



Winter 2019
January 10-13, 2019

Exhibitor Packet “A”

- Exhibitor Check List
- Set-up Dates & Times
- Directory Listing Form
- Exhibitor Badge Request Form
- Sponsorships
- Buyer Recruitment Program Form
- VIP Invitations Request Form
- National Buyer Appreciation Award Form
- Show Sample Release Form



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Exhibitor Check List

- Have you sent in your **Directory Listing Form?** (Deadline: November 26)
- Have you sent in your **Exhibitor Badge Request Form?** (Deadline: December 3)
- Have you paid your **balance?** (Due & payable December 3)
- Have you scheduled someone to **unload your truck** if your merchandise is not palletized?
- Have you ordered **VIP Invitations?** (Deadline: November 26)
- Have you sent all your **Tupelo-Only Special information?** (Deadline: December 3)
- Have you contacted your sales associate about a **Sponsorship?** (Deadline: November 5)



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Set-up Dates & Times

Show Dates & Official Hours

Wednesday, January 9 (Unofficial Opening Day)	8:00 a.m. – 6:00 p.m.
Thursday, January 10 (Official Opening Day)	8:00 a.m. – 6:00 p.m.
Friday, January 11	8:00 a.m. – 6:00 p.m.
Saturday, January 12.....	8:00 a.m. – 6:00 p.m.
Sunday, January 13.....	8:00 a.m. – 5:00 p.m.

Set-up Dates & Times

Wednesday, January 2	8:00 a.m. – 6:00 p.m.
Thursday, January 3.....	8:00 a.m. – 6:00 p.m.
Friday, January 4	8:00 a.m. – 6:00 p.m.
Saturday, January 5	8:00 a.m. – 6:00 p.m.
Sunday, January 6	8:00 a.m. – 6:00 p.m.
Monday, January 7	8:00 a.m. – 6:00 p.m.
Tuesday January 8	8:00 a.m. – 6:00 p.m.

***December dates are available for early set up. Call to arrange times.**

- Wednesday, **January 9** is the **UNOFFICIAL OPENING DAY FOR BUSINESS.**
- The dock doors will close on **Wednesday, January 9.** Any unpacking on Wednesday must be done at the docks and no forklifts will be allowed on the floor.
- **All set ups must be completed Wednesday, January 9 for 8 AM official opening Thursday, January 10, 2019.**

Dismantle Dates & Times

Sunday, January 13.....	5:00 p.m. – 10:00 p.m.
Monday, January 14	8:00 a.m. – 5:00 p.m.
Tuesday, January 15	8:00 a.m. – 5:00 p.m.
Wednesday, January 16	8:00 a.m. – 5:00 p.m.

* Temporary booths must be cleared out as soon as possible. Please make plans to have your merchandise dismantled & moved.

* Exhibitor booth space **MUST BE PAID IN FULL by December 3, 2018.**



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DIRECTORY LISTING

This information will be printed in the Buyer’s Guide & Directory for the Winter Market, January 10-13, 2019.

*In an effort to make the Tupelo Furniture Market Buyer’s Guide and Directory as current as possible, we ask you to fill out the following information and return it promptly. If your company requires more than one listing, please list on separate form (there is no additional charge for second listings). **DEADLINE for the Directory Listing is November 26, 2018***

Please check if there are No changes in your **Directory Listing** **Space Number:** _____

Company Name: _____

Address 1 (mailing address): _____

Address 2 (physical address): _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Toll Free: _____

1st Contact: _____ 2nd Contact: _____

Web Site: _____

E-mail: _____

Product Description: _____

Promote your showroom or booth events in the Directory. Provide information about events – including cocktail receptions, speakers, etc. Only one event per booth/showroom. Sales and promotions are not eligible for submission.

Event Description: (Brief description of the event): _____

Check if your product is American Made

Check if your product is Eco-Friendly/Green

If show space was contracted with Tupelo Furniture Market under a different company name, please list name of company shown on the Trade Show Contract: _____.



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Exhibitor Badge Request Form

Exhibitor badges may be picked up in the lobby area of your building.

