



# 2023 VENDOR SERVICES GUIDE

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Map Your Show







## MAIN CONTACT INFO

**Sunbelt Ag Expo**  
(229) 985-1968  
(229) 890-8518 FAX  
Website: [www.sunbeltexpo.com](http://www.sunbeltexpo.com)  
E-mail: [info@sunbeltexpo.com](mailto:info@sunbeltexpo.com)

## EXPO STAFF

**Chip Blalock | Executive Director**  
[chip@sunbeltexpo.com](mailto:chip@sunbeltexpo.com)  
**Mandy Walker | Vice President of Exhibitor Relations**  
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[olivia@sunbeltexpo.com](mailto:olivia@sunbeltexpo.com)  
**Alexis Griner | Accounting & Administration Coordinator**  
[alexis@sunbeltexpo.com](mailto:alexis@sunbeltexpo.com)  
**Calixto Mendoza | Foreman**

## DIRECTOR'S WELCOME

We look forward to hosting your company at North America's Premier Farm Show®, the Sunbelt Ag Expo, October 17-19, 2023. We hope your visit to south Georgia is a profitable and enjoyable one. Most of the questions you may have are answered in this guide. If not, visit our website or contact us for more information.

Whether you are a first time exhibitor or a seasoned veteran, this Vendor Services Guide contains everything you need to know about exhibiting at the Sunbelt Ag Expo. Deadlines are very important, so please pay close attention to when forms are due so we can better serve you and your company.

You must pick up your exhibitor packet at exhibitor registration in the Expo Headquarters building at the Sunbelt Ag Expo event. Pick up for outside exhibitors begins Tuesday, October 10, at 8 a.m. and for inside exhibitors on Saturday, October 14, at 8 a.m. The Exhibitor Packet includes your exhibitor badges and exhibitor parking passes which are required to enter the show area each day.

This entire guide can be downloaded and printed or you can print individual forms at [www.sunbeltexpo.com](http://www.sunbeltexpo.com) under the Exhibitor Resources tab. A complete schedule of events can be found in the Official Expo Show Program.

Thanks, again, for your participation in North America's Premier Farm Show®. We truly hope you make many contacts and sell your products, services and technology. Don't hesitate to contact us with any questions you may have regarding your exhibit space, sponsorships, exhibit services or anything else we can do to make your visit to the Expo as beneficial for you and your company as possible.

We look forward to seeing you at the 45<sup>th</sup> Sunbelt Ag Expo!

Sincerely,

Chip Blalock, Executive Director  
Sunbelt Agricultural Exposition



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Shipping + Receiving  
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## ORDER FORMS

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## STAY CONNECTED



WEBSITE

[www.sunbeltexpo.com](http://www.sunbeltexpo.com)



FACEBOOK

[@sunbelttagexpo](https://www.facebook.com/sunbelttagexpo)



INSTAGRAM

[@sunbelttagexpo](https://www.instagram.com/sunbelttagexpo)



YOUTUBE

[bit.ly/SunbeltAgExpoYouTube](https://bit.ly/SunbeltAgExpoYouTube)

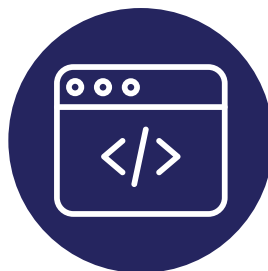


DID YOU KNOW OUR WEBSITE GETS VISITS FROM ALL OVER THE NATION AND YOU CAN ADVERTISE WITH US?



