



Schedule of Events

Show Hours:

Friday	9 a.m. to 9 p.m.
Saturday	9 a.m. to 6 p.m.
Sunday	11 a.m. to 5 p.m.

Exhibitors may enter the show one hour prior to opening to the public. See Parking below.

Move-In:

Wednesday	Noon to 6 p.m.
Thursday	8 to 6 p.m.

You must register and pick up move-in packet by noon on Thursday prior to moving in; the move-in packet will include name badges, two (2) lunch tickets for Friday and two (2) lunch tickets for Saturday, schedule of events and show map.

Move-Out:

Sunday	5 p.m. to 10 p.m.
Monday	8 a.m. to 12 noon

Under no circumstances may a vendor begin the processes of packing up merchandise, taking down their display, or bringing in boxes for move-out prior the show ending during show hours. This is strictly prohibited, not only does it bring the show to an end early in the area which you are located, it interferes with other paying vendors and customers still shopping at the event. If this occurs, you will lose your seniority for the following year, and be fined \$500 according to the terms of the contract. Failure to completely move out by deadline will result in a fine.

Exhibitor Meeting:

Sunday at 10:30 a.m. in the hospitality room. This is an opportunity to reselect your booth(s) for future shows.

Lunch Tickets:

Every exhibitor will receive two(2) lunch tickets for Friday and two (2) lunch tickets for Saturday. Each ticket can be used in the vendor hospitality room; additional lunch tickets may be purchased for \$8 at the time of move in. Tickets will be in your exhibitor packet that you are to pick up from MidSouth Media Group Staff at move-in. *No cash value. No money back.*

Hospitality room will have available each day, complimentary coffee, water and soft drinks.

Hospitality room is marked on your map.

Parking Rules:

Agricenter Parking is Free. Exhibitors will only be allowed to park outside of Building A(A Wing), to allow enough room for paying customers.





Dear Merchant,

The time for the Busy Women Expo is nearly here. This show will be one of the biggest and best women's shows in fall for the Memphis area. We are glad that you will join us at the Agricenter, 7777 Walnut Grove in November.

We are excited and ready to assist you in any needs that you may have. Through the following pages you will find information that we need from you to ensure that you have an easy and smooth move-in and great show. Please read over all the forms carefully, fill them out and return them by the deadlines to the appropriate people: MidSouth Media Group, Agricenter International, and Hicks Convention Services. If you have any questions don't hesitate to call.

Move-In Checklist

- _____ Return Utility Request Form to Agricenter along with payment.
- _____ Reserve Equipment (Tables, Chairs, etc.) from Hicks Convention Services.
- _____ Return Name Badge Request to MIDSOUTH MEDIA GROUP.
- _____ Return application to reserve booth(s) for next years Spring Markets (Jackson, MS & Memphis, TN)
- _____ Return application to reserve booth(s) for the next Mistletoe Merchants (Little Rock, AR & Memphis, TN)
- _____ Return application to reserve booth(s) for the next Busy Women's Expo.
- _____ Pay outstanding balance to MIDSOUTH MEDIA GROUP upon receipt.
- _____ Request marketing materials (postcards, email coupon, posters & brochures) to MIDSOUTH MEDIA GROUP.
- _____ Return Door Prizes Donation form to MIDSOUTH MEDIA GROUP.
- _____ Return Silent Auction form to MIDSOUTH MEDIA GROUP.
- _____ Contact Health Department at 901.544.7762. (Only the merchants selling food.)

Return all MidSouth Media Group forms and direct any questions or concerns to:

Attention: Kristi Rowan
MidSouth Media Group
6920 Oak Forest Drive
Olive Branch, MS 38654
Ph. 662-890-3359 or 901-949-1101 (Kristi's cell)
fax 662-890-3918

Please return by October 1st.



