

3 Great Days!
February 3, 4, 5, 2017
Landers Center
Southaven



LANDERS CENTER

Exhibitor Information Packet

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2017 MidSouth Home Expressions

General Show Information



Show Times

Friday, February 3	Noon – 7 PM
Saturday, February 4	10 AM – 7 PM
Sunday, February 5	10 AM – 5 PM

All ticket sales end one hour prior to show closing.

Ticket Prices

Adults	\$8
Seniors (60+)	\$7
Youth (7-14)	\$4
Children under 7 are FREE.	

Tickets can be purchased at the Landers Center Main Ticket Windows.

Active Duty Military, Policemen & Firemen with a valid ID will receive free entry into the show. This special offer does not include family members.

The MidSouth Home Expressions Show Management office will be located on the Arena floor next to loading ramp entrance.

Home Expressions Management Office Hours:

The MidSouth Home Expressions Management office will be open for exhibitors starting Tuesday, January 31 and ending on Monday, February 6. Office hours on show days will be 30 minutes before show opening until 30 minutes after show closing. On Tuesday and Wednesday, the office hours will be 8:00 am until 5:00 PM.

LOGOS

When advertising your company at the MidSouth Home Expressions Show, please use the official logo for the show. This logo is well known to the public eye and will add to your successful advertising campaign. E-mail shows@westtnhba.com if you need a digital file of the logo.

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CONTACT INFORMATION



LOCATION:

Landers Center

Office

662.280.9120

Fax

662.280.5927

SHOW PRODUCER:

The West TN Home

Builders Association

Contact: Don Glays,

Executive Director

Office 901.756.4500

Cell 901.335.0472

Fax 901.755-1650

E-Mail shows@westtnhba.com

Home Builder Association

of North Mississippi

Sibonie Swatzyna

Exec. Director

662.349.0181

901.482.3104

662.349.0184

sibonie@hbanms.com

DECORATOR:

Hicks Convention Services

Contact: Billy Hicks, Jr. / Bettye Chapman

Office

901.272.1171

Fax

901.272.9491

Exhibitor Hospitality Area: Will be located adjacent to the management office and will be open during office hours (see page 1 above)

MOVE-IN PROCEDURES



All Exhibitors are REQUIRED to check in at the SHOW MANAGEMENT OFFICE prior to setting up their booth.

Please note Show Management Office Hours.

Move-In begins Tuesday, January 31 at 8:00 AM. NO VEHICLES WILL BE ALLOWED IN PRIOR TO THIS TIME WITHOUT WRITTEN PERMISSION FROM SHOW MANAGEMENT. EACH VEHICLE INSIDE THE BUILDING MUST HAVE AN IDENTIFICATION CARD IN THE FRONT WINDOW AT ALL TIMES.

Absolutely no unauthorized vehicles will be allowed in the Landers Center after noon on Thursday, February 2th.

No vehicles will be allowed in the building except for unloading. Those vehicles must then be moved outside as soon as they are unloaded. This includes trucks that have tools needed for the set-up of booth space. **THIS WILL BE STRICTLY ENFORCED!**

For those exhibits with vehicles needing to be unloaded please refer to the floor plan. Locate the area that pertains to your booth location and this will let you know where your company is allowed to have vehicles in the building.

Unloaded materials must be kept inside the booth space designated to your company in order to keep aisles clear for other exhibitors moving in.

Please bring your own handcarts for move-in and make sure your name is on any tools and items brought in. Show management will not supply pushcarts for exhibitors.

NOTE: All displays must be fully completed by 4 PM on Thursday, February 2, 2017. Exhibitors not set up by this deadline may relinquish all rights to participate in the 2016 MidSouth Home expressions.
Payment is non-refundable.



MOVE-OUT PROCEDURES

It is the exhibitor's responsibility to have all merchandise removed from the Show and that all exhibit space is left in good order by 5:00pm, Monday, February 6, 2017. The exhibitor will be charged a minimum penalty of \$500/hour if ALL contents are not removed by the deadline. This also includes trash.