300,000

page views per  
year, peak month  
October



POPULAR REGIONS:

Georgia, Florida, Alabama,  
North and South Carolina,  
Tennessee, Texas



POPULAR PAGES:

Home, About, Schedule,  
Visitors, Map, Exhibitors,  
Directions

# IMPORTANT DEADLINES

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## July 15

Total Exhibit Fee must be paid in full for the company name to appear in the Official Expo Show Program (Details are listed in your application)

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## August 14

Request for Assistance with Public Liability Insurance Requirements

For more information, see pages 24-25

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## September 1

Additional Name Badge Request

For more information, see page 35

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## September 18

Rental Depot Tents/Chairs/Tables

For more information, see pages 29-33

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## October 1

Camping Reservations

For more information, see page 34

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## October 1

K + K Insurance Deadline

For more information, see page 24

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## October 1

Electrical Services Order

For more information, see page 28

Landscape Services

For more information, see pages 26-27

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## October 16

Exhibitor Setup Deadline

For more information, see page 8

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## October 20

Indoor Exhibitor Clear-out

For more information, see page 8

☐

## November 1

Outdoor Exhibitor Clear-out

For more information, see page 8

After **October 25**, equipment is at owner's risk.



# GENERAL POLICIES

## HELPFUL INFORMATION

On-site registration, located in Sunbelt Expo Headquarters, will be open from 8 a.m. to 5 p.m. Tuesday, October 10 through Sunday, October 15 and Monday, October 16 from 8 a.m. to 3 p.m. for you to pick up your registration packet.

SET UP	BREAKDOWN
<p><b>Outside Exhibitors</b> may begin setting up on Tuesday, October 10, at 8 a.m. and may continue until dark each day until 5 p.m., Monday, October 16.</p> <p><b>Inside Exhibitors</b> may begin setting up on Saturday, October 14, at 8 a.m. and may continue until dark each day until 5 p.m., Monday, October 16.</p> <p><b>All set up must be completed by 5 p.m. Monday, October 16. No set up is allowed Tuesday morning. All exhibits must be within the boundaries of their appointed exhibit space(s).</b></p> <p>*Please see Service Provider information beginning on page 16 for assistance with forklift or day labor needs.</p>	<p>On Thursday, October 19, beginning at 4 p.m., breakdown begins.</p> <p>Vehicle Entry for exhibitor breakdown is allowed through Gates 2, 3 and 4 only at 4 p.m..</p> <p>Gate 2 will be an "Exit Only" gate after 4:30 p.m..</p> <p>Please be sure to submit a forklift request for any items that need to be taken to Shipping and Receiving for pick up.</p> <p><b>EARLY BREAKDOWN IS NOT PERMITTED. FAILURE TO COMPLY MAY RESULT IN YOUR COMPANY BEING BANNED FROM FUTURE SHOWS. THIS WILL BE STRICTLY MONITORED.</b></p>

SHOW HOURS	ADMISSION COST						
<table><tr><td><b>Tuesday, October 17</b></td><td><b>8:30 a.m. - 5 p.m.</b></td></tr><tr><td><b>Wednesday, October 18</b></td><td><b>8:30 a.m. - 5 p.m.</b></td></tr><tr><td><b>Thursday, October 19</b></td><td><b>8:30 a.m. - 4 p.m.</b></td></tr></table> <p>Exhibitors wearing an official Expo badge, provided in your registration packet, may enter at 7 a.m. each day.</p>	<b>Tuesday, October 17</b>	<b>8:30 a.m. - 5 p.m.</b>	<b>Wednesday, October 18</b>	<b>8:30 a.m. - 5 p.m.</b>	<b>Thursday, October 19</b>	<b>8:30 a.m. - 4 p.m.</b>	<p><b>\$10 per person/per day</b> Children 10 and under, free with adult admission</p> <p><b>\$20 for a 3-day admission ticket</b></p> <p><b>Discount Advance Tickets</b> Visit our website at <a href="http://sunbeltexpo.com">sunbeltexpo.com</a> before October 13.</p>
<b>Tuesday, October 17</b>	<b>8:30 a.m. - 5 p.m.</b>						
<b>Wednesday, October 18</b>	<b>8:30 a.m. - 5 p.m.</b>						
<b>Thursday, October 19</b>	<b>8:30 a.m. - 4 p.m.</b>						

## EXHIBITOR BADGES + PARKING PASSES

The Sunbelt Ag Expo allocates exhibitor badges and parking passes according to the size of the exhibit space. Please cooperate by requesting parking passes and badges for **only** those working the exhibit. Extra badges can be purchased for \$10/badge. Please refer to the form on page 35 for the allocation chart and to order additional badges. Badges are not name specific. You do not need to register the names of the attendees.

