

HeavyWeight Promotions.com

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

February 18-20, 2011

Civic Center and Fairgrounds · Jackson, Tennessee

JacksonBoatShow.com * 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 25th year. After the review of the following information, if you have any questions or concerns please feel free to call Bob at 731-584-7880 Ext.1 or Danielle at 731-584-7880 Ext.10. Please leave a message in the event of no answer, and calls will be returned as soon as possible.

NOTICE!

Show hours are Friday 9-9; 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:

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 7:00 p.m. Thursday. Show opens at 9:00 a.m. Friday morning.

Move-out time will be Sunday, February 20, 2011 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 14th. 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 12.

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,
Bob Keast

***DEALERS WILL BE INDIVIDUALLY
CONTACTED WITH THEIR SPECIFIC
MOVE-IN TIMES.***

CIVIC CENTER – EXHIBITORS

MOVE-IN

Booth Exhibitors:

Wednesday, February 16 from 9:00 a.m. - 5:00 p.m. and Thursday, February 17 from 9 a.m. - 7 p.m.. ALL EXHIBITS MUST BE ERECT BEFORE BUILDING CLOSE THURSDAY EVENING! SHOW OPENS AT 9AM ON FRIDAY!!!

Bulk Space Exhibitors:

Move in is from 8:00 a.m. - 7:00 p.m. on Wednesday, February 16 and from 8:00 a.m. - 7:00 p.m. on Thursday, February 17.

Specific time assignments will be mailed to each dealer approximately two weeks prior

to show dates. **ALL EXHIBITS MUST BE ERECT BEFORE BUILDING CLOSE THURSDAY EVENING! SHOW OPENS AT 9AM ON FRIDAY!!! ALL EXHIBITS MUST BE COMPLETELY ESTABLISHED BY THURSDAY AT 7 P.M.. SHOW OPENS FRIDAY, FEBRUARY 18 AT 9:00 A.M.**

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

Move-in doors on the lower lobby area will close at 7:00 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 7 PM ON THURSDAY! The show WILL OPEN Friday at 9:00 a.m.!

THE ENTIRE BUILDING MUST BE VACANT BY MIDNIGHT, SUNDAY, FEBRUARY 20, 2011.

REMOVAL OF BOOTH EXHIBITS: All exhibits must remain staffed and intact until 6:00 pm closing on Sunday, February 20. 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 20.

IMPORTANT CONTACT INFORMATION:

Through Monday, February 14, 2011 *

HeavyWeight Promotions Home Office 731-584-7880

Beginning Wednesday, February 16, 2011

Bob's Cell Phone: 615-351-2628