The exhibitor also agrees that his exhibit shall remain on display during the show in compliance within the MidSouth Home Expressions operating hours. Those exhibitors who fail to comply will be charged a penalty of \$500 and possible expulsion from future shows at the discretion of the Home Expressions Committee.

**No Exhibitor may begin move-out prior to
5:00 PM on Sunday, February 5, 2017.**

Move Out Sunday: 5:00 – 10:00 PM.

All items must be removed no later than
5:00 PM on Monday, February 6, 2017.

Move Out Monday: 8:00 AM – 5:00 PM.



EXHIBITOR RULES

1. Staples, pins, nails, stickers, paint, masking tape and duct tape are *not* allowed on Landers Center 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 Landers Center Management.*
2. Plumbing fixtures and appliances shall be used only for the purpose for which designed, and no sweepings, rubbish, rags, or other unsuitable material shall be thrown or placed in them. The Tenant will be held responsible for any damages to Landers Center property caused by Tenant, Tenant's agents, employees, servants, patrons, and guests with the exception or ordinary use and wear. Labor fees will be charged to Tenant if Landers personnel is left to remove staples, pins, nails, stickers, paint, masking tape, duct tape or tape residue from walls, floors, windows, posts or drapes.
3. Loading and unloading is prohibited from the Employee Parking Lot. If unauthorized vehicles are parked in the Employee Parking Lot, they will be towed at the owner's expense.
4. Visqueen, or heavy plastic material, *must* be used on the floor for any exhibit or display using soil, water, or any other landscaping materials.
5. If balloons are used and float to the ceiling, a \$25.00 per balloon charge will be applied if removal is necessary by Landers Center staff.
6. 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. Landers Center is not responsible for cleaning or vacuuming any carpet provided by the display company.
7. There will be *no* animals, except domestic dogs, allowed in the building unless trained and with trainers on a leash, or caged up.
8. Landers Center has been designated a non-smoking facility.
9. Children must be supervised at all times. Parents *are* responsible for damage done by their unsupervised children roaming the building.
10. **DO NOT** tamper with or remove light bulbs. A fine of \$75.00 per bulb, plus applicable damage fees will apply. Any alterations to electrical boxes will result in a \$150.00 fine, plus applicable damage fees.

SECURITY



Nothing will ruin a successful exposition experience more than the loss or theft of expensive equipment or products. Here are some basic steps you can take to prevent theft.

WestTNHBA will provide security for normal protection against loss, although WestTNHBA assumes no responsibility for lost or stolen items. BE ADVISED that all areas are open to the public during show hours. Spaces must be manned for protection of products, and exhibitors are urged to take the necessary measure to prevent temptations.

1. Show management, the building operator, and the security company provides a measure of protection. But only you and your staff are responsible for your valuables.
2. Don't identify the product or manufacturer on the outside of freight cartons. Mark cartons numerically to indicate the total being shipped (ex: 1 of 6). Include your company's name and booth number in your cartons. Furnish your freight forwarder with an accurate and complete bill of landing.
3. Escort your merchandise and/ or goods to your booth if at all possible. The greatest risk of theft or loss occurs during set up or tear down. Be especially alert during these times.
4. Treat especially valuable goods such as irreplaceable prototypes carefully. If they are one of a kind, hire your own security. Under no circumstances should such goods ever be left unattended. VCR's, DVD's, televisions, computers and other electronic devices are particularly vulnerable to theft.
5. At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would be thieves from selecting items to steal at a later time. Never store excess merchandise or supplies under tables or displays. That's the first place a thief will look!
6. During move-out, stay with your exhibit until your empty cartons are delivered and your good are packed, sealed and properly labeled.
7. Obtain proper insurance coverage for your goods, including transit to and from the show site.

