

GENERAL INFORMATION

SHOW LOCATION:

Music City Center
201 5th Avenue South
Nashville, TN 37203

SHOW DAYS & HOURS:

Thursday, April 5: 10am to 7pm
Friday, April 6: 10am to 8pm
Saturday, April 7: 10am to 7pm
Sunday, April 8: 11am to 6pm

PUBLIC SHOW ADMISSION:

Adults \$12 at the Door
Youth (6-12) \$6
Under 6 FREE with Paying Adult

EXHIBIT SPACE RATES:

\$11.50 per square foot

10' x 10' = \$1,150

10' x 20' = \$2,300

- Exhibits 300 continuous sq. ft. or larger = 5% discount
- Corner space \$100 extra not to exceed \$200
- Floor covering is required for all exhibits (not provided).
- All unfinished tables are to be draped to the floor.

SPACE RENTAL INCLUDES:

- 8' high draped backdrop
- 3' high draped booth dividers
- Standard sign (7" x 44")
- General exhibit hall security
- Direct mail brochures (while supplies last)
- Listing in official show program and on official show website
- Badges for staff
- Discounted admission tickets

EXHIBIT SPACE ASSIGNMENT:

Returning exhibitors receive priority on exhibit space. Available space is then assigned according to availability in specific categories. A deposit does not ensure space. The 50% deposit required with application is returned if space is not assigned.

STANDARD EXHIBIT SPACES:

Standard exhibit spaces are 10' x 10' unless otherwise noted. Exhibits may not exceed 8' height in the back; dividers may extend one-half exhibit depth (back to front) at 8'. Balance of side dividers (*front portion of space*) may not exceed 4' height.

ISLAND EXHIBIT SPACES:

Islands are minimum 20' x 20', with aisles on all four sides. They have an automatic separation from neighboring exhibits. Full use of exhibit floor space floor to ceiling is permitted. Exterior walls of display should showcase your company and not obstruct view of other exhibits.

PENINSULA EXHIBIT SPACES:

Peninsula exhibits (*four or more adjoining spaces with aisles on three sides*) may be 8' high in the center 10' of back drape. Remaining back drape (*5' each side*) must not exceed 4' height. All display fixtures over 4' in height and placed within 10 lineal feet of a neighboring exhibit must be configured to avoid blocking the sightline to the adjoining exhibit. Any portion of the exhibit bordering another exhibit space must be finished out and may not carry signs that would intrude into or detract from the adjoining exhibit. Exhibit Limitation Exceptions: If adjoining exhibitors wish to extend the 8' height limitation to the front of the exhibit, this may be done only with Show Management's prior approval.

SETTING UP:

Exhibitors must provide their own moving/rolling equipment. Fork lifts and front-end loaders (*with driver*) are available for a fee. The facility does not provide carts or dollies.

INSURANCE:

Exhibiting companies and individuals are required to provide an insurance certificate covering liability for exhibit contents, personnel and show guests within the exhibit space. The certificate should list Southern Shows Inc. as well as the facility as the additional insured.

FOOD SERVICE :

Concessions will be available during show hours and a variety of hot and cold entrees will be offered through CenterPlate (onsite caterer at Music City Center).

TAXES-LICENSES:

Davidson County requires that all exhibitors selling at the show have a Tennessee Business License. If you do not have, Southern Shows, will purchase a temporary business license on your behalf for \$25. This amount will be added to your account. If you have a Tennessee Business License, please email or fax a copy to us, and the charge will be removed. Sales tax must be collected and exhibitors are responsible for reporting and paying taxes on sales made to the show.

FOOD SAMPLING:

Each exhibitor sampling any food product must follow Health Department guidelines, as well as sample size restrictions enforced by the facility.

EXHIBITOR ID BADGES & SHOW SPECIAL ADMISSION TICKETS:

- 100 sq ft - 8 badges and 5 complimentary tickets.
- 200 sq ft - 12 badges and 10 complimentary tickets.
- 300 or more sq ft - 12 badges for first 200 sq ft and 2 badges for each additional 100 sq ft, plus 5 complimentary tickets for every 100 sq ft

Exceptions to above would be special feature or non-profit participants.

PARKING:

The Music City Center has a dedicated parking lot with 1800 spaces. No overnight parking is allowed. There are additional parking lots within walking distance of the Music City Center.

GUEST TICKETS:

Guest tickets (not for resale) are available on consignment for \$6 each. Unused tickets may be returned for credit prior to show's conclusion.

EXHIBITOR DOCUMENTS

ONLINE:

The following documents are available online at www.southernshows.com

- Exhibitor Kit
- Decorator forms
- Forms for electrical, telephone, internet and other utilities
- Information for creating your exhibitor website
- Show floorplan

MOVE-IN SCHEDULE:

Tuesday, April 3: 10am to 6pm
Wednesday, April 4: 9am to 7pm
Exhibits must be fully set up by Wednesday, April 4 at 7pm.

MOVE-OUT SCHEDULE:

Sunday, April 8: 6pm to 10pm
Monday, April 9: 8am to 11am
All products must be removed from the building by 11am Monday, April 9.

FOR MORE INFORMATION:

STACY ABERNETHY
Executive Show Manager
704.494.7554
800.849.0248 x129
sabernethy@southernshows.com

SouthernShows™

810 Baxter Street Charlotte, NC 28202
P.O. Box 36859 Charlotte, NC 28236

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