



PO BOX 1067, AUSTIN, MN 55912

2024 FORT WAYNE FARM SHOW January 16, 17, & 18, 2024 SET UP INFORMATION

Thank you for exhibiting with us in the 2024 Fort Wayne Farm Show. **Please share the following information with all personnel that will be involved with your display. Your previous booth location may have changed.**

Move in will be Monday, January 15th, 2024

Due to security procedures the guards will be given each exhibitor's booth number and move in schedule; for the benefit of you and all our exhibitors, please call our office as soon as possible if you need to change your move in time.

Follow your move-in time. Displays arriving late may be turned away without refund due to the show's floor plan.

DRIVE IN DOORS:

Door #3, #4, #11 & #12* are 12 Ft. wide 14 Ft. high.

Door #13 is 22 Ft. wide & 14 Ft. high.

***Pressure washer services will be offered at a cost and on a first come basis.**

FOR BOOTH AREA IN: EXPO II enter door #11 or #12

EXPO III enter door #3 or #4

If your product is over 12 Ft. enter door #13A.

Exhibitors in EXPO IV (booth numbers 800 through 1445) use door #16, this door is 11 Ft. high & 10 Ft. wide.

Exhibitors in the CONFERENCE CENTER (booths C106-C443) use doors 13A or B loading dock is 13C.

Know, understand and follow all restrictions placed on exhibitors in the Conference Center due to the carpet.

SHOW HOURS:

TUESDAY

9:00 AM TO 5:00 PM

WEDNESDAY

9:00 AM TO 8:00 PM

THURSDAY

9:00 AM TO 4:00 PM

DOORS WILL OPEN FOR EXHIBITORS AT 8:00 AM - MAKE SURE YOU SHOW YOUR EXHIBITOR BADGE FOR ADMITTANCE

Exhibitors sending product to the Coliseum ahead of the show; the Allen County War Memorial Coliseum address is, 4000 Parnell Ave., Fort Wayne, Indiana, 46805. Telephone number 260-482-9502. Include your company name and booth number on articles so the Coliseum will know which company they are to be held for. Any heavy equipment delivered to the Coliseum requires prior approval. Coliseum fork lifting is limited to 4,000# prior to move-in day. Trailer parking will be available south of the Coliseum along the fence. All displays with combustible fuels must have fuel tanks locked or taped shut.

ARTCRAFT SERVICE GROUP will be handling our decorating. Please order your tables, chairs, sign, etc. early to save you money and confusion at the show. The background drapes color will be black & silver. If a sign is needed for your booth, you must order it from them. Please see decorator services at our website www.tradexpos.com/ftwayne-farmshow/ click on Get your decorator Kit for the order forms. Use the code **346951** You may call 1-800-878-0710, and they can send you the Exhibitor Kit and answer any questions you may have. **ADVANCE ORDER DEADLINE IS 5:00 PM FRIDAY, DECEMBER 26, 2023.**

Stop by the Information Desk in the lobby for your exhibitor information and free parking pass, we give 1 parking pass per 10x10 paid booth, maximum 10. If this is not enough you may purchase additional passes prior to the show. Just call the Coliseum at 260-482-9502 before January 1st, 2024. The Coliseum will mail the passes directly to you. You may then hand them out as you wish. Tuesday morning limited additional parking passes may be purchased from us if needed. We will again be supplying exhibitor buttons which will have *Exhibitor, Fort Wayne Farm Show and show dates.*

MOVE OUT TIME: January 18th after 4:00 PM until 8:00 PM. No in-coming traffic will be allowed in the Coliseum until 4:30 in order to clear out motorized and carry-out displays. Move out must be completed January 18th. An extra charge will be added for all displays moved by Art Craft.

Due to safety regulations and respect to your fellow exhibitors' no early move-out is allowed. **EARLY MOVE-OUT COULD RESULT IN FORFEITURE OF EXHIBIT SPACE IN FUTURE SHOWS!**

The Hyatt Place at 111 W. Washington Center Rd will be our host hotel offering complimentary breakfast. Call 260-471-8522 early for the special rate of \$99.00

If we can be of further assistance, please call (507) 437-1378 or (800) 347-5225 or visit our website www.tradexpos.com

Thank you

Dan Slowinski, Deb Golberg, Bri Wigham, & Mallory Davidson