Have you paid your balance? (Due & payable July 12)
- 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

Wednesday, August 14 (Unofficial Opening Day)	8:00 a.m. – 6:00 p.m.
Thursday, August 15 (Official Opening Day)	8:00 a.m. – 6:00 p.m.
Friday, August 16	8:00 a.m. – 6:00 p.m.
Saturday, August 17	8:00 a.m. – 6:00 p.m.
Sunday, August 18	8:00 a.m. – 5:00 p.m.

## Set-up Dates & Times

Tuesday, August 6	8:00 a.m. – 6:00 p.m.
Wednesday, August 7	8:00 a.m. – 6:00 p.m.
Thursday, August 8	8:00 a.m. – 6:00 p.m.
Friday, August 9	8:00 a.m. – 6:00 p.m.
Saturday, August 10	8:00 a.m. – 6:00 p.m.
Sunday, August 11	8:00 a.m. – 6:00 p.m.
Monday, August 12	8:00 a.m. – 6:00 p.m.
Tuesday, August 13	8:00 a.m. – 6:00 p.m.

- Wednesday, August 14 is the UNOFFICIAL OPENING DAY FOR BUSINESS.
- The dock doors will close on Wednesday, August 14. 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, August 14 for 8 AM official opening Thursday, August 15, 2019.

## Dismantle Dates & Times

Sunday, August 18	5:30 p.m. – 10:00 p.m.
Monday, August 19	8:00 a.m. – 5:00 p.m.
Tuesday, August 20	8:00 a.m. – 5:00 p.m.
Wednesday, August 21	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 July 12, 2019.**

# 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 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 Wednesday, August 14, 2019.
- Any exhibitor delivering merchandise on Wednesday must unload and unpack on the loading docks. Boxes, waste paper, and packing material will not be allowed inside the market buildings.
- 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 call a temporary service and make arrangements to hire labor. Arrangements should be made in advance by calling one of the following companies:  
Express Employment 662-842-5500  
People Link Staffing 662-680-7200  
Wise Staffing 662-841-2964
- (Please make payment arrangements at this time; the Tupelo Furniture Market is not responsible for payment to temporary services). Exhibitors are not required to use these temporary services. Please 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 it 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 Wednesday, August 14.**

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

- Any exhibitor delivering merchandise on Wednesday, August 14 must unload and unpack on the loading docks.** Boxes, waste papers, & packaging materials will not be allowed inside the market buildings.
- 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, August 9, 2019 for a charge of \$30.00. After this date, the charge will increase to \$60.00 per banner hung. **Orders to hang signage received after Tuesday, August 13, 2019 will NOT be filled.**
- All service orders must be received by Friday, August 10, 2018. After this date, the price will increase to the floor rate.**
- The market will close at 5:00 p.m. on Sunday, August 18, 2018 Exhibitor's booth must remain open until this time. Many buyers register on Sunday. **THIS RULE IS MANDATORY!**
- Docks will be open for loading at 5:30 p.m. on Sunday (30 minutes after the close of the show) and will close at 10 p.m. Sunday night. Please do not go to docks before 5:30 p.m. with merchandise.
- Removal of merchandise from the building before Sunday at 5:00 p.m. is NOT permitted. PLEASE HELP KEEP THE INTEGRITY OF THE MARKET BY FOLLOWING THIS RULE.**
- Sold merchandise must not leave the exhibit booth before 5:00 p.m. on Sunday. A receipt must be provided before the buyer will be permitted to leave the building with merchandise.**

# MARKET RULES & GUIDELINES

## **LOADING DOCKS WILL CLOSE ON Wednesday, August 14.**

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 or not samples will be sold. Examples: Dealers Only. No Courtesy Sales Allowed. Samples for Sale. If you need a sign for market, please call the main office at 662-842-4442.
- Request for guest badges should be made prior to market and will not be issued on site.** Badges are issued according to exhibitor badge allowance.
- 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. **Violators will be towed at the owner's expense.**
- 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 make arrangements 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

This information will be printed in the Buyer's Guide & Directory for the Summer Market, August 15-18, 2019.

In an effort to make all the temporary booth signage correct, we ask you to fill out the bottom portion of this form if different from above. If your company requires more than one temporary booth sign, please be as specific as possible. Please complete the following if different from Directory Listing.

Name of Company: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Signage (e.g.: banners) for temporary show space must be received by Friday, August 9, 2019. Signage received after Tuesday, August 13, 2019 will NOT be hung. See Market Rules and Guidelines for Fee information. Forklifts will not be operating in the buildings Wednesday, August 14, 2019.

**The charge for hanging signage is \$30 for advance orders and \$60 for orders on site.** See Furniture & Accessories Order Form on page 12 to place your order.

No Banners will be allowed in Tupelo Building 6.

Remember, custom signage and orders to hang custom signage must be received by the Tupelo Furniture Market no later than **Friday, August 9, 2019**. Please include your company name, building and space number on the outside of the package (s) that contain (s) signage. Your package can be sent to the attention of your Tupelo Market Leasing Agent.

