

HeavyWeight Promotions.com

Jackson – West Tennessee Boat, Sport & Travel Show RV Showcase

February 16-19, 2006

Civic Center and Fairgrounds · Jackson, Tennessee

www.JacksonBoatShow.com * www.JacksonRVShow.com

Dear Exhibitor:

We, at HeavyWeight Promotions are proud to bring you the Jackson-West Tennessee Boat, Sport and Travel Show and The Jackson-West Tennessee RV Showcase for the 20th year. After the review of the following information, if you have any questions or concerns please feel free to call Kristi, Janis or Tori at 800-225-7469 up through Monday, February 13. Beginning Tuesday, February 14 you may still reach Kristi on her cell at 731-697-0472 or Janis at 676-6711. Please leave a message in the event of no answer, and calls will be returned as soon as possible.

NOTICE!

Show hours are Thursday 3-9; Friday 3-9; Saturday 9-9 and Sunday 12-6.

In order to avoid confusion and to assist with your convenience, HeavyWeight Promotions has gone to extensive efforts to pre-arrange the following:

- A move-in schedule is attached to make the task go smoother for everybody. Please observe your designated move-in assignments to avoid bottle necking. In the event that your move-in could begin earlier than scheduled... if you will provide a contact name, and phone (or cell phone) number, we'll try to offer you that opportunity if the occasion arises.
- No high-pressure time schedule will be felt once you are inside your floor space. From your move-in time slot until 7:00 p.m. Wednesday night you may un-wrap, clean and arrange at your leisure. We do ask that all exhibits be established by building close at 12:00 noon Thursday. Show opens at 3:00 p.m. Thursday afternoon.
- Move-out time will be Sunday, February 19, 2006 from 6:00 p.m. until 10:00 p.m.
- Boats or RVs removed from the building may be returned to the staging area to be picked up the following day.

JUST A REMINDER!

INSURANCE: We **must** have your insurance forms mailed or faxed to 731-584-3625 prior to Monday, February 13th. This form is **REQUIRED** before you will be permitted to begin erecting your exhibit space. Please make sure that this is taken care of **BEFORE** your arrival on move-in day.

EXHIBITOR BADGE & ACCESSORY FORMS: Need to be either mailed or faxed to 731-584-3625 prior to Saturday, February 11.

MOVE-IN SCHEDULES: Enclosed you will find a copy of the move-in schedule and the floor plan. ***Please comply with move-in times*** in order to avoid the “bottle-necking” of traffic or stalling the exhibitor who follows your time. In the event that your move-in could begin earlier than scheduled... if you will provide me with a contact name, and phone (or cell phone) number, I'll try to offer you that opportunity if the occasion arises.

Looking forward to seeing you at the show!

Sincerely,

A handwritten signature in cursive script that reads "Kristi Halsey". The signature is written in black ink and is positioned below the word "Sincerely,".

Kristi Halsey
Assistant Promoter

MOVE-IN SCHEDULE

JACKSON BOAT, SPORT & TRAVEL SHOW

Civic Center and Fairgrounds * Jackson, Tennessee
February 16-19, 2006

If you have any questions, please call Kristi, Janis or Tori at 800-225-7469 up through Monday, February 13. Beginning Tuesday, February 14, call the following cell phone numbers: Janis 731-676-6711 or Kristi 731-697-0472.

PLEASE STRICTLY OBSERVE MOVE-IN TIMES TO AVOID BOTTLE NECKING.

CIVIC CENTER EXHIBITORS: Due to fire regulations, extended parking is not permitted in the lower level area or the canopy area. Exhibitors needing to unload their goods should off-load immediately and move the vehicles to the exhibitor's street level parking area. Your name identification badge will assure you free parking.

Your Exhibitor Badge Is Your Pass To FREE Parking

*Any Exhibitor requiring the use of the power lift for stage move-in **MUST CALL** and pre-arrange scheduling. The power lift will only be available for use on Wednesday until 7:00 p.m.*

Tuesday, February 14, 2006

FAIRGROUNDS

<i>Exhibit Space</i>	<i>Move-In Time</i>	<i>Location</i>
A,B,C	8:00 a.m. – 4:00 p.m.	Fairgrounds

CIVIC CENTER – LOBBY LEVEL

<i>Exhibit Space</i>	<i>Move-In Time</i>	<i>Location</i>
LT, L1, L2	9:00 a.m. – 2:00 p.m.	Civic Center
MA	9:00 a.m. – 2:00 p.m.	Civic Center
L3, L4, L5, L6	2:00 p.m. – 7:00 p.m.	Civic Center