Tupelo Building I – Lobby of Bldg. I
Tupelo Building II – Lobby of Bldg. II
Tupelo Building III – Lobby of Bldg. III
Tupelo Building IV – Lobby of Bldg. IV

Tupelo Building V – Lobby of Bldg. V
Tupelo Building VI – Lobby of Bldg. VI

Company Name _____

City _____ State _____

Key Contact Person _____ Phone Number _____

Individual Name(s) (Please print clearly)

To order exhibitor badges, please fax this form to 662.844.3665 by December 3, 2018.



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ADDITIONAL EXHIBITOR BADGE NAMES



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Sponsorships

If you have an interest in participating in the sponsorship program, please contact your sales associate by calling 662-842-4442 or direct email. The deadline is November 5, 2018

- Attendee Badge Inserts
- Attendee Badge Lanyards
- Outdoor Column Banner Wraps
- Indoor Pillar Wraps
- Official Show Bags
- Bottled Water
- Cooler Wraps
- Table Tops
- Floor Ads
- Front Windows & Doors
- Buyers Lounge
- Buyers Breakfast
- Dinner, Band & Bar
- Shuttle Service Sponsorship
- Lobby "First Look" Displays
- Video Display Placement
- Press Room
- Lunch & Learn Sessions
- Keynote Speaker

Buyer Recruitment Program

Open to first time attendees of the Tupelo Furniture Market and/or buyers who have not attended in the past 2 years.

We want to make the Tupelo Furniture Market an even bigger success for you!

In an effort to increase quality attendance among retailers, we need your **HELP!** Please forward a list of 3 valuable retailers you feel should attend the Tupelo Furniture Market. We will make every reasonable effort to recruit them on your behalf.

Your Company Name: _____

Contact Name: _____

Telephone: _____ Fax: _____

Email: _____

The following is a list of MOST WANTED buyers I would like to see in Tupelo that have not attended:

Company Name: _____

Number of Stores: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Company Name: _____

Number of Stores: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Company Name: _____

Number of Stores: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____



VIP INVITATIONS REQUEST FORM

The Tupelo Furniture Market proudly offers complimentary invitations each market. This enables Exhibitors to personally invite retailers as special guest. If you are interested in receiving invitations through TFM please complete the attached form and return it to our office. You may email this form to debbie@tupelofurnituremarket.com or candih.tfm@gmail.com or fax to 662.844.3665.

If you prefer to send a rep list, we will mail the quantity they need directly to them. You can also receive an electronic version that can be emailed to you. Specify whether you want a printed copy or electronic copy.

Please return as soon as possible. The deadline for mailing is November 26, 2018.

Company: _____

Fax: _____

Address invitations should be mailed to:

Street: _____

City: _____

Contact Person: _____

TFM Space #: _____

TFM Contact Person: _____

Quantity: _____



Winter 2019 National Buyer Appreciation Award

Official Nomination Form

The National Buyer Appreciation Award was initiated by the **Tupelo Furniture Marketing Association** as a means of recognizing those in the furniture industry who have consistently supported the State's furniture industry and the **Tupelo Furniture Market**. This award is the highest honor bestowed in connection with the **Tupelo Furniture Market**. Please take the time to fill out the information below and return to the **Tupelo Furniture Market** by fax or email. Thank you in advance for your participation.

My nominee for the Winter 2019 National Buyer Appreciation Award is:

Contact Name: _____

Company Name: _____

City: _____ State: _____

Telephone: _____

This nomination is submitted by:

Contact Name: _____

Company Name: _____

Telephone: _____

Return completed form by fax 662-844-3665 or Email to: tfm@tupelofurnituremarket.com

Tupelo Complex • 1879 North Coley Road • Tupelo • MS • 38801 • Telephone 662.842.4442 • Fax 662-844-3665

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www.tupelofurnituremarket.com

**SHOW SAMPLE RELEASE FORM
TUPELO FURNITURE MARKET**

Authorization to release the following exhibit samples to:

Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Samples: (Please be specific)

_____ Entire Space Samples Sold to the above Company

Exhibiting Company _____

Signature _____ **Date:** _____

Receiving Company _____

Signature _____ **Date:** _____

Date for Samples to be picked up: _____