AGRICENTER INTERNATIONAL

EXHIBITOR RULES

1. Staples, pins, nails, stickers, paint, masking tape and duct tape are **not** allowed on Agricenter International 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 Agricenter Management.** (These items are available for purchase from the Agricenter Administrative Office at competitive retail prices.)
2. Loading or unloading is prohibited from the Employee Parking Lot, located on the West side of the building. If unauthorized vehicles are parked in the Employee Parking Lot, they will be towed at the owner's expense.
3. Visqueen, or heavy plastic material, **must** be used on the floor for any exhibit or display using oil, water, or any other landscaping materials.
4. If balloons are used and float to the ceiling, a \$25.00 charge per balloon will be applied if removal is necessary by Agricenter International Staff.
5. 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. Agricenter International is not responsible for cleaning or vacuuming any carpet provided by the display company.
6. There will be **no** animals, except seeing eye dogs, allowed in the building.
7. Agricenter International has been designated a non-smoking facility.
8. Children must be supervised at all times. Parents **are** responsible for damage done by their unsupervised children roaming the building.
9. **DO NOT** tamper with or remove light bulbs. A fine of \$75.00 per bulb, plus applicable fees will apply.
10. Any alterations to electrical boxes will result in a \$150.00 fine, plus applicable damage fees.
11. All exhibitors must construct displays within the limits of your booth. Tables **should not** extend past the poles of your booth and into the aisles.
12. Exhibitors **will not** be allowed to stand in the aisles, or walk the aisles handing out literature. All selling should be conducted within your booth. Fair type "barkers" shouting at the public as they pass is not allowed.
13. Exhibitors **can not** display "discount" banners. MidSouth Media Group promotes quality shows with quality businesses featured at the events. Any discount signs should be limited to small, **preprinted** tabletop signs no larger than 5" x 7". Show Specials are allowed, but absolutely NO handwritten signage and NO signs stating "Everything Must Go" or "50% off All Merchandise" etc.
14. Under no circumstances may a vendor begin the processes of packing up merchandise, taking down their display, or bringing in boxes for move-out prior the show ending during show hours. This is strictly prohibited, not only does it bring the show to an end early in the area which you are located, it interferes with other paying vendors and customers still shopping at the event. If this occurs, you will lose your seniority for the following year, and be fined \$500 according to the terms of the contract. Failure to completely move out by deadline will result in a fine.



FURNITURE ORDER FORM

CANCELLATION POLICY: Items cancelled after delivery to booth will be subject to a 50% charge of the original price.

USE OF EQUIPMENT: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Hicks Convention Services cannot be responsible for injuries or falls caused by the improper use of rental furniture. All materials are on a rental basis and remain the property of Hicks Convention Services.

Qty.	30" Wide Draped Tables (white plastic top; skirted on 3 sides.) Circle your skirt color below.	Disc. Price	Stand. Price	Sub-total
	4' long 30" high	\$40.00	\$50.00	
	4' long 42" high	\$63.00	\$73.00	
	6' long 30" high	\$50.00	\$60.00	
	6' long 42" high	\$77.00	\$87.00	
	8' long 30" high	\$60.00	\$70.00	
	8' long 42" high	\$90.00	\$100.00	
	Fourth side draping	\$20.00	\$30.00	

Circle Skirt Color: ▶	Red	Burgundy	Teal
	Blue	Plum	Black
	Silver	White	Gold

Qty.	30" Wide Undraped Tables (topped in white plastic)	Disc. Price	Stand. Price	Sub-total
	4' long 30" high	\$29.00	\$39.00	
	4' long 42" high	\$39.00	\$49.00	
	6' long 30" high	\$39.00	\$49.00	
	6' long 42" high	\$49.00	\$59.00	
	8' long 30" high	\$49.00	\$59.00	
	8' long 42" high	\$59.00	\$69.00	

Qty.	Accessories	Disc. Price	Stand. Price	Sub-total
	Samsonite chair	\$15.00	\$17.00	
	Padded arm chair	\$32.00	\$42.00	
	Padded side chair	\$25.00	\$35.00	
	Counter stool	\$35.00	\$45.00	
	Director's chair – low height	\$30.00	\$40.00	
	Wastebasket	\$8.00	\$10.00	
	Easel	\$15.00	\$25.00	
	22" x 28" chrome sign holders	\$41.00	\$51.00	
	Pegboard 4' x 8' vertical/horizontal	\$85.00	\$95.00	
	Tackboard 4' x 8' vertical/horizontal	\$85.00	\$95.00	
	Glass showcase	\$250.00	\$325.00	
	Clothing rack or Bag rack	\$40.00	\$50.00	
	4' undraped table riser -1 step	\$23.00	\$29.00	
	4' undraped table riser -2 step	\$33.00	\$41.00	
	6' undraped table riser -1 step	\$28.00	\$34.00	
	6' undraped table riser -2 step	\$36.00	\$45.00	
	8' undraped table riser -1 step	\$33.00	\$41.00	
	8' undraped table riser -2 step	\$47.00	\$59.00	
	Riser draping -priced per linear foot	\$3.00	\$4.00	

