

The top 7 things you should know about exhibiting at the Central Plains Dairy Expo

1) Schedule at a glance

Monday, March 27	Equipment and big exhibit move in.
Tuesday, March 28	Exhibit move in. 8 a.m. - 5 p.m.
Wednesday, March 29	Trade Show, 8:30 a.m. to 5:30 p.m.
Thursday, March 30	Trade Show 8 a.m. to 3 p.m.

2) Name badges: Pre-order them online at

<http://centralplainsdairy.com/Expo/ExpoWelcomeRegis.htm>

3) What your booth includes: Pipe and drape, an 8-foot standard-height table, two standard chairs, a wastebasket and wireless internet access is included in your booth. Not included: carpet, specialty height tables and chairs, electricity, and other specialty items.

4) Special stuff: To order electricity, carpet, specialty tables and chairs, sofas, food, lifts and booms see

<http://www.siouxfallsc.com/media/2394/2016-sfcc-exhibitor-packet-revised.pdf>

There is a substantial discount for ordering 10 days prior to the show. You can also order products and services on Tuesday, March 29 at the Vendor Services desk, which is located at the back on the Convention Center.

5) Shipping address: Denny Sanford Premier Center Complex, 1201 N. West Ave., Sioux Falls, SD 57104. Materials can arrive no more than 1 week before move-in. Put "Central Plains Dairy Expo," company name and booth number on your package.

6) 2 Golden Rules for displays

1) The front 3 feet of all exhibits can't be more than 3 feet high (the height of the side drape).

2) Lights need to be pointed up or down, not across the aisle into another exhibitor's booths.

See exhibitor's manual for other display rules.

7) Move out

- **When:** Move out can begin no earlier than 3 p.m. on Thursday, March 30. If you take your exhibit down earlier than 3 p.m., you will lose your space for next year. Your booth must be removed by 8 p.m. Equipment outside in the east parking lot must be removed by 10 a.m. Friday, March 31.
- **Where's your empty boxes and crates?** They will be on the loading docks. You will have to find them. You can use a hand cart to move them to your booth, or you can ask a forklift operator to move them for you. Coordinate this with the forklift operator boss on the floor. There are two bosses, one for the Arena and one for the Convention Center. Look for them by main exits.
- **Outbound shipping:** Fill out a shipping form, move the boxes or crates to Convention Center dock or have the forklift boss get them moved for you, and **CALL THE SHIPPER TO ORDER A PICK UP.**