

This is the official 2010 Garden & Patio Show Exhibitor Packet. Booth space is limited. Preference on booth location will be given in the order we receive application with payment. Booth location request will be taken into consideration, but final decisions will be made by MNLA.

Previous Exhibitors: Send your application in early to reserve your space and get the Discount Registration Price. After December 1, 2009, all members and previous exhibitors will be required to pay the Regular Registration Price.

New Exhibitors: Receive the Discount Registration Price.

To receive the member price, you will need to either join MNLA or pay your 2010 Dues. The Membership Application is available on our web page [www.msnla.org](http://www.msnla.org).

Please make sure you fill out the entire Exhibit Space Rental Agreement and sign the Terms and Conditions. Instructions below – please read carefully.

**\*\*NEW FOR 2010\*\***

**Sign Up Confirmations, Receipts and any other Notices about the 2010 Shows will be sent to you via EMAIL. Please give us a valid email address on your application. If you do not have an email address, please give us a working fax number.**

**Instructions: (Please read carefully and fill in all information. If you have any questions, please contact the MNLA office at 601-919-8111.)**

1. Fill in Contact Information. (Note: The business name you write will be printed on an ID sign for your booth)
2. Fill in Booth Space information.
3. List Names for Badges. Please write legibly. You receive two comp. (free) badges per booth you purchase.  
Ex:      1 Booth Purchased            = 2 Comp. Badges  
            2 Booths Purchased        = 4 Comp. Badges  
            3 Booths Purchased        = 6 Comp. Badges  
Additional badges are \$5.00 each. (If there is not enough room on application for your complete list of names, please include an additional sheet of paper.)  
If names are not turned in by February 1, 2010, badges will be printed with your business name only.
4. Total Amount - Add together:
  1. Booth Space
  2. Holding Area Fee-\$25.00 per show
  3. Additional Badges needed (\$5.00 each)
5. List items you plan to sell at the show in the provided space at the bottom of the Exhibit Space Rental Agreement.
6. List the items you wish to donate and indicate which show(s) you are donating them to.
7. Sign and date the Exhibit Space Rental Agreement.
8. Payment Information:  
Check – Mail to: MNLA, PO Box, 4190, Brandon, MS 39047  
Credit Card – Fill in information in provided space. You may fax the application to 601-919-3388, if a credit card is used. Please call the office (601-919-8111) to confirm that we have received your faxed application.
9. Read, sign and date the Terms & Conditions for Exhibiting.
10. Send to MNLA. Mail: PO Box 4190, Brandon, MS 39047 or Fax: 601-919-3388

**The Exhibit Space Rental Agreement and Terms & Conditions have changed.  
Please make sure you read both carefully before signing and submitting.**



# 2010 Garden & Patio Shows Exhibit Space Rental Agreement



**BILOXI, MS**  
Feb 26 - 28  
MS Coast Coliseum

**HATTIESBURG, MS**  
March 12 - 14  
Lake Terrace Conv Center

**JACKSON, MS**  
March 19 - 21  
MS Trade Mart

Business Name (Name to appear on sign): \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Booth Cost:	Discount-Before Dec.1, 2009		Regular-After Dec. 1, 2009	
	Member	Non Member	Member	Non Member
Standard (10'X10')	\$300.00	\$500.00	\$400.00	\$550.00
Corner (10'X10')	\$400.00	\$600.00	\$500.00	\$650.00
End Cap (10'X20')	\$800.00	\$1,200.00	\$900.00	\$1,250.00

**Booth Price includes: one 6 ft. table, one chair, one sign, & two comp. badges (per booth).  
• PRODUCT HOLDING AREA - \$25.00 Each Show/Each Exhibitor**

**Booth Cost Is Non-Refundable After December 31, 2009. To Receive Discount Price, Full Payment Must Be Received Before December 1, 2009. 1/2 Payment Must Accompany Application. If Submitting Application After December 1, 2009, Full Payment Must Accompany Application. New Exhibitors Receive Discount Price.**