Qty.	Special Masking Drape	Disc. Price	Stand. Price	Sub-total
	8' Masking	\$8.00/lf	\$10.00/lf	
	3' Masking	\$5.00/lf	\$7.00/lf	
	Pole Package: 2- 8'Uprights and 3- Crossbars per 10' space	\$85.00	\$105.00	

Total of items: Ordered: \$ _____ + 9.25% _____ =Amt. due _____

Company Name _____ Booth# _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Authorized by (please print or type) _____

▶ Circle Drape Color:

Plum	Silver	White
Red	Burgundy	Teal
Blue	Rose	Black

- Table risers are topped in white plastic
- If colors are not selected, Hicks will do so at no risk

Signature _____ Title _____



Show info

SHOW: Busy Women's Expo
 SHOW DATES: November
 BOOTH SIZE: 10' x 10'
 SHOW COLOR: Black
 FLOORING COVER: N/A
 BOOTH INCLUDES: Black-Pipe and Drape Only

CHARGE AUTHORIZATION FORM PLEASE PRINT CLEARLY OR

TYPE. Complete, sign and return this form with your orders.

Company Name		Booth #
Billing Address		
City	State	Zip
Ordered By		Date
▶ Any charge back fee resulting from invalid charge disputes will incur a \$25.00 fee, per occurrence.		
Phone	Fax	

PLEASE PRINT CLEARLY OR TYPE: Check the appropriate box, list card number and expiration date.

American Express
 Master Card
 VISA
 V-Code _____

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 EXPIRATION DATE

SIGNATURE OF CARDHOLDER (as it appears on card): _____

PRINT NAME (as it appears on card): _____

PRINT NAME OF PERSON(S) AUTHORIZED TO SIGN AT SHOWSITE: _____

IMPORTANT: Any show site balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable.



UTILITY REQUEST FORM

****The electrical fees are due directly to Agricenter International and are NOT included in your booth price****

NAME OF EVENT: Busy Women's Expo EVENT DATE: November

BOOTH NUMBER / LOCATION: _____

FIRM NAME: _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

PHONE: _____ FAX: _____ E-MAIL: _____

PAYMENT: CHECK _____ VISA _____ MASTERCARD _____ DISCOVER _____ AMEX _____

CARD #: _____ V-Code: ___ EXP. DATE: _____ NAME ON CARD: _____

AUTHORIZED BY : _____
(Printed Name) (Signature)

ELECTRICAL SERVICE

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>ADVANCE RATE</u> (4 days prior to show)	<u>FLOOR RATE</u>	<u>AMOUNT</u>
	8amp, 110v (General Use, ie: Lights, TVs, VCRs, A/V Equip)	\$ 60.00	\$75.00	
	20 amp, 110v, Dedicated (For Specific Equipment)	\$ 90.00	\$110.00	
	30 amp, 110v, Dedicated (For Specific Equipment)	\$ 120.00	\$145.00	
	20 amp, 208v, 3/4 Wire, Dedicated	\$ 150.00	\$165.00	
	30 amp, 208v, 3/4 Wire, Dedicated	\$ 200.00	\$225.00	

Higher Amperage Must be ordered 4 Days in advance. Floor Orders will not be taken.

40 amp, 208v, 3/4 Wire, Dedicated	\$ 275.00
50 amp, 208v, 3/4 Wire, Dedicated	\$ 325.00
30 amp, 208v, Three Phase	\$ 270.00
40 amp, 208v, Three Phase	\$ 350.00

(Anything over 40 amp, Three Phase is an additional \$3.00 per amp)

TOTAL ELECTRICAL CHARGES: _____

**** EQUIPMENT DESCRIPTION & AMPERAGE IS REQUIRED FOR ALL EQUIPMENT NEEDING DEDICATED LINES:**

Description: _____ Amperage: _____ Circle One: 3 Wire Plug 4 Wire Plug
 Description: _____ Amperage: _____ Circle One: 3 Wire Plug 4 Wire Plug
 Description: _____ Amperage: _____ Circle One: 3 Wire Plug 4 Wire Plug

TELEPHONE AND COMPUTER SERVICE

Phone service or internet MUST be ordered 4 business days in advance.

Limited availability. Phone lines require dialing 9 to get a line out

Agricenter does not guarantee through-put rates on phone or data lines.

