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# EXHIBITOR KIT

## NASHVILLE, TN (LEBANON)

Farm Bureau Expo Center - 2024

***Exhibitor Kit & Decorator Forms*** available at:  
[sewingexpo.com/Exhibit](https://sewingexpo.com/Exhibit)

**Move-In:**

Tuesday, October 1 - Vendor Move-In 2:00pm – 5:00pm

Wednesday, October 2 8:00am – 5:00pm

All services end at 5pm. All vehicles must be unloaded by 5:00pm.

You may continue to work in your booth until 6:00pm.

Exhibit Hall: Thursday, October 3 10am – 5:30pm

Friday, October 4 10am – 5:30pm

Saturday, October 5 10am – 5:00pm

### Your Booth Package Includes:

- 8' high black draped back walls and 3' high divider drape
- 7" x 44" exhibitor ID sign
- Exhibitor credentials
- Complete Expo Guide listing

**Additional Furnishings** and services are available from the official Expo decorator, whose forms are now available online at [sewingexpo.com/Exhibit](http://sewingexpo.com/Exhibit)

Academy Expo

16 Marion Rd. Cincinnati, OH 45215

Phone: 513-772-1898

Fax: 513-322-4473

Email: [critchie@academyexpo.com](mailto:critchie@academyexpo.com)

### Discounts on Furnishings:

September 15 is the final day for discounts.

**Electric and Wired Internet:** Services are available directly through the Expo. If you did not order on your application, email Heather at [hshaw@hoffmanmedia.com](mailto:hshaw@hoffmanmedia.com) by September 16.

**Wireless Internet:** Receive general Wifi username and password at Exhibitor check-in.

### If you are shipping to the EXPO:

Target advance shipments to arrive at Farm Bureau Expo Center beginning Monday, September 30th. There is no advance warehouse. If you have a special issue, contact Academy Expo directly by phone or email.

### Moving Into the Expo

**October 1, 2024 | 2:00pm – 5:00pm**

**October 2, 2024 | 8:00am – 5:00pm**

*All services end at 5pm, but you may continue to work in your booth until approximately 6pm.*

Please make all travel arrangements with these times – and move-out times – in mind. Due to increased security and insurance measures, there will be no late-night exceptions to these check-in times. If you have a specific situation or problem regarding the schedule, call us as soon as possible.

Questions on set-up day? Call 440-263-6869

### Don't forget to Check-In:

Upon arrival, check in with Expo staff at Exhibitor Check-In at the Registration Desk.

- Receive your Shopping Bag, Expo Guide, Vehicle ID sign and Name Badge .
- New name badges will be issued for each event, and must be worn in the hall at all times on Thursday – Saturday.

#### **Submit names for your badges via the online form by September 9.**

[sewingexpo.com/exhibit/name-badge-request](http://sewingexpo.com/exhibit/name-badge-request)

If you miss the deadline, please request them on Wednesday at Exhibitor Check-in.

### Exhibit Hall Hours

Thursday, Friday • 10am – 5:30pm

Saturday • 10am – 5pm

Exhibitors may enter the Hall at 7:45am on Thursday and 8am on Friday and Saturday to refresh displays and visit.

**Unloading a Vehicle:** Unload at the north or east side of the building. All move-in/move-out is through the loading area. No loading through the main or glass doors. You are requested to remove your vehicle immediately after unloading. Don't forget to bring a rolling cart. Your Vehicle ID card (received at check-in) must be displayed in window.

**Free Parking:** Vendors should park in the small paved lot north of the building and loading area, or in the larger paved lot east of the building. See page 6.

