

JANUARY 5, 2022

**FORT WAYNE FARM SHOW
JANUARY 18, 19, 20, 2022
SET UP INFORMATION**

Thank you for exhibiting with us in the 33rd Annual Fort Wayne Farm Show. Please share the following information with all the personnel that will be involved with your display area. Move in will be Monday, January 17th.

Due to security procedures, the guards will be given each exhibitor's booth number and move in schedule. For the benefit of you and all our exhibitors, please call our office as soon as possible if you need to change your move in time. Follow your move-in time. Displays arriving late may be turned away without refund due to the show's floor plan.

SHOW HOURS: TUESDAY 9:00 AM TO 5:00 PM
 WEDNESDAY 9:00 AM TO 8:00 PM
 THURSDAY 9:00 AM TO 4:00 PM

DOORS WILL OPEN FOR EXHIBITORS AT 8:00 AM - MAKE SURE YOU SHOW YOUR EXHIBITOR BADGE FOR ADMITTANCE

DRIVE IN DOORS: Door #3, #4, #11 & #12* are 12 Ft. wide 14 Ft. high.
 Door #13A is 22 Ft. wide & 14 Ft. high.
 *Pressure washer services will be offered at a cost and on a first come basis.

FOR BOOTH AREA IN: EXPO II enter door #11 or #12
 EXPO III enter door #3 or #4
 If your product is over 12 Ft. enter door #13A

Exhibitors in EXPO IV (booth numbers 800 through 1445) use door #16, this door is 11 Ft. high & 10 Ft. wide.
Exhibitors in the CONFERENCE CENTER (booths C106-C443) use doors 13A or B, loading dock is 13C
The Conference Center is carpeted. Please know, understand, and follow all restrictions placed on exhibitors in that area.

Exhibitors sending product to the Coliseum ahead of the show: The Allen County War Memorial Coliseum address is, 4000 Parnell Ave., Fort Wayne, Indiana, 46805. Telephone number 260-482-9502. Include your company name and booth number on articles so the Coliseum will know which company they are to be held for. Any heavy equipment delivered to the Coliseum requires prior approval. Coliseum fork lifting is limited to 4,000lbs. prior to move-in day. Trailer parking will be available south of the Coliseum along the fence. All displays with combustible fuels must have fuel tanks locked or taped shut.

ARTCRAFT SERVICE GROUP will be handling our decorating. Please order your tables, chairs, sign, etc. early to save you money and confusion at the show. Please note; the colors for the background drapes will be black & silver. If a sign is needed for your booth you must order it from them. Please see decorator services at our website www.tradexpos.com/ftwayne to print the Exhibitor Kit which contains the order forms, or you may call 1-800-878-0710, to have them mail you the Exhibitor Kit and answer any questions you may have.

Stop by the Information Desk in the lobby for your exhibitor information, including exhibitor buttons and free parking passes. You are welcome to bring your own personalized name tag. Free parking passes are given at 1 parking pass per 10x10 paid booth, maximum of 10. If this is not enough you may purchase additional passes prior to the show. Just call the Coliseum at 260-482-9502 before January 1st, 2022. The Coliseum will mail the passes directly to you.

MOVE OUT TIME: January 20 after 4:00 PM until 8:00 PM. No in-coming traffic will be allowed in the Coliseum until 4:30 in order to clear out motorized and carry-out displays. Move out must be completed January 20th. An extra charge will be added for all displays moved by Art Craft.

Due to safety regulations and the respect of your fellow exhibitors, NO early move out is allowed.

If we can be of further assistance, please call (507) 437-1378 or (800) 347-5225 or visit our website www.tradexpos.com

Thank you,

Dan Slowinski, Brock Nelson, Deb Golberg & Kandice Shaw