	<u>Unit Cost</u>	<u>Quantity</u>	<u>Cost</u>
Standard Phone Line (per booth)	\$250.00		
Each Add. Phone Booth (same booth)	\$125.00		
Ethernet (Hard Wire)	\$200.00		
Wireless Access (Wi-Fi)	\$125.00		

Total Cost _____

CONDITIONS & SAFETY REGULATIONS:

1. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise
2. All equipment, regardless of source of power, must comply with all federal, state and local building and safety codes.
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, horsepower, etc.

The parties agree that the implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. Agricenter International does not assume any liability for damages or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever.

Make Remittance Payable to: Agricenter International

Mail to: Agricenter International • 7777 Walnut Grove Road, Memphis, TN 38120 • Phone: 901-757-7777 • Fax: 901-757-7783

Please direct electrical questions to the Building Operations Manager, extension 7108

Please direct phone/data Questions to the I.T. Manager, extension 7106

Name Badge Request Form



Each exhibitor will receive up to four (4) name badges free. This form must be filled out with the company name and name of the exhibitor. Please list the names of exhibitors as you wish them to appear. Also, list any extra badges you will need and the total cost. Any additional or lost badges will cost \$5.00 each. These must be purchased at the time of move-in or from any MIDSOUTH MEDIA GROUP staff during the show. **If names are not turned in by the October 1st deadline, badges will only list your company name; company name will be printed as written on name badge form.**

PLEASE PRINT LEGIBLY

Company Name: _____

1.	_____	_____
	First Name	Last Name
2.	_____	_____
	First Name	Last Name
3.	_____	_____
	First Name	Last Name
4.	_____	_____
	First Name	Last Name

Additional Badges

1.	_____	_____
	First Name	Last Name
2.	_____	_____
	First Name	Last Name
3.	_____	_____
	First Name	Last Name

Total Cost \$ _____



**Request for
Marketing Materials**

Promote Your Business

To help ensure your success at Busy Women's Expo, we offer the following marketing materials for your use.

Name _____
Company _____ Phone _____
Address _____
City _____ State _____ Zip _____
Web site _____
E-mail _____

1. Postcards with \$1 off admission (4 x 6)—can be used to mail to your existing clients extending an invitation to see you at the show, or used to hand out at events leading up to the show. Merchant with the most returned cards will receive a FREE 10 x 10 booth at next year's expo! (Be sure each postcard is clearly identified with your company name)

Quantity needed _____ (no charge)

2. Posters-double sided 8.5"x 11"—can be hung in your place of business or community locations.

Quantity needed _____ (no charge)

3. Internet E-mail Coupon—This is an email reminder of the show with general information and a \$1 off admission coupon that you can send to your clients via email. Let us personalize and send to your client base. (Call for details) _____ (no charge)

4. Busy Women's EXPO "Official Show Guide" 8.5"x 11"

Brochure available at door of show and mailed to past visitors of the show. Send hi-res photo and information to art@midsouthmediagroup.com to participate in product highlights.

To advertise, please see rates below:

_____ Yes, I would like to participate in an advertisement. (Circle One)

Full page \$2400

1/2 page \$1350

1/3 page \$850

1/6 page \$450

_____ Yes, I would like to participate with web link only (web link good for one year) \$75

Custom Promotional Material

Let MidSouth Media Group create a stunning marketing piece for your company at the next EXPO. Whether it's a flyer, postcard, business cards or brochure, we can design a marketing piece that will grab everyone's attention.

Price List

QUANTITY	1000	2,500	5,000	10,000	15,000
ITEM					
Business Cards 16pt. UV coated					
4/1	\$50.00	\$75.00	\$100.00	\$200.00	call
4/4	\$50.00	\$75.00	\$100.00	\$200.00	call
Artwork-\$25 per business card					
Post Cards 16 pt. UV coated					
4x6 4/1	\$93.50	\$158.00	\$174.25	\$364.25	\$543.00
4x6 4/4	\$93.50	\$158.00	\$174.25	\$364.25	\$543.00
5x7 4/1	\$193.00	\$257.00	\$365.75	\$721.50	\$1050.00
5x7 4/4	\$193.00	\$257.00	\$365.75	\$721.50	\$1050.00
6x9 4/1	\$200.75	\$370.00	\$579.00	\$999.00	\$1693.00
6x9 4/4	\$200.75	\$370.00	\$579.00	\$999.00	\$1693.00
Artwork-\$75 per postcard					
Flyers/Brochures-We will re-quote project, as paper prices fluctuate up & down.					
16 pt. UV coated 8 1/2 x 11-4/4					
2pg.	\$381.50	\$565.00	\$959.00	\$1850.00	\$2649.00
100lb. Book 8 1/2 x 11-4/4					
4pg	\$565.00	\$779.00	\$920.00	\$1400.00	\$2215.00
8pg	\$1125.00	\$1465.00	\$1900.00	\$3050.00	\$4165.00
12pg	\$1499.00	\$2009.00	\$2955.00	\$4365.00	\$6059.00
16pg	\$1945.00	\$2475	\$3755	\$5385.00	\$7115.00
Artwork-\$100 per page					

