

Jackson Area Chamber of Commerce Annual Spring Farm & Home Show

Saturday, March 17, 2012 ~ 9:00 a.m. to 3:00 p.m.

To be held at the AGCO Training Center Showroom, 202 Industrial Parkway, Jackson

The Farm & Home Show Committee and the Jackson Chamber of Commerce Board of Directors have established the following rules and regulations for exhibitors participating at the Farm & Home Show.

- ❑ Businesses that sponsor the event and/or had a booth in the previous year are priority exhibitors. Booth space is filled on a first-come, first-served basis and by order of payment received into the Chamber office.
- ❑ *Booth space payments must be paid in full by noon on **February 15, 2011**, to be included in all advertising opportunities; posters, newspaper, radio and web-site listings.*
- ❑ Setup time is on Friday, March 16, from 1:00 p.m. until 5:30 p.m. and on Saturday from 7:00 a.m. to 8:45 a.m. **PLEASE NOTE:** all exhibitors are asked to leave displays up until 3:00 p.m. sharp! Tearing down displays early causes commotion, extra noise & disturbs other exhibitors who are speaking with potential customers!
- ❑ **Please bring all of your own equipment such as dividers, back drops, extension cords, tape, or scissors. Anything that you may need. There is an overhead door on the west side and on the north side of the AGCO building that may be used for loading and unloading displays. Tables and chairs are available free of charge. Please mark your registration sheets accordingly if you need either item, and let us know how many you would like. Also, mark your sheet to let us know if you will need electricity.**
- ❑ Please do not nail or hang anything on the walls. Anyone damaging his or her booth area will be held responsible including financial cost of all damages, and applicable fines.
- ❑ The size of booth space available is: 10' x 10' or 10' x 15'. Two booth spaces may be reserved if needed.
- ❑ Outside displays (free of charge with paid booth fee) will be lined up on the west side of the AGCO building.
- ❑ After unloading your exhibits, please move your vehicles across the street to the South plant parking area. This will help us provide parking space for the public in the west parking lot of the AGCO Engineering Center.
- ❑ All displays must be completely removed from the site by 5pm on Saturday after the show. No exceptions!
- ❑ JCC FFA lunch is available onsite. We will be taking lunch orders and can deliver to your booth, if desired.
- ❑ The Jackson Area Chamber of Commerce and the Farm and Home Show Committee reserve the right to refuse admittance to anyone not following the designated regulations of this event.
- ❑ Remember the success of the day depends on the cooperation of all exhibitors.

We would like to take this opportunity to express our appreciation for your participation, sponsorship and cooperation in making the Annual Farm & Home Show a huge success for the Jackson area.

If you have any questions, please contact the Chamber office at (507) 847-3867 or email chamber@jacksonmn.com

Thank you,
The Jackson Area Chamber of Commerce
Farm and Home Show Committee