### **Transient Vendor License:**

If you are selling merchandise at the Expo, and do NOT have a permanent location in TN where your business is conducted, then you are a transient vendor. The Transient Vendor License is \$50 for 14 consecutive days. For questions, call 615-965-6709. There are two options for applying for your Transient Vendor License:

1. Email the completed application (on pg. 7) to Jessica at [jessica.huff@wilsoncountyttn.gov](mailto:jessica.huff@wilsoncountyttn.gov) by 9-30-24. She will call for credit card payment.
2. Mail the completed application (on pg. 7) with a check payable to Wilson County Clerk by 9-30-24 to 129 S College St Lebanon, TN 37087 Attention: Jessica

**Sales Tax:** Tax rate is 9.75%. After the Expo, remit sales tax collected at: [tntap.tn.gov/eservices/\\_/](http://tntap.tn.gov/eservices/_/) On this website you can register and pay sales tax online using a credit card or ACH transfer.

### **Booth Space Requirements:**

Exhibitors should plan their displays with the following guidelines in mind:

- Objects should be placed within the confines of booth space, not in aisles or adjacent booths.
- Exhibitor may display 8' high ½ the distance to the front of the booth at any time. 8' high displays or walls that extend from the back drape to the aisle must be pre-approved by Show Management. If you have a corner booth, the aisle "wall" is yours to do with as you please up to the 8' height.

- If you plan to run perimeter pipe at the 8' height beyond limits as stated above, you must cover the pipe with fabric or some other display material. Please, *"no naked pipe."*
- Pinning or taping directly to drape or walls is forbidden. You may use fishing line, chain, "s"-hooks, hangers, hula-hoops - these are all good ways to hang display items from the 8' pipe.
- All tables must be draped on three sides to the floor. The Fire Marshall requires flame-retardant materials for table drape, which you may order along with other furnishings from the official Expo Decorator. In any case, if you have questions about your booth design/décor, please do not hesitate to call us.

### **Booth Staffing:**

Please be sure you have requested a name badge via email for everyone you plan to have working in your booth (VIPs, regular staff, spouses, etc.). Your booth must be staffed at all times, and you may want to take special note of the 11:30am – 1:00pm class break, when increased attendee traffic in the Exhibit Hall may boost your need for help.

### **Move Out: Saturday 5:01pm – 10:00pm**

Move-out begins after 5:00pm. No exceptions! This means your booth should be open, fully decorated and ready to do business until 5:00pm. Expo staff will be on the floor to assure all booths are open until the end of the show as published in all consumer promotion.

#### **Loading a Vehicle**

You will be able to drive up to loading area with your vehicle once your booth is packed and ready to go. Your Vehicle ID card will be required when parked in the loading area.

**If You Need Outbound Shipping:** the official Expo Decorator will be on-site to facilitate your outbound shipping needs. If you have questions about these services, please call them directly.

# Deadlines

## Nashville, TN

### September 9, 2024

- Submit names for your badges via the online form:  
[sewingexpo.com/exhibit/name-badge-request](http://sewingexpo.com/exhibit/name-badge-request)

### September 16, 2024

- Electric and wired internet order due to OSQE

### September 15, 2024

- Last day for discounted rate on furnishings

### September 30, 2024

- Deadline to submit Transient Vendor Permit to Wilson County Clerk

### September 29, 2024 or later

- When shipments may arrive at the Farm Bureau Expo Center

## Questions?

[hshaw@hoffmanmedia.com](mailto:hshaw@hoffmanmedia.com)  
440-901-8235

## Last Minute Questions?

*Expo cell phone:*  
440-263-6869

**Farm Bureau Expo Center**  
at the James E. Ward Agricultural Center  
Wilson County Fairgrounds  
945 East Baddour Pkwy | Lebanon, TN 37087  
[farmbureauexpo.com](http://farmbureauexpo.com) | 615-450-3049

## Travel Information

**Air Travel** – The Nashville International Airport is 25 miles from the Farm Bureau Expo Center

**Ground Travel** – Parking is free. Vendors should park in the small paved lot north of the building and loading area, or in the larger paved lot just east of the building. See page 6 for a map.