MidSouth Media Group • 6920 Oak Forest Drive • Olive Branch, MS 38654 • 662.890.3359 • 662.890.3918 fax

**Allow 7-10 day delivery after proof approval.
Pricing includes delivery.**

Price Sheet 10/08

Silent Auction



Every merchant is required to participate in the silent auction. Please fill out and return to MidSouth Media Group by October 1st. **Donations should be brought to the show office by noon on Thursday. Donations should be valued at \$100.**

Event Donation Form

Donor: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Merchandise

Item Donated: _____ Retail Value: _____

Complete Description of Item: _____



6920 Oak Forest Drive • Olive Branch, MS 38654
662.890.3359 • 662.890.3918 fax



LABOR REQUEST

In order to provide prompt and efficient processing of your labor requirements for the set up and dismantling of exhibits, it is urged that advance notice be provided on this form. Orders received at the show will be processed after advance orders in all cases.

Please indicate service desired. If procedure is not indicated, NO advance order will be assigned until exhibitor reports to Show Information Desk. Please read procedures carefully when ordering skilled labor for the installation and dismantling of your exhibit.

MidSouth Media Group will provide labor according to the following schedule:

Labor to Set Up Display

of Men _____ Date _____ Time _____

Approximate Time Required to Set-up Display _____

Labor to Dismantle Display

of Men _____ Date _____ Time _____

Approximate Time Required to Dismantle Display _____

- A 10% Service Fee will apply if labor is ordered at the Service Desk or after the show.
- MidSouth Media Group will not assume responsibility for damages to the exhibitor's equipment by temporary or full-time employees.

SUPERVISION

*Proceed with installation at the earliest time.

*Exhibit will be installed on Straight Time
Whenever possible

_____Set up (drawing & photos enclosed)
_____Set up (drawing & photos w/exhibit)

*Instructions should be provided. MidSouth Media Group personnel will supervise, but blue prints, directions, etc. will facilitate an economic and correct installation.

*A supervision charge of 30% will be added.

LABOR REQUEST

*No men will be dispatched directly to the booth.

*Exhibitor must come to the Show Information Desk to sign for the men required.

*Exhibitor agrees to return to the labor desk to check in labor at the completion of work each day.

*Note that start times other than 8:00 A.M. cannot be Guaranteed.

*Sun-Sat. 8:00 a.m.–8:00 p.m. is straight time.

LABOR RATES PER MAN, PER HOUR: STRAIGHT TIME: \$25.⁰⁰ per hour

MidSouth Media Group will accept VISA, MASTERCARD, CHECK or CASH for payment.

COMPANY NAME (PLEASE PRINT) _____ BOOTH NO. _____

AUTHORIZED SIGNATURE _____ (PLEASE PRINT) _____

ON-SITE REPRESENTATIVE (IF DIFFERENT FROM ABOVE) (PLEASE PRINT) _____

COMPANY ADDRESS _____ CITY _____ STATE _____ ZIP _____

COMPANY PHONE NUMBER (____) _____ FAX (____) _____

TENNESSEE SALES TAX OF 9.25% MUST BE ADDED TO ALL ORDERS!!!
MAKE ALL CHECKS PAYABLE TO: MIDSOUTH MEDIA GROUP

DoorPrizes



Each vendor is required to participate in door prizes. Each vendor will donate a certificate or product valued at \$25 - \$50. Please fill out and return to MidSouth Media Group by July 1st. Winner will redeem door prize at vendor booth. We estimate more than \$5,000 in door prizes will be collected for hourly give-a-ways at the expo. Help make this a huge success.

