



**Exhibit Space Rental Agreement
JACKSON: March 20-22, 2015
MS Trade Mart/State Fairgrounds**

Business Name (Name to appear on sign): _____

Contact Person: _____ Email: _____

Address: _____ City _____ ST _____ Zip _____

Business Phone: _____ Fax: _____ Cell: _____

Names for Badges: (2) Free Per Booth, Additional \$5.00 each (add to table below)

_____, _____, _____, _____

Full payment must accompany application. Booth cost is non-refundable after Dec. 31. Booth Price includes: 8' back drape, 3' side drapes, (1) 6 ft. table, (1) chair, (1) sign, (2) free badges per booth, additional exhibitor storage area (not adjacent to the booth).

Booth Size 10 x 10	Discount Paid by Nov 1 Member Price*	Regular Paid by Dec 31 Member Price*	Late Paid After Jan 1 Member Price*	Quantity	Total \$
Standard	\$270	\$300	\$400		
Corner (2 Corner Booths = EndCap)	\$360	\$400	\$500		
Additional Name Badges- \$5 each					
Customer Holding Area- \$25 Fee is optional, but we ask all vendors to pay.					
*All non-members add \$150 to prices above OR contact MNLA to inquire about membership.				Total # of Booths:	Amount Total \$

Date _____ Amount* _____ ExpDate _____ Security Code _____

Visa/MasterCard # _____

Signature on Card _____

Billing Address _____

*There is a 3% fee for paying with a credit card. If not added into the total, MNLA will automatically charge the 3% fee to your credit card. You may fax application if credit card is used for payment 601-919-3388.
MAIL: PO Box 4190, Brandon, MS 39047 ~ FAX: 601-919-3388 ~ PHONE: 601-919-8111
WEB: www.msnla.org ~ EMAIL: haleymsnla@aol.com

Items you will be selling: _____

Door Prize Donation: Yes _____ No _____ Door prizes will be given away daily to attendees, you will get recognition for this donation.

Please visit www.msnla.org to read the Terms & Conditions, Rules and Guidelines. By completing and signing this application, I have read and agree to all terms, policies, rules and guidelines established by MNLA and the Garden Extravaganza.

Authorized Signature: _____ Date: _____ Referred By: _____





Exhibitor Information
BILOXI: March 6 & 7, 2015
JACKSON: March 20-22, 2015

Sign up confirmations, receipts and any other notices will be sent via email.
If you do not have an email address, please give us a working fax number.

- **Registration:** Exhibitors registering after January 1, 2015 are not ensured the benefits outlined in the Exhibitor Application. This includes Booth ID Sign, listing in the official show program, or listing on the MNLA website. MNLA reserves the right to limit the number of similar exhibitors selling non-plant material.

- **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.**

BILOXI SCHEDULE:

Thursday:

7:00 AM – 5:00 PM MOVE IN
6:00 PM – 9:00 PM SPECIAL EVENT

Friday:

9:00 AM – 5:00 PM SHOW HOURS
(Doors open for exhibitors @ 7 am)

Saturday:

9:00 AM – 5:00 PM SHOW HOURS
(Doors open for exhibitors @ 7:30 am)
5:00 PM MOVE OUT

JACKSON SCHEDULE:

Thursday:

7:00 AM – 5:00 PM MOVE IN
6:00 PM – 9:00 PM SPECIAL EVENT

Friday:

9:00 AM – 5:00 PM SHOW HOURS
(Doors open for exhibitors @ 7 am)

Saturday:

9:00 AM – 5:00 PM SHOW HOURS
(Doors open for exhibitors @ 7:30 am)

Sunday:

11:00 AM – 4:00 PM SHOW HOURS
(Doors open for exhibitors @ 10 am)
4:00 PM MOVE OUT

- **Exhibit Regulations:**

- **MOVE IN/MOVE OUT:** All exhibits must be completely set up before 8:00 AM, Friday. Exhibitors will not be allowed to pack up or move any material out of the building before the show closes. **Any material and trash not removed from the building will incur a removal fee. Please do not leave the facility until your trucks are loaded and all material and trash has been removed from the building.**
- **LOADING DOCK:** 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. **During the show, vendors are not allowed to park on the loading dock.**
- **NAME BADGES:** 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.
- **SECURITY:** Security guards will be provided. These security guards will be enforcing all Exhibit Regulations and Terms & Conditions. Please be respectful, as they are there for your protection.
- **BOOTHS:** Per the Fire Marshall, exhibitors cannot block aisles at any time. All exhibitors must keep all product inside the area you purchased; please make sure you purchase enough booth space. This will be monitored.
- **RESTOCKING:** During Show Hours exhibitors cannot use large dollies or equipment to bring additional product into the building. If you need to bring a cart or wagon into the building during show hours, please contact Haley or Judy at 601-919-8111. The safety of our shoppers must be of the utmost importance!

- **CUSTOMER HOLDING AREA:** In order to maintain security for these 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 cart or wagon to help a customer, please call Haley or Judy at 601-919-8111. Safety First!
- **EXHIBITOR STORAGE AREA:** There will be a designated area at each of the 2015 shows for exhibitors to store extra product inside the building. This is a free space to exhibitors and is first come, first serve. However, exhibitors selling plants will have priority over exhibitors selling hard goods, due to the fact that their items are perishable. There is very limited storage at the Biloxi Show. Please limit the storage area to product only-no chairs, tables, boxes, etc. Please do not “work” out of this area; CUSTOMERS ARE NOT ALLOWED IN THIS AREA. This will be monitored. Please follow the rules so that this can continue to be a free service.
- **SALES TAX:** The Mississippi State Tax Commission requires that tax money collected at this show (7% in Biloxi, 8% in Jackson), must be turned in to MNLA (Biloxi: Saturday 3-5pm/Jackson: Sunday 2-4pm). 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. 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 MS State Tax Commission Office of Audit and Compliance at 601-923-7305 if you have questions.
- **COUPONS (JACKSON ONLY):** The Garden Extravaganza 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 Exhibit Space Rental Agreement you, the Garden Extravaganza 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.
- **FOOD:** Exhibitors are not allowed to bring food or drinks into any of the facilities. This is not our rule, this is a facility rule. The facility will take food and drinks away from any exhibitor at the door **IF THEY SEE IT.**
- **INTERNET:** Biloxi Show - The use of cell phone tethering and mobile hotspots are prohibited and all internet connections must be purchased through the MS Coast Coliseum & Convention Center.
Jackson Show – Limited internet access, not for running credit card purchases.

- **Electricity, Water, Additional Items:** These items are to be purchased separately through the show specific display company. These packets will be sent to exhibitors via email -- Please make sure that we have a valid email address for you.

▪ Directions:

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

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.

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

- From I-55: Exit onto High Street (Exit 96B); take a left at the 2nd 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 2nd 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 2nd 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! We look forward to seeing you soon!

Mississippi Nursery & Landscape Association 601-919-8111 ~ 601-919-3388 (Fax)

haleymnla@aol.com, judymsnla@aol.com ~ www.msnla.org