## Hotel Information

### Candlewood Suites

110 Willard Hagan Dr. | Lebanon, TN 37090

Room Rate: \$149

Special Rate Expires 9-1-24

Reservations: 615-795-0300 - ask for Original Sewing & Quilt Expo group rate

### Fairfield Inn & Suites Lebanon

1145 Franklin Road | Lebanon, TN 37090

Room Rate: \$170

Special Rate Expires 9-1-24

Reservations: 615-470-2224 - ask for Original Sewing & Quilt Expo group rate

### Holiday Inn Express Lebanon

826 S. Cumberland Street | Lebanon, TN 37087

Room Rate: \$159

Special Rate Expires 9-10-24

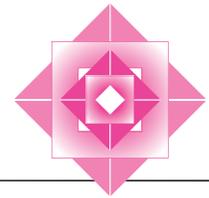
Reservations: 615-994-3225 - ask for Original Sewing & Quilt Expo group rate

For more details and reservation links:

[sewingexpo.com/Events/Nashville-TN/Location-Hotels](http://sewingexpo.com/Events/Nashville-TN/Location-Hotels)

Participate in the daily

# Super Prize Drawing



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## Another way to gain exposure at the Expo!

Your prizes will be displayed with your booth name and number near the entrance to the Expo. This is great visibility for your products!

Every attendee has a chance to win these fabulous prize packages worth hundreds of dollars! Sewing machines are the super grand prize for each day. The drawing is held at 5:15 Thursday and Friday, and 4:30 on Saturday. Watch for those late afternoon crowds.

Several prizes and sewing machines will be awarded at every Expo! Attendees don't miss this event – it's the climax of their day!



### WHAT TO DO AS AN EXHIBITOR:

Bring up to three prize items (one for each day), which represents the style of your booth, along to the Expo. Just drop them off at Exhibitor check-in any time on set-up day, or with the Prize Patrol coming by your booth between 3:00 - 4:00 on set-up day. We can accept prizes any time at the Registration Desk in the lobby. Don't miss this unique opportunity, since a little goodwill goes a long way with customers. The prize table is the busiest kiosk at the entrance, and customers will look for your booth. It really works!



# Farm Bureau Expo Center

at the James E. Ward Agricultural Center /  
Wilson County Fairgrounds  
945 East Baddour Pkwy | Lebanon, TN 37087  
farmbureauexpo.com | 615-450-3049





# Wilson County Tennessee

JIM GOODALL, WILSON COUNTY CLERK  
BUSINESS LICENSE DIVISION

WILSONCOUNTYCLERK.COM (615) 965-6709  
129 SOUTH COLLEGE STREET  
LEBANON, TN 37087

## APPLICATION FOR TRANSIENT VENDOR LICENSE (NEW) AND REPORT TO THE COUNTY CLERK

as required by TCA 67-4-710a2

**PLEASE COMPLETE ALL AREAS OF THIS DOCUMENT BEFORE SUBMITTING**

BUSINESS LOCATION:	MAILING ADDRESS:
(Advertised Business Name)	(Mailing Name)
(Physical Street Address)	(Mailing Address)
(City, State, and Zip Code)	(City, State, and Zip Code)
(Business Phone Number)	(Home Office Phone Number)
(Your E-mail Address)*Required* We will Email the license to you.	(Fax Number)

### OWNER, OWNERS, OR CORPORATE OFFICERS

Name	Address	City, State, and Zip	Phone

### TYPE OF BUSINESS

Is your business:

Check one box only

Sales

or

Service

Check one box only

Sole Proprietorship

or

Partnership

or

Corporation

or

LLC

Date Event Will Begin (and End)

Through

Dominant Product Sold

Location Event Will Take Place

Name of Event

**The fee for the Wilson County Transient Vendor license is \$50.00, payable to the Wilson County Clerk by check, cashier's check, or money order. We only accept these applications through the mail (Mailed to 129 South College Street Lebanon, TN 37087), not in person.**

### SIGNATURES

(ALL OWNERS must sign and include photocopy of driver's license.)

Signature of Owners or Corporate Officer

Wilson County Transient Vendor License only valid for a 14-day period.