CIVIC CENTER – LOWER LEVEL

<i>Exhibit Space</i>	<i>Move-In Time</i>	<i>Location</i>
Loading Dock	9:00 a.m. – 7:00 p.m.	Civic Center
J, K, L, M, N, O	9:00 a.m. – 1:00 p.m.	Civic Center
D, E, F, G, H, I	1:00 p.m. – 5:00 p.m.	Civic Center

Wednesday, February 15, 2006

FAIRGROUNDS

<i>Exhibit Space</i>	<i>Move-In Time</i>	<i>Location</i>
D,E, F,G	8:00 a.m. – 4:00 p.m.	Fairgrounds
Pavilion #1	8:00 a.m. – 4:00 p.m.	Fairgrounds
Pavilion #2	8:00 a.m. – 4:00 p.m.	Fairgrounds

** Row G and Row F will have to coordinate move-in of these two row locations to insure that both exhibitors can place vehicles satisfactorily inside the Fairgrounds Building with minimal effort.*

CIVIC CENTER –BOOTH EXHIBITORS

<i>Exhibit Space</i>	<i>Move-In Time</i>	<i>Location</i>
All BOOTH Exhibitors	9:00 a.m. – 7:00 p.m.	Civic Center

*All booth and table exhibitors may set up at their leisure Wednesday, February 15 from 9:00 a.m. until 7:00 p.m.; and on Thursday, February 16 from 9:00 a.m. until noon. **ALL BOOTHS MUST BE COMPLETED BY NOON ON THURSDAY!** The show **WILL OPEN Thursday at 3:00 p.m.***

HeavyWeight staff will be on-site to check you in and assist you in finding your booth location(s). Please see Janis or Kristi in the show office.

Move out begins at 6:00 p.m. on Sunday, February 19. We kindly ask that you observe the closing time of the show. All exhibits must be removed from the building prior to midnight of the same day.

CIVIC CENTER – LOBBY LEVEL

<i>Exhibit Space</i>	<i>Move-In Time</i>	<i>Location</i>
L7	9:00 a.m. – 10:00 a.m.	Civic Center
L8, L12	10:00 a.m. – 11:00 a.m.	Civic Center
L10, L11	11:00 a.m. – 1:00 p.m.	Civic Center

Move-in doors in the lobby area will close at 12:00 noon on Thursday, and will remain closed until show close (Sunday) at 6:00 p.m.

CIVIC CENTER – LOWER LEVEL

<i>Exhibit Space</i>	<i>Move-In Time</i>	<i>Location</i>
A,B, C and ext	9:00 a.m. – 7:00 p.m.	Civic Center
N. Lower Level	4:00 p.m. – 7:00 p.m.	Civic Center

Move-in doors on the lower lobby area will close at 4:00 p.m. on Thursday, and will remain closed until show close (Sunday) at 6:00 p.m.

ALL EXHIBITS MUST BE ESTABLISHED IN THEIR ENTIRETY BY NOON ON THURSDAY The show WILL OPEN Thursday at 3:00 p.m.!

THE ENTIRE BUILDING MUST BE VACANT BY MIDNIGHT, SUNDAY, FEBRUARY 19, 2006.

BOAT DEALERS: ALL exhibits must be removed from the actual building by midnight on Sunday. The Civic Center has an event directly following the show this year, that prevents us from any “leftover Monday move out.” Midnight-shift workers are already scheduled to begin erecting risers as soon as we have the building vacated. We have made arrangements to allow boats or other large items to be positioned in the far end of the upper parking lot (closer to the Chamber of Commerce), to await transit. Dealers will have until Tuesday at 4:00 p.m. to clear the Civic Center parking area of their product. Items still awaiting transit, may be re-positioned to the Fairgrounds location through Thursday at 4:00 p.m. All exhibits should be clear from the Jackson Centre facilities by Thursday, February 23, 2006.

REMOVAL OF BOOTH EXHIBITS: All exhibits must remain staffed and intact until 6:00 pm closing on Sunday, February 19. Exhibitors may individually hand carry items out Sunday night after the break. Exhibitors requiring the loading dock or move-in door will be coordinated along with the removal of the boats.

REMOVAL OF BOAT/RV EXHIBITS: All exhibits must remain staffed and intact until 6:00 pm closing on Sunday, February 19.

IMPORTANT CONTACT INFORMATION:

Through Monday, February 13, 2006 *

HeavyWeight Promotions Home Office 800-225-7469

Beginning Tuesday, February 14, 2006

Kristi's Cell Phone: 731-697-0472 or Janis's Cell Phone: 731-676-6711

Kristi/datafile/HeavyWeight Promotions/Jackson Boat Show/2006/Move-in_Jackson2006.doc Kristi Halsey, 02-06-2006