All vehicles parked in the exhibitor parking area are required to visibly display their completed parking pass during the entire show. If your vehicle is parked in an unauthorized area and we cannot locate the driver, the vehicle may be towed at the driver's expense. Exhibitor parking is assigned by lot determined by the color of your parking pass. Spaces, however, are not assigned.



Please be sure to have any and all trailers not attached to a vehicle tagged with your company name and an on-site contact phone number should your trailer need to be moved. If your trailer is parked in an unauthorized area and we cannot locate the owner, the trailer may be towed at the owner's expense. You may ask for a trailer tag at registration if needed.

Beginning Saturday, October 14, security requires a completed exhibitor parking pass displayed in all vehicles entering/exiting the exhibit area and an exhibitor badge for all individuals entering the show grounds. Your passes and badges are included in your exhibitor registration packet.

## **SPECIAL PARKING PASSES**

**Stationary** - for vehicles that need to remain parked within the exhibit area during the show - meaning that vehicle is part of your exhibit. It has to remain in parked position for the entirety of the show.

**Unlimited** - allows for your vehicle to move throughout the show grounds. Unlimited passes are for official Expo business only

**A request must be submitted prior to the show for approval and will be granted at the discretion of Expo Management. Please submit an email to [mandy@sunbeltexpo.com](mailto:mandy@sunbeltexpo.com) with your request no later than October 1.**

Security officers will be working inside the exhibit area to remove unauthorized vehicles. During the show, only authorized vehicles with proper passes will be allowed in the exhibit area. When the owner of a vehicle that does not have an authorized parking pass cannot be located, the vehicle will be towed at the owner's expense.

## **GOLF CARTS, ATVS, AND MOTORIZED VEHICLES**

Movement of bicycles, ATVs, golf carts, lawn mowers, scooters or ANY other motor vehicles without prior approval from the Sunbelt Expo is strictly prohibited inside the exhibit at any time from October 17-19. Violators will have their equipment impounded and will jeopardize their future participation in the show. Please respect the safety concerns that require us to enforce these rules. These vehicles are ONLY for those in the field demos or agricultural research areas.

## **WHEELCHAIRS AND SCOOTERS**

Wheelchairs and scooters for the handicapped are permitted. The Expo allows wheelchair (manual or electric) access, but the use of golf cars, riding lawn mowers or other motorized vehicles is strictly prohibited Call Vista Mobility at (262) 677-2696 for rentals or visit [www.sunbeltexpo.com/visitors/handicap-mobility-services](http://www.sunbeltexpo.com/visitors/handicap-mobility-services) to reserve online.

## **PETS**

No pets are allowed except service animals which must be leashed at all times.

**Sunbelt Expo Service Animal Definition:** A service animal meets the following criteria: dog or miniature horse (height 24-36 inches measured to horse's shoulders) that is individually trained to do work or perform tasks for the benefit an individual with a disability (including a physical, sensory, psychiatric, intellectual, or other mental disability).

**The following are NOT considered to be service animals:** Animals that are not a dog/miniature horse. Therapy animals; comfort pets; companion animals; and "social/therapy" animals.

# GENERAL POLICIES

## RAFFLES

Drawings for a free door prize are allowed. Raffles (a means of raising money by selling tickets, one or some of which are subsequently drawn at random, the holder or holders of such tickets winning a prize) are not permitted on Sunbelt Agriculture Exposition property.

## CERTIFICATE OF INSURANCE REQUIREMENTS

Proof of insurance coverage in the amount of \$1,000,000 naming Sunbelt Agricultural Exposition as an additional insured must be received with the signed contract. An update should be sent as needed. Please upload a current copy of the certificate to your account through the Exhibitor Dashboard on the Map Your Show Exhibitor Registration Program.

Email a copy of the certificate to [mandy@sunbeltexpo.com](mailto:mandy@sunbeltexpo.com).