DoorPrize

Donor: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Merchandise

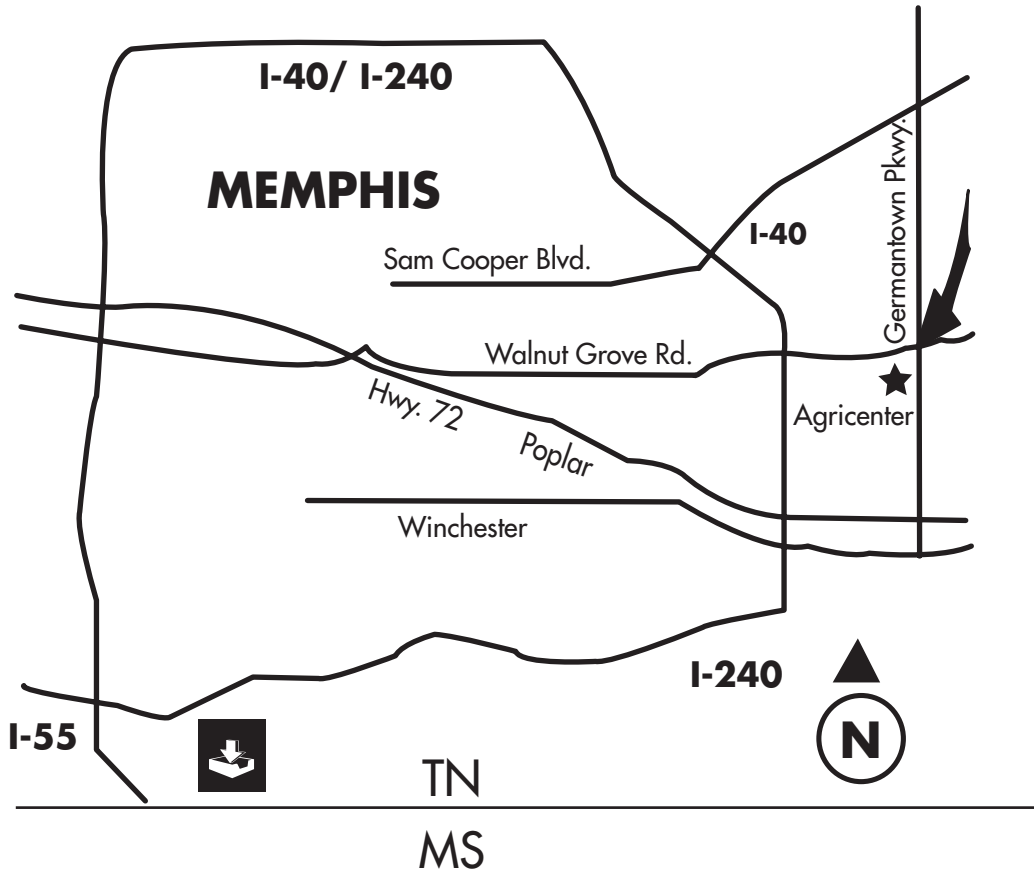
Item Donated: _____ Retail Value: _____

Complete Description of Item: _____

MidSouth Media Group • 6920 Oak Forest Drive • Olive Branch, MS 38654 • 662.890.3359 • 662.890.3918 fax

Please return by October 1st.

DIRECTIONS / HOTEL INFORMATION



Agricenter International, 7777 Walnut Grove, is located in Memphis, east from the I-240 Walnut Grove exit, or, exit I-40 at Germantown Parkway and go south.

NEARBY HOTELS (Within ½ mile to 10 miles from Agricenter)

Comfort Inn & Suites	7787 Wolf River Blvd.	(901)757.7800
\$79 King, \$85 Double	Includes Delux Continental Breakfast, Internet, Microwave, Frig, and more.	
Courtyard by Marriot	7750 Wolf River Parkway	(901)751.0230
\$98 King, \$107 Double	Includes Hot Breakfast and more.	
Hampton Inn Walnut Grove	33 Humphreys Center	(901)747.3700
\$79 King or Double	Includes Hot Breakfast, Internet, Exercise Facility and more.	
Homewood Suites	7855 Wolf River Blvd.	(901)751.2500
\$104 Suite	Includes Equipped Kitchen, Breakfast, Evening and more.	
Quality Suites	8166 Varnavas Drive	(901) 386.4600
\$89.99 King Suite	Includes kitchenette, Hot Breakfast, Social Hour, Pool, Exercise Room and more.	
Wingate by Wyndham	2270 Germantown Parkway	(901) 386.1110