

**If you have only "hand-carry" items and do not require a forklift you may move in after 1:00 pm on Tuesday, January 24, 2012.**

**(Lower Concourse, North Concourse, Lobby and Upper Mezzanine move in anytime Tuesday).**

This is to inform you of your move in time for the upcoming show, January 25, 26, and 27, 2012.

**Move in will be on Tuesday, January 24, 2012. 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 refer to *Exhibitor booth assignments* posted on the website or contact Jeff at [agexpo@kmot.com](mailto:agexpo@kmot.com) or 701-852-5254.

Below is the move in schedule for companies with large equipment:

7:30 am - *Dahlgren Sunflower Hall* - 498-542 *ND Soybean Council Hall* - 335-359; 301-312 *Busch Agricultural Hall-Western Ag Service Hall*- 206-221; 239-254, *ND Grain Growers Hall* - 12-47  
8:00 am - *Dahlgren Sunflower Hall* - 651-698, 446-497 *ND Grain Growers Hall* - 139-158; 175-184 *SeedMaster Hall* - 751-759; 818-851.  
8:30 am - *Busch Agricultural Hall-Western Ag Service Hall*-185-205; 225-276 *ND Grain Growers Hall* - 61-80; 101-120  
9:00 am - *ND Soybean Council Hall* - 360-395  
10:00 am - *Dahlgren Sunflower Hall* - 551-608; 633-664 *ND Soybean Council Hall* -405-425 *Busch Agricultural-Western Ag Service Hall* - 277-300 *ND Grain Growers Hall* - 131-183; 159-174 *SeedMaster Hall* - 760-817  
11:00 am - *ND Soybean Council Hall* -426-445 *Busch Agricultural Hall-Western Ag Service Hall* - 222-238  
12:00 pm - *ND Soybean Council Hall* - All Others *ND Grain Growers Hall* - 51-60; 81-100; 121-130  
1:00 pm - *Dahlgren Sunflower Hall* - 609-632 *ND Grain Growers Hall* - All Others

**All booths must be paid in full by January 10, 2012. If not, booths will be re-sold. SORRY NO EXCEPTIONS OR REFUNDS.**

Booths are draped with an 8' backdrop and 2 sides. An 8' table and 2 chairs are provided. Electricity is within 50 feet. (Table covers, skirts and carpet not included) Disposable covers and skirts for sale on site.

**Reminder:** You will need to have proof of insurance in to our office by January 10. 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 (1800 16<sup>th</sup> St SW Minot ND 58701) 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 TEAR DOWN.**

**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 we will see you on January 24th. If you have any questions, contact Jeff at 701-852-5254 or [agexpo@kmot.com](mailto:agexpo@kmot.com)