If your company needs assistance with public liability insurance requirements, you may contact

**K & K Insurance/  
Holwell & Fletcher Insurance Agency  
PO Box 192, Quitman, GA 31643  
Bridgett White  
(229) 263-4136  
[bmwhite04@windstream.net](mailto:bmwhite04@windstream.net)**

Premiums and detailed information can be found on pages 24-25.

## RESTOCKING EXHIBIT ITEMS

We recognize the need and importance of exhibitors being allowed to sell their product at the show to offset the cost associated with exhibiting at the Expo. With this privilege and permission, guidelines must be established and adhered to in keeping safety priority #1.

Exhibitors must maintain and keep in good order the display space they occupy at the show using all exhibitor guidelines for the safety of attendees. Exhibitors should have at least one representative at the exhibit location at all times during show hours.

Only items that can be carried by hand, by one person, can be sold and removed from your static display during show hours. The exhibitor is responsible for providing an attendee/customer with a bill of sale, receipt or some form of proof of purchase in the event they are asked for it by security at the exit gates. This is for your protection.

The Sunbelt Expo wants to ensure all of our visitors and exhibitors have the opportunity to experience a great show regardless of which day they attend. With this in mind, please understand any items which cannot be carried by hand, by one person MUST remain at your display until after 4 p.m. on Thursday, October 19. Security staff will strictly enforce this policy.

In maintaining the supply and demand of your display for all three days of the show, restocking is allowed from 5:30 until 6:30 p.m. on Tuesday and Wednesday. With your completed exhibitor parking pass, you can drive your vehicle in through Gates 2 or 4 only (Enter and Exit) to replenish items sold from your display. Gate 4 will close for all traffic at 6:30 p.m.





## KEY TAKEAWAYS

- Outside Exhibitors may begin setting up on Tuesday, October 10, at 8 a.m. and may continue until dark each day until 5 p.m., Monday, October 16.
- Inside Exhibitors may begin setting up on Saturday, October 14, at 8 a.m. and may continue until dark each day until 5 p.m., Monday, October 16.
- Breakdown begins on Thursday, October 19, at 4 p.m.
- Early breakdown is not permitted.
- During the week of the Sunbelt Ag Expo, hours are:  
Tuesday, October 17      8:30 a.m. to 5 p.m.  
Wednesday, October 18   8:30 a.m. to 5 p.m.  
Thursday, October 19     8:30 a.m. to 4 p.m.
- Tickets can be purchased for:  
\$10 per person / per day (Children 10 and under, free with adult admission).  
\$20 for a 3-day admission ticket.
- The Sunbelt Ag Expo allocates exhibitor badges and parking passes according to the size of the exhibit space.
- All vehicles parked in the exhibitor parking area are required to visibly display their completed parking pass.
- A request must be submitted prior to the show for approval of special parking passes and will be granted at the discretion of Expo Management.
- Movement of bicycles, ATVs, golf carts, lawn mowers, scooters or ANY other motor vehicles without prior approval from the Sunbelt Expo is strictly prohibited inside the exhibit at any time from October 17-19.
- Wheelchairs and scooters for the handicapped are permitted.
- No pets are allowed except service animals which must be leashed at all times.
- **EARLY BREAKDOWN IS NOT PERMITTED. FAILURE TO COMPLY MAY RESULT IN YOUR COMPANY BEING BANNED FROM FUTURE SHOWS.**

## NOTES

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

# EXHIBITOR AMENITIES

## EXHIBITOR LOUNGES

There are two exhibitor lounges located on-site for your convenience from 7 a.m. – 5 p.m. We invite you to enjoy complimentary coffee and snacks provided in the lounges each morning of the show from 7 a.m. – 11 a.m. only. You are required to present your exhibitor badge for entry.

Two vendors will be set up to sell lunch to exhibitors only, allowing a shorter wait time for you to grab some lunch during your day. Both lounges will be open to provide a retreat area to eat your meal.

**The Farm Press Lounge** is located in the center of the exhibit grounds.

Smoking Temptations will be open on Monday – Thursday from 11 a.m. until 2 p.m. at Farm Press Lounge.

