

# HeavyWeight Promotions.com

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

February 14-17, 2008

Civic Center and Fairgrounds · Jackson, Tennessee

[JacksonBoatShow.com](http://JacksonBoatShow.com) \* [JacksonRVShow.com](http://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 22nd year. After the review of the following information, if you have any questions or concerns please feel free to call Patricia or Kristi at 800-225-7469 up through Monday, February 11th. Beginning Tuesday, February 12 you may still reach Kristi on her cell at 731-697-0472 or Patricia at 228-342-3460. 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 17, 2008 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 11<sup>th</sup>. 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 9.

**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 15-18, 2007

*If you have any questions, please call Patricia or Kristi at 800-225-7469 up through Monday, February 11. Beginning Tuesday, February 12, call the following cell phone numbers: Kristi at 731-697-0472 or Patricia at 228-342-3460.*

**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.

*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 12, 2008

### FAIRGROUNDS

<i>Vendor</i>	<i>Exhibit Space</i>	<i>Move-In Time</i>	<i>Location</i>
South Haven RV	A	8:00 a.m. – 12:00 p.m.	Fairgrounds
TBA	B	12:00 p.m. – 4:00 p.m.	Fairgrounds

### CIVIC CENTER – LOBBY LEVEL

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

## CIVIC CENTER – LOWER LEVEL

<i>Vendor</i>	<i>Exhibit Space</i>	<i>Move-In Time</i>	<i>Location</i>
Dottie's Marine	J, K, L, M	9:00 a.m. – 1:00 p.m.	Civic Center
Birdsong Marina	N, O, H, I	9:00 a.m. – 1:00 p.m.	Civic Center
Dottie's Marine	D, E	1:00 p.m. – 5:00 p.m.	Civic Center
Lee Co. Inboards	F, G	1:00 p.m. – 5:00 p.m.	Civic Center

**Wednesday, February 13, 2008**

## FAIRGROUNDS

<i>Vendor</i>	<i>Exhibit Space</i>	<i>Move-In Time</i>	<i>Location</i>
Smallwood's	C, D, E, F, G	8:00 a.m. – 4:00 p.m.	Fairgrounds
TBA	Pavilion #1	8:00 a.m. – 4:00 p.m.	Fairgrounds
Corrinth RV	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 – LOBBY LEVEL

<i>Vendor</i>	<i>Exhibit Space</i>	<i>Move-In Time</i>	<i>Location</i>
Aloha Powersports	L7- L12	9:00 a.m. – 12:00 a.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>Vendor</i>	<i>Exhibit Space</i>	<i>Move-In Time</i>	<i>Location</i>
Redman	Stage	8:00 a.m.	Civic Center
C & O Marine	A, B, C and ext	9:00 a.m. – 7:00 p.m.	Civic Center

## **CIVIC CENTER –BOOTH EXHIBITORS**

*All booth and table exhibitors may set up at their leisure Wednesday, February 13 from 9:00 a.m. until 7:00 p.m.; and on Thursday, February 14 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 Kristi or Patricia in the show office.*

*Move out begins at 6:00 p.m. on Sunday, February 17. 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.*

*Move-in doors on the lower lobby area will close at 2:00 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 17, 2008.**

**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 21, 2008.

**REMOVAL OF BOOTH EXHIBITS:** All exhibits must remain staffed and intact until 6:00 pm closing on Sunday, February 17. 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 17.

**IMPORTANT CONTACT INFORMATION:**

**Through Monday, February 11, 2008 \***

HeavyWeight Promotions Home Office 800-225-7469

**Beginning Tuesday, February 12, 2008**

Kristi's Cell Phone: 731697-0472 or Patricia's Cell Phone **228-342-3460**

Kristi/datafile/HeavyWeight Promotions/Jackson Boat Show/2007/Move-in\_Jackson2008.doc Kristi Halsey, 02-02-08