



Heartland Ag Show, Inc.
1940 S. Broadway
PMB #158
Minot, ND 58701

EXHIBITOR INSTRUCTIONS

IMPORTANT REMINDER: Please be advised that final payment and proof of insurance must be received by Nov. 1st. Our insurance company, along with the North Dakota State Fair, requires us to have proof of liability insurance from all exhibitors. If we do not receive this, you will not be allowed to move in. Booths can, and will, be re-sold. NO EXCEPTIONS OR REFUNDS WILL BE ALLOWED.

To obtain phone lines for phones, Internet or credit card services, you can call SRT at 701-858-1200. They will need to know the building you are in and booth number.

The Official Hotel of the Heartland Ag Showcase is HYATT HOUSE, located at 2301 Landmark Drive, Minot, ND 58703. Phone 701-838-7300.

To ship items for your booth, send them to: Heartland Ag Showcase, C/O North Dakota Fair Center Arena II, 2005 Burdick Expressway E, Minot, ND 58701. Please write your **company name, hall and booth number** on the box. **Items cannot arrive at NDSF until Monday prior to the show.** Please remember that Heartland Ag Showcase is not responsible for lost or stolen items. If you wish to have items shipped out after the show, you are responsible for making arrangements and completing paperwork.

Move-In Day is the MONDAY prior to the show.

Move-In Times are rigidly scheduled and it is imperative that everyone is punctual as to not hold up the overall move-in process. For this reason, we recommend that you arrive earlier than your move-in time. Be sure to inform all booth attendants of your booth location and move-in times. Be aware that move-in times could change without notice.

Forklift Usage: Please arrive at 7:30 AM if you require the use of a forklift. If you are able to unload without a forklift, you may move in beginning at 12:00 PM.

Not sure of your booth number(s)? Refer to Exhibitor booth assignments at www.HeartlandAgShowcase.com or contact Gregg Schaefer at event@farmshowminot.com or 701-822-2719.

Schedule:

7:30 AM: Booths 150-234, 252-285, 350-414

8:00 AM: Booths 118-149, 310-327, 416-455

9:00 AM: Booths 91-116, 286-309, 328-349

10:00 AM: Booths 51-90, 457-474

"W x H" Measurements of the State Fair Center:

- Dakota Agronomy Hall: 24' x 18'
- Mosaic Hall (North): 24' x 16'
- Mosaic Hall into John Deere Hall: 18' x 10'
- KX Network Concourse: 23' x 7'
- Elevator to upper Mezzanine (inside): 5.5' x 9.5'. Door is 4' x 7'.
- Farm & Ranch Hall (East) 24' x 18'

When you arrive, stop by the Heartland Ag Showcase office to pick up your exhibitor packet. These will contain your parking pass and other show information. Blank write-on nametags or clear business card holder nametags will be available. The office is located on the north concourse of the building.

Your booth will be draped with an 8' backdrop and 2 sides. An 8' table and 2 chairs are provided. Electricity is within 75 feet. (Table covers, skirts, and carpet not included.) NO FOOD can be given away in your booth, as it violates our contract with the North Dakota State Fair.

**MOVE-OUT IS 5 PM ON WEDNESDAY.
EARLY TEAR DOWN IS STRICTLY PROHIBITED.**

All displays must be removed from North Dakota State Fair grounds promptly.