**The Spence Field Community Center** is located in the west corner of the exhibit grounds.

Market BBQ will be open Tuesday - Thursday from 11 a.m. until 2 p.m. at the Spence Field Community Center.

Please see the [Official Expo Map](#) on the Sunbelt Ag Expo website.

## CONFERENCE ROOMS

Meeting rooms are available upon request on a first come first served basis. This is just one of the many complimentary services we provide our exhibitors. If you need to schedule a meeting, please contact Olivia Griffin at [olivia@sunbeltexpo.com](mailto:olivia@sunbeltexpo.com) to reserve your space.

## EXHIBITOR EVENT

On Tuesday, October 17 at 5:30 p.m. in the RW Griffin Building located in the center of the Expo grounds, all exhibitors are invited to attend a complimentary event featuring local restaurants and caterers - complete with live entertainment sponsored by Moultrie/Colquitt County Chamber of Commerce & Development Authority, Colquitt county Board of Commissioners and Sunbelt Expo. Come to eat, relax and fellowship with other exhibitors.





## **COPY/FAX SERVICE**

Exhibitors can make copies and send/receive faxes for a nominal fee at the Expo Headquarters.

## **EXHIBITOR RESOURCES**

The Farm Show Council strives to improve the value of its member shows through education, communication and evaluation. The overall goal of the Council is to provide the best possible marketing showcase for exhibitors of agricultural equipment and related products to the farmer/rancher/producer/customer. The Farm Show Council has created a series of worksheets that will assist the Farm Show Council members and their affiliates on show planning and organization.

To access these educational resources, please visit:  
[www.farmshowcouncil.org/education.html](http://www.farmshowcouncil.org/education.html)

## **SHOW PROGRAM + ON-SITE ADVERTISING**

Please contact Becca Turner, Marketing and Public Relations Consultant, for details regarding the official show program, on-site advertising, pre-show marketing, and event sponsorship. Reach her at [becca@owcreatives.co](mailto:becca@owcreatives.co) or (229) 985-1968. Also, visit [sunbeltexpo.com/exhibitors/sponsorship](http://sunbeltexpo.com/exhibitors/sponsorship) for a printable guide.

## **KEY TAKEAWAYS**

- There are two exhibitor lounges located on-site for your convenience from 7 a.m. – 5 p.m.
- Meeting rooms are available upon request on a first come first served basis.
- On Tuesday, October 17, at 5:30 p.m. in the RW Griffin Building located in the center of the Expo grounds, all exhibitors are invited to attend an Exhibitor Event.
- Exhibitors can make copies and send/receive faxes for a nominal fee at the Expo Headquarters.

## **NOTES**

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# PLANNING YOUR VISIT

## ACCOMMODATIONS

Hotels/Motels - The Expo website has a comprehensive listing of Chamber of Commerce websites surrounding the Moultrie area. We suggest visiting our website at [www.sunbeltexpo.com](http://www.sunbeltexpo.com). Under the Exhibitors tab, choose “places to stay,” and make your reservations at area hotels mentioned on these listings as soon as possible.

## CAMPING

Campsites are available within walking distance of the Expo site, with two bathhouses located directly across the street from campsites. Hookups are water and electricity only. A dump station is provided. See detailed information and reservation form on page 34.

## FIRST AID

First Aid facilities are available in the Security/International Business Center building next door to Expo Headquarters and in front of the Spence Field Community Center. To contact the on-site Moultrie Police Department, please call (229) 873-3103. This number rings the on-site Security Office located in the International Business Center beside Expo HQ.

## HANDICAP ACCESS

The Expo allows wheelchair (manual or electric) access, but use of golf carts, riding lawn mowers or other motorized vehicles is strictly prohibited. Rental information can be found at [www.sunbeltexpo.com](http://www.sunbeltexpo.com). Permanent rest rooms on the grounds are also accessible to the handicapped.

## PRIVATE AIR TRAVEL

Private and charter planes can land on an FAA controlled hard surface 4,500-foot runway at Spence Field. Due to the heavy volume