## Gulf Coast Garden & Patio Show ~ MS Coast Coliseum ~ Date: Feb. 26 - 28, 2010

# of Booths	Type	Price	Names for Badges:	
_____	Standard	\$ _____	_____ Comp, _____	_____ Comp
_____	Corner	\$ _____	_____ \$5.00, _____	_____ \$5.00
_____	End Cap	\$ _____	<b>Total Amount (Booth + Badges + \$25.00) = \$ _____</b>	

## Hattiesburg Garden & Patio Show ~ Lake Terrace Conv Center ~ Date: March 12 - 14, 2010

# of Booths	Type	Price	Names for Badges:	
_____	Standard	\$ _____	_____ Comp, _____	_____ Comp
_____	Corner	\$ _____	_____ \$5.00, _____	_____ \$5.00
_____	End Cap	\$ _____	<b>Total Amount (Booth + Badges + \$25.00) = \$ _____</b>	

## Jackson Garden & Patio Show ~ MS Trade Mart ~ Date: March 19 - 21, 2010

# of Booths	Type	Price	Names for Badges:	
_____	Standard	\$ _____	_____ Comp, _____	_____ Comp
_____	Corner	\$ _____	_____ \$5.00, _____	_____ \$5.00
_____	End Cap	\$ _____	<b>Total Amount (Booth + Badges + \$25.00) = \$ _____</b>	

List main items you plan to sell at these shows: \_\_\_\_\_

**Garden Lover's Dream Package Donation:** I will donate \_\_\_\_\_, valued at \$ \_\_\_\_\_.

Please indicate which show(s) you are donating to: Biloxi Show \_\_\_\_\_, Hattiesburg Show \_\_\_\_\_, Jackson Show \_\_\_\_\_.

The items donated will be given away during the show. Thank you for your donation!

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Referred By:** \_\_\_\_\_

**Mail:** MNLA  
PO Box 4190  
Brandon, MS 39047  
**Phone:** 601-919-8111  
**Fax:** 601-919-3388  
**Web:** [www.msnla.org](http://www.msnla.org)

Date \_\_\_\_\_ Amount \_\_\_\_\_ ExpDate \_\_\_\_\_ Verification Code \_\_\_\_\_  
Visa/MasterCard # \_\_\_\_\_  
Signature on Card \_\_\_\_\_  
Billing Address \_\_\_\_\_  
(You may fax application if credit card is used for payment 601-919-3388)

## TERMS AND CONDITIONS FOR EXHIBITING AT MNLA GARDEN & PATIO SHOWS

1. **EXHIBITOR ELIGIBILITY-** The Garden & Patio Show shall have the right to determine the eligibility of any exhibitor for inclusion at the Garden & Patio Show, and reserves the right to refuse any or all applications for space and to prohibit or remove any exhibit, display or part thereof, or proposed exhibit display or device which in the opinion the Garden & Patio Show is not related to the nursery/landscape industry and/or suitable to or in keeping with the product display policy.

2. **SUB-LEASING AND SHARING-** No exhibitor may assign, sublet or apportion the whole or any part of the exhibit space assigned, nor permit any other party to exhibit therein, nor distribute any promotional or advertising materials in the occupied space other than those manufactured, grown or sold by Exhibitor in the regular course of business.

3. **EXHIBIT DISPLAY SPECIFICATIONS-** Standard booths will be 10' x 10' in size. An 8' high back drape, 36" high side drapes, standard sign (with company name) and daily janitorial service for aisle cleaning will be included at no charge. Additional equipment, materials and/or services (including interior booth cleaning) required by Exhibitor must be purchased separately. Exhibitor shall pay any repair damage to the Exhibit Facility caused by any action of Exhibitor. Use of booths and exhibit activities of Exhibitor shall be subject to all requirements and instructions of the Exhibit Facility Management pertaining to the use of their facility.

4. **EXHIBITION SCHEDULE-** Exhibitors will comply with the official schedules established for move-in, show hours and move-out. All exhibitors will have displays ready by the official opening of the expo and will not initiate breakdown or remove exhibit materials from the Exhibit Facility prior to the official closing of the Garden & Patio Show.