FIRE CODE REQUIREMENTS FOR PLACES OF PUBLIC ASSEMBLY



Inside Displays

1. No hay, straw or untreated cotton bales are allowed inside a place of public assembly.
2. All decorative materials including, but not limited to, draperies, drops and curtains used in places of assembly, shall be noncombustible, inherently flame resistant or treated and maintained fire resistant when tested. Certificates denoting that the materials are fire resistant or have been treated to be fire resistant shall be required by the Fire Official.
3. No person shall cause or permit any open flame, candles, torches, etc. to be used in any place of assembly, except that candles may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. The candle flame shall be protected.
4. Exit doors shall not be locked, blocked or otherwise concealed or obscured by decorations, drapes, mirrors or any other tapestries.
5. All electrical connections shall be in accordance with the Electrical Code.
6. All electrical cords, sound cable or other trip hazards shall be safeguarded.
7. All fire protection, i.e., hose cabinets, fire alarm pull station, exit signs, etc., shall be visible and accessible at all times.
8. No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony or bridge leading to a stairway or exit, shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.

Use of Extension Cords

Extension cords are permitted only with portable appliances or fixtures while in immediate use subject to the following:

1. Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multiplying extension cords, serve only one appliance or fixtures.
2. The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture.
3. The extension cord shall be maintained in good condition without splices, deterioration or damage.
4. The extension cord shall be of the grounded type when servicing grounded appliances or fixtures.
5. Extension cords and flexible cords shall not be affixed to structures, extend through walls, ceilings, floors, under doors or floor coverings, nor be subject to environmental damaging physical impact.

Inside Vehicle-Storage

No vehicles are to be parked inside a building except for display or for service purposes only (food distribution). During display, the following shall be complied with:

1. Fuel tanks shall be drained to less than 1/4 tank.
2. Fuel caps taped shut or fitted with locking cap.
3. "Hot" lead of battery disconnected.

Exhibit Booths

The following shall be protected by automatic extinguishing systems:

- a. Single level exhibit booths greater than 300 sq ft and covered with a ceiling.
- b. The first level of multilevel exhibit booths.
- c. The second level of multilevel booths where the second level is covered with a ceiling.
- d. A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a minimum of 10 ft where the aggregate ceiling exceeds 300 sq ft.

The water supply and piping for the sprinkler system may be of approved temporary means taken from an existing domestic water supply, an existing standpipe, or an existing sprinkler system.

Exception No. 1: Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall not be considered ceilings within the context of this section.

Exception No. 2: Vehicles, boats and similar exhibited products having over 100 sq ft of roofed area



Power Request Form

2017 MidSouth Home Expressions Show
February 3, 4 & 5, 2017

Name: _____

Company: _____

Phone: _____ E-mail: _____

Booth #: _____

<u>Power Required</u>	<u>Cost</u>
110V: _____	\$75
208V: _____	\$100

Payments accepted: VISA MC AMEX Check (Payable to Landers Center)

Card #: _____ - _____ - _____ - _____ Exp: ____ / ____

Security Code: _____ Total Charge: \$ _____

Name on Card: _____ Billing Zip: _____

Signature _____

Title _____ **Date** _____

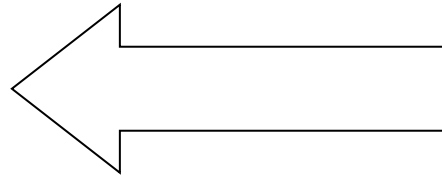
Please send completed form with payment to:
Landers Center, 4560 Venture Drive, Southaven, MS 38671
or Fax to (662) 280.5927.

For more Show information contact:
Don Glays, Exec Director (901) 756-4500 or via email at shows@westtnhba.com

EXHIBITOR NAME BADGES



SAMPLE OF
EXHIBITOR NAME
BADGE



Please read the following information regarding your Exhibitor Name badge.

Exhibitor name badges will be issued by WestTNHBA at a rate of 6 per Exhibitor. If additional name badges are needed, contact Show Management. Show Management does reserve the right to determine how many extra name badges may be distributed to any Exhibitor at no charge.

Please pick up Exhibitor Name Badges at the MidSouth Home Expressions Management Office when you check in prior to move-in.

Make sure and check Management Office Hours (pg.3)