

Dear Exhibitor,

This letter is to inform you of your move in time for the upcoming show, January 27, 28, and 29, 2010. **Move in will be on Tuesday, January 26, 2010. It is very important that everyone is on time, if not early. These are projected move-in times however we could run ahead of schedule. Be sure to look over your booth location and make sure that the people attending the show get this information.**

If you are unsure of your booth number(s) and hall please contact Mary at [agexpo@kmot.com](mailto:agexpo@kmot.com) or 701-852-5254.

Below is the move in schedule:

**7:30 am - Magic Place** - 498-542 **Cultural Hall** - 335-359; 301-312 **FFA & Annex** - 206-221; 239-254 **Arena II** - 12-47  
**8:00 am - Magic Place** - 651-698, 446-497 **Arena II** - 139-158; 175-184 **Arena I** 751-759; 818-851  
**8:30 am - FFA & Annex** - 185-205; 225-276 **Arena II** - 61-80; 101-120  
**9:00 am - Cultural Hall** - 360-395  
**10:00 am - Magic Place** - 551-608; 633-664 **Cultural Hall** -405-425 **FFA & Annex** - 277-300  
**Arena II** - 131-183; 159-174 **Arena I** 760-817  
**11:00 am - Cultural Hall** -426-445 **FFA & Annex** - 222-238  
**12:00 pm - Cultural Hall** - All Others **Arena II** - 51-60; 81-100; 121-130  
**1:00 pm - Magic Place** - 609-632 **Arena II** - All Others

**If you have only hand -carry items and do not require a forklift you may move in after 1:00 pm on Tuesday, January 26, 2010 .**

**All booths must be paid in full by January 11, 2010. If not, booths will be re-sold. SORRY NO EXCEPTIONS OR REFUNDS.**

Booths are draped with an 8 backdr op and 2 sides as well as an 8 table and 2 chairs.  
(Table covers, skirts and carpet not included)

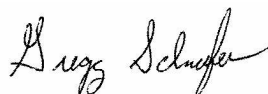
**Reminder:** You will need to have proof of insurance in to our office by January 11. Our insurance company, along with the North Dakota State Fair, requires us to have proof of liability insurance from all exhibitors. You will not be allowed to move in unless your paperwork is on file with us. Information can be faxed (701-838-8195) mailed (Box 1661 Minot ND 58702) or emailed [agexpo@kmot.com](mailto:agexpo@kmot.com)

When you arrive at the show, please stop by the KMOT Ag Expo office to pick up your exhibitor packet. These will contain your parking pass and other show information. Blank write-on nametags or clear business card holder nametags will be available. The office is located on the north concourse of the building. And please note that move out time is 5 pm on Friday. **NO EARLY TEARDOWN.**

**Please note:** Due to our contract with the North Dakota State Fair, NO Food of any kind may be given away in your booth.

Thank you for being part of our show and well see you in Janu ary. If you have any questions, contact Mary at 701-852-5254 or [agexpo@kmot.com](mailto:agexpo@kmot.com)

Best Regards,



Gregg Schaefer, Manager  
KMOT Ag Expo