5. **SECURITY-** Twenty-four (24) hour security will be provided from the beginning of the show to the end of the show. The Garden & Patio Show shall not be held responsible for the loss of any material by any cause and urges Exhibitor to exercise precautions to discourage loss due to theft or any other cause. No responsibility is assumed by the Garden & Patio Show for goods delivered to the "exhibit areas," or for materials left in the "exhibit areas" at any time. Exhibitors are encouraged to insure exhibit property against loss or theft, and those wishing to do so, must do so at their own expense.

6. **INSURANCE AND INDEMNITY-** It is expressly understood and agreed by Exhibitor that neither the Garden & Patio Show nor their employees nor their contractors shall be liable for loss or damage to the goods or properties of Exhibitor. On signing the EXHIBIT SPACE RENTAL AGREEMENT, Exhibitor releases and agrees to indemnify the Garden & Patio Show, and hold them harmless from any suit or claim for property damage or personal injury (including punitive damages) by whomsoever sustained, including Exhibitor and Exhibitor's agents or employees on or about Exhibitor's display space or arising out of Exhibitor's participation in the Garden & Patio Show, expressly including such damage or injury resulting in any part from the negligence of one or more of the aforementioned indemnities. The performance of this agreement by either party is subject to acts of God, war, government regulation, disaster, civil disorder, the public enemy, curtailment or transportation facilities, or other emergency over which neither party has control making it illegal or impossible to provide the facilities or to hold the function. Exhibitor agrees to maintain such insurance that will fully protect the Garden & Patio Show from any and all claims of any nature whatsoever, including claims under the Workers' Compensation Act, and for personal injury, including death, which may arise in connection with the installation, operation, or dismantling of Exhibitor's display. Exhibitor agrees to indemnify and hold harmless the Garden & Patio Show for any such claims, irrespective of insurance coverages. Exhibitor further acknowledges that insurance covering the exhibit and/or property against damage and business interruption losses are the sole responsibility of Exhibitor. **Exhibitors are required to have Certificates of Insurance available for inspection by the Garden & Patio Show.** In addition, the host Exhibit Facility is not liable to Exhibitor for any damage to or for the loss or destruction of any exhibit or the property of Exhibitor by fire or other casualty covered by an extended coverage endorsement to a fire insurance policy, whether caused by negligence of the Exhibit Facility Management, its officers, agents, servants, employees or otherwise, all claims for any such loss or damage being expressly waived by Exhibitor who agrees to indemnify and hold the host Exhibit Facility Management harmless for such claims.

7. **CANCELLATION/DISRUPTION OF THE GARDEN & PATIO SHOW-** Should any eventuality cause cancellation or disruption of the exhibition, the Garden & Patio Show shall not be liable for any expenses incurred by Exhibitor other than the rental cost of the exhibit space less expenses incurred by the Garden & Patio Show. In no case shall the amount of refund to Exhibitor exceed the amount of the exhibit fee paid.

8. All exhibitors are required to comply with the policies of the Mississippi State Tax Commission. The Tax Commission has required us, the promoter of this event, to collect and remit all sales tax owed for all sales at the event from all vendors. To abide by this policy, you are required to report your sales at this event on a sales tax envelope provided by the Garden & Patio Show, and deliver it to the promoter with payment of the appropriate sales tax enclosed. Payment must be in the form of a check or money order payable to the Mississippi State Tax Commission. The Garden & Patio Show event coordinator will in turn, submit these returns and payments to the State Tax Commission. The Garden and Patio Show assumes no responsibility in getting these amounts credited to any specific tax account.

9. The Garden and Patio Show will place ads in the media with \$5.00 coupons off any purchase (made from an exhibitor at the show) of \$50.00 or more. In signing this agreement you, the Garden and Patio Show Exhibitor, agree to honor these coupons (one per customer, per exhibitor). The Exhibitor will collect the coupons and after the show closes, will place these coupons in a drawing for a \$300.00 credit to booth space in the upcoming year. This credit is nontransferable and void after one year.