# 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](mailto:sign@imagescreenprinting.com)

Jef Ferguson  
Ad Lab  
662-842-1976  
Email: [jef@adlab.ms](mailto:jef@adlab.ms)

Hal Wilcoxson  
Signs First  
662-840-2300  
Email: [signsfirst@tupelo.ms](mailto:signsfirst@tupelo.ms)

Jason Montgomery  
Mandy Wray  
Econo Signs  
662-844-1554  
Email: [jason@econosignsusa.com](mailto:jason@econosignsusa.com)  
[mandy@econosignsusa.com](mailto:mandy@econosignsusa.com)



# NATIONAL DECORATING SERVICE

PLEASE RETURN THIS ORDER SHEET WITH THE ELECTRICAL SERVICE ORDER FORM. THE FURNITURE & ACCESSORIES ORDER FORM, THE TELEPHONE ORDER FORM AND THE WIRELESS INTERNET ORDER FORM BY July 12, 2019.

Please Print Clearly:

Order Forms Total Electrical Service \$ \_\_\_\_\_

Enclosed Total Furniture & Accessories \$ \_\_\_\_\_

Total Wireless Internet \$ \_\_\_\_\_

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	Advance Rate	Floor Rate	Total Charge \$
110 volts single phase 500 watts	_____	\$30.00	\$40.00	_____
110 volts single phase 1000 watts	_____	\$30.00	\$40.00	_____
110 volts single phase 2000 watts	_____	\$30.00	\$40.00	_____
110 volts single phase 3000 watts	_____	\$30.00	\$40.00	_____
3 wire grounded 25 feet ext. cord	_____	\$25.00	\$35.00	_____
TOTAL ELECTRICAL SERVICE \$ _____				

(Please enter 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 July 12, 2019.**

# FURNITURE & ACCESSORIES

## ORDER FORM

**National Decorating Service**

		Advance	Floor	Total
Item	Quantity	Rate	Rate	Charge \$
Side Chair	_____	\$12.00	\$20.00	_____
Wastebasket	_____	\$5.00	\$7.00	_____
2x8 Table, 30" High				
Undraped	_____	\$20.00	\$25.00	_____
Draped	_____	\$40.00	\$45.00	_____
2x8 Table, 42" High				
Undraped	_____	\$25.00	\$30.00	_____
Draped	_____	\$45.00	\$50.00	_____
Risers, 8' Long, 12" High				
Undraped	_____	\$15.00	\$20.00	_____
Draped	_____	\$25.00	\$30.00	_____
Pegboard – Single Sided				
8x8	_____	\$35.00	\$45.00	_____
4x8	_____	\$35.00	\$45.00	_____
Pegboard – Double Sided				
8x8	_____	\$35.00	\$45.00	_____
4x8	_____	\$35.00	\$45.00	_____
Hang Banner	_____	\$30.00	\$55.00	_____

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: \_\_\_\_\_

**NOTE: RETURN THIS FORM WITH THE NATIONAL DECORATING SERVICE FORM BY July 12, 2019.**

# WIRELESS INTERNET SERVICE

## **Wireless Internet Service**

- Charge of \$15.00 per day for each DEVICE.

### T-1 Wired Service

- Wired Internet service is available to exhibitors who do not qualify for wireless. For more information, please contact Cory Coward at 662.842.4442 or by email at [itdept@tupelofurnituremarket.com](mailto:itdept@tupelofurnituremarket.com).
- Pricing: \$300 Flat Rate, Public IP Available upon request at \$25, One time Cable Installation (single drop) \$150, Equipment sales available upon request.
- All Wireless equipment used in conjunction with this service must be approved by TFM before use in order to keep interference from occurring.

### Guidelines:

\*(TFM reserves the right to deny and/or disconnect service if the Exhibitor fails to comply):

- All requests must be received no later than July 12, 2019.
- We are not responsible for Exhibitor's personal equipment or re-configuration of PC or laptop after market.
- We operate on a 2.4GHz frequency for our wireless services. All electronic wireless devices that operate at this frequency are not to be operated at the Furniture Market without prior approval.

**IF YOU ARE INTERESTED IN THIS SERVICE, PLEASE FAX THE ENCLOSED FORM TO  
DEBBIE HENRY  
662-844-3665**

# WIRELESS INTERNET SERVICE ORDER FORM

Date: \_\_\_\_\_ Space #: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_

PLEASE INDICATE HOW YOU WOULD LIKE YOUR USERNAME/PASSWORD DELIVERED:

Phone \_\_\_\_\_  Text Message \_\_\_\_\_  
 Email \_\_\_\_\_

PLEASE NOTE THAT THE PHONE NUMBER / EMAIL ADDRESS SHOULD BE ONE AT WHICH YOU CAN BE CONTACTED DURING MARKET.

Service Request for Wireless Internet:

Wireless Internet service is needed for \_\_\_\_\_ Days (\$15 per day per Device) \_\_\_\_\_ Beginning Date  
\_\_\_\_\_ Number of Devices  
\_\_\_\_\_ Unlimited Days (Up to 5 Devices) \$300  
\_\_\_\_\_ Unlimited Days (6-10 Devices) \$450  
\_\_\_\_\_ Unlimited Days (11-20 Devices) \$600

Service Request for Wired Internet:

- Wired T-1 Services for Permanent Showrooms Only \_\_\_\_\_ \$325 Flat Rate Public IP Address
- Installation of T-1 Services (single drop) \_\_\_\_\_ \$150 (\*This rate is for a single Ethernet drop.)

Once the "Internet Service Order Form" is processed, a representative will contact you using the specified method.

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: \_\_\_\_\_

I authorize and agree to the above charges. Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Signature/Title \_\_\_\_\_

# 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. 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 for 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 of the merchandise displayed in it 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.