

# MADE IN MONTANA TRADESHOW FOR FOOD AND GIFTS



## SCHEDULE AND REMINDERS

### Thursday 3/14 – Set-up Day

8:00 AM	Exhibitor registration opens; Exhibit Floor opens
1:00 PM	Seminar: <i>Make it in Montana, Market it Cooperatively</i> Location: upstairs conference room
2:00 PM	Seminar: <i>Digital Marketing</i> Location: upstairs conference room
3:00 PM	Seminar: <i>Make it in Montana, Market it Cooperatively</i> Location: upstairs conference room
4:00 PM	Seminar: <i>Digital Marketing</i> Location: upstairs conference room
6:00 PM	Registration closes, Exhibit floor closes

### Friday 3/15 – Wholesale Buyer Day

8:00 AM	Exhibitor registration opens; Exhibit Floor opens for exhibitors only
9:00 AM	Buyer registration opens; Exhibit Floor opens for all badge holders
6:00 PM	Exhibit Floor closes to Buyers
6:30 PM	Exhibit Floor closes to Exhibitors
6:30 PM – 8:00 PM	Reception & Awards Ceremony, lobby

### Saturday 3/15 – Public Showcase Day

7:30 AM	Exhibitor registration opens; Exhibit Floor opens for exhibitors only
8:30 AM	Exhibit Floor opens to the public
5:00 PM	Exhibit Floor closes to the public, tear down begins
8:00 PM	Tear down ends, Exhibit Hall closes

# MADE IN MONTANA TRADESHOW FOR FOOD AND GIFTS



**Thursday, March 14 | Set up Day:** 8:00 am - 6:00 pm. All set up must be completed between these times without exception. Check in at the blue registration desk in the lobby area first to receive badges and important information. You must wear your badge when entering and exiting the Exhibit Hall.

*\*Carts and/or hand trucks are not provided – please bring your own. Chairs will be provided in the aisles, 2 per booth. Hang items with S-hooks only, no pins or adhesive on the draping.*

**Join us for our Educational Seminars!** The Montana Cooperative Development Center will give a talk on the benefits of a co-op business model at 1:00 pm and 3:00 pm on Thursday, March 14. The Independent Record will chat about digital marketing at 2:00 pm and 4:00 pm. Catch both sessions at either flight!

**Friday, March 15 | Buyer Day:** 9:00 am - 5:30 pm. Doors open at 8:00 am for exhibitors. Buyers will begin arriving at 9:00 am. We'll keep the doors to the exhibition open until 6:30 to allow you to re-organize for Public Showcase Day.

*\*Bring your own cleaning supplies (vacuum, broom & dustpan, disinfectant, etc.) and sheet or cloth to cover your merchandise. We will have security on-site overnight. Contact K&J for additional booth cleaning services available for purchase.*

**Join us for our annual Reception and Awards Ceremony** immediately following Buyer day at 6:30 pm in the lobby area.

**Saturday, March 16 | Public Showcase Day:** Doors open at 7:30 am, buyers and the public will arrive at 8:30 am. Tear down begins no sooner than 5:00 pm. Tearing down before 5:00 pm may affect your ability to exhibit in this show again.

*\*Practice pack in/pack out during tear down. Your booth must be completely clear before you leave. A dumpster will be provided outside.*