**I have read and agree to all terms and conditions of pages (1) Exhibit Space Rental Agreement and (2) Terms and Conditions for Exhibiting at Garden and Patio Shows:**

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Please return to MNLA, make sure that both sides are signed & filled out completely. Please keep a copy for your records.**

# **2010 Exhibitor Information:**

**Please read carefully-  
Info applies to all 3 shows.**

**Biloxi:**  
February 26 – 28  
MS Coast Coliseum

**Hattiesburg:**  
March 12 – 14  
Lake Terrace Conv Ctr

**Jackson:**  
March 19 - 21  
MS Trade Mart

## ■ **Exhibitor Move In, Move Out, Show Schedules:**

When you arrive at the show, please come immediately to the MNLA booth to pick up your exhibitor package, along with your booth(s) assignments and name badges. **We ask that you do this before you start to move any material into the building. All exhibitors must check in with MNLA by 3:00 PM on Thursday, Set Up Day.**

- **Move In:**                    **Thursday: 7:00 AM – 6:00 PM** (Gardens Move In TBA)  
Must be there by 3 PM to Check In
- **Show Hours:**            **Friday: 10:00 AM – 5:00 PM**  
Doors will open for exhibitors at 7:30 am and close at 6:00 pm (Must wear name badges)  
**Saturday: 9:00 AM – 5:00 PM**  
Doors will open for exhibitors at 7:30 am and close at 6:00 pm (Must wear name badges)  
**Sunday: 10:00 AM – 4:00 PM**  
Doors will open for exhibitors at 9:00 am (Must wear name badges)
- **Move Out:**                **Sunday: 5:00 PM – 9:00 PM**

## ■ **Exhibit Regulations:**

- All exhibits must be completely set up before 8:30 AM, Friday. Exhibitors will not be allowed to pack up or move any material out of the building before the show closes at 4:00 PM on Sunday. All material must be removed from the building on Sunday. **Any material not removed from the building will incur a removal fee. Please do not leave the facility until your trucks are loaded and all material has been removed from the building.**
- **PLEASE** be respectful of other exhibitors when parked in the loading dock area. Limit time to less than one hour. Unload products onto the show room floor, and then set up your booth. Please do not block loading area with vehicles while you are setting up booth display racks.
- All exhibitors, exhibitor's employees and booth workers must wear name badges during show hours and when entering the facility at any time on show days. Security guards will be at the doors and will be checking for badges. We will have a company on-site **Thursday only** if you require additional badges. Each additional badge will require a \$5.00 fee.
- Twenty-Four hour security will be provided from the beginning of the show to the end of the show. These security guards will be enforcing all Exhibit Regulations and Terms & Conditions. Please be respectful, as they are there for your protection.
- Exhibitors are **NOT ALLOWED** to bring food or drinks into any of the facilities. This is not a MNLA rule, this is a facility rule. The facility will take food and drinks away from any exhibitor at the door **IF THEY SEE IT.**
- During Show Hours exhibitors **CANNOT** use large dollies or equipment to bring additional product into the building. If you need to bring a large dolly or equipment into the building during show hours, please contact the Show Manager for an escort 601-919-8111. Exhibitors **CANNOT** block aisles at any time. All exhibitors must keep all product inside the 10X10 area. The **FIRE MARSHALL** will not allow any product to overlap into aisles.
- Exhibitors must have **customers** come to "Shopper's Holding Area" to check in plants or other items. In order to maintain security for those products, each shopper must sign their own items into the area. Exhibitors can accompany the shopper, but cannot check the items in for them. If you need to use a large cart to help get a shopper's items to the "Shopper's Holding Area" please ask for an escort. The safety of our shoppers must be of utmost importance! Give us a call from your cell at 601-919-8111 and someone will meet you at your booth.

- The Mississippi State Tax Commission requires that tax money collected at this show (7%), must be turned in to the MNLA booth, in envelopes provided, at the end of the show. **As of January 1, 2009, the Mississippi State Tax Commission is now requiring the promoter (MNLA) to collect all tax money. Checks or Money Orders ONLY – NO CASH WILL BE ACCEPTED. Check & Money Orders are to be made out to MNLA.** All monies collected by MNLA will, in turn, be turned over to the Mississippi State Tax Commission. **All exhibitors are required to turn in an envelope for taxes, even if you do not sell a product.** You may contact the Mississippi State Tax Commission Office of Audit and Compliance at 601-923-7305.

- **Coupons:** The Garden and Patio Show will place ads in the media with \$5.00 coupons off any purchase (made from an exhibitor at the show) of \$50.00 or more. In signing the Terms & Conditions you, the Garden and Patio Show Exhibitor, agreed to honor these coupons (one per customer, per exhibitor). The Exhibitor will keep the coupons and after the show closes, place these coupons in a drawing for a \$300.00 credit to booth space in the upcoming year. This credit is nontransferable and void after one year.

## \$5.00 Off Coupon

### Shop at the

# 2010 Garden and Patio Shows

Clip this coupon and bring to any of the 2010 Garden and Patio Shows to receive \$5.00 off a \$50.00 purchase from any Exhibitor.

Only one coupon may be used at each exhibit booth.

Clip more coupons and use at different booths.

May **not** be used for door admittance.

- ❖ **For Hattiesburg Exhibitors Only:** During Move In and Move Out, exhibitors CANNOT drive on the grass, under any circumstances. A \$500.00 fine will incur for each instance.

- **Electricity, Water, Additional Items:** All booths are provided with One 6 Foot Table, One Chair and One ID Sign. All other items are to be purchased separately through the show specific display company. These packets will be emailed to exhibitors. Please make sure that we have a valid email address for you.

▪ **Directions:**

**MS Coast Coliseum & Convention Center - 2350 Beach Boulevard, Biloxi, MS 39531**

We will be in the newly expanded part of the MS Coast Coliseum and Convention Center.

The facility is located right on the beach in Biloxi, off Highway 90.

- From I-10 East: Take Exit 46 A to 110 South. Turn west on Highway 90.
- From I-10 West: Take Exit 34 A to 49 South. Turn east on Highway 90.

**Lake Terrace Convention Center - 1 Convention Center Plaza, Hattiesburg, MS 39401**

- From I-59 South: Take Exit 67A. At bottom of ramp turn right. Left at first red light.
- From I-59 North: Take Exit 67A. Merge onto Hwy 49 S. Left at first red light.
- From Hwy 49 S: Take Hwy 49 N to Hattiesburg. Turn right at red light just before the intersection of I-59 & Hwy 49.
- From Hwy 49 N: Take Hwy 40 S to Hattiesburg. Take a left at the first red light past the intersection of I-59 & Hwy 49.
- From Hwy 98 E or W: Take Hwy 98 to I-59. Take I-59 N to exit 67A. Once on Hwy 49 S, take a left at first red light.

**Mississippi Trade Mart - 1207 Mississippi Street, Jackson, MS 39202**

- From I-55: Exit onto High Street (Exit 96B); take a left at the 2<sup>nd</sup> light. The Coliseum will be directly ahead; the Trade Mart will be the building on the left.
- From I-20: Exit onto I-55 North. Less than one mile, you will exit onto High Street (Exit 96B). Take a left at the 2<sup>nd</sup> light. The Coliseum will be directly ahead; the Trade Mart will be the building on the left.
- From I-49 South: Exit I-20 West. Less than one mile, you will exit onto I-55 North. Exit onto High Street (Exit 96B). Take a left at the 2<sup>nd</sup> light. The Coliseum will be directly ahead; the Trade Mart will be the building on the left.

**If you have any questions, please call the MNLA office at 601-919-8111. We are delighted to have you as an exhibitor and we Thank You for your support of the MNLA Garden & Patio Shows! We look forward to seeing you soon!**

Mississippi Nursery & Landscape Association, PO Box 4190, Brandon, MS 39047, 601-919-8111 ~ 601-919-3388 (Fax)

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