



Showcase Information

- Our attendance goal is 150 – 180 conferees.
- Booths will not be assigned until the required payment is received.
- Any application that is not compatible with the character of the NACUFS Southern Regional Conference will be rejected at the sole discretion of the showcase chairperson.
- Payment for booth registration must be received by February 25, 2008. All applications for booth space that have not sent payment will be discarded and the space will be assigned to someone else.
- Exhibitors wishing to cancel and not participate at the showcase must do so in writing to the showcase chairperson by February 25, 2008 to receive a full refund.
- Booth assignment will be allocated on a first-come, first served basis until the showcase block is sold out.
- Exhibitor preference for a specific location will be taken into consideration. Booth location assignment will be at the sole discretion of the showcase chairperson.
- The showcase chairperson reserves the right to make necessary or appropriate changes to the floor plan assignments as deemed necessary.
- No retail sales where payment is received and product delivered are permitted within The Classic Center. Taking product or service orders during regional conferences or showcases is also not permitted.
- Showcase event time is 12:00p.m. to 3:00p.m., Tuesday March 18, 2008. Move-in for exhibitors begins at 8:00a.m. that morning and move-out is from 3:00p.m. to 5:00p.m.
- Food sampling must be conducted in a safe, sanitary manner which will protect attendees from risk of illness or injury.
- A booth is comprised of:
 - an 8' X 10' space
 - pipe and drape
 - 7" X 44" Identification sign
 - 1 – 81 Forest Green skirted and white draped table
 - 2 – upholstered chairs
 - 1 – small trashcan

- All utilities (electrical needs, plumbing, telephone, technology) need to be ordered directly from the Classic Center. Order forms will be sent in the exhibitor packet. Please see <http://www.classiccenter.com/event-services-info.php> and click on Exhibitor Services for the price list. Order forms for services will be sent to exhibitors upon receipt of the booth application and payment.
- No open flame cooking is allowed at any time in The Classic Center. Cooking with electric appliances is acceptable. Small mini fryers may be used.
- Minimal kitchen facilities are available.
- A refrigerated truck will be made available to use by the exhibitors from 8:00a.m. to 3:00p.m. on the day of the show. No other mechanical refrigerator or freezer is available. If you have products that need to stay frozen, prior arrangements for dry ice can be made with the showcase chairperson for a nominal fee.
- Exhibitors will be encouraged to donate leftover food and products to Full Plate, our local food rescue charity. Full Plate will receive food items from 3:00p.m. to 4:00p.m. after the showcase.
- An attendee mailing list (excel format) will be provided to our exhibitors three weeks prior to the conference for a one time use and four weeks after the conference for a one time use.
- Hotel rooms at The Hilton Garden Inn are held until February 25, 2008. Please refer to NACUFS when booking - see <http://www.uga.edu/foodservice/nacufs/hotel.html> for booking information.
- We have many activities planned during the showcase to keep our attendees at the show. Attendees will be required to be present to win a giveaway. There are many opportunities to sponsor activities and giveaways.
- If you have any questions, please feel free to call the showcase chairperson Susan van Gigch at (706)542-7763 or email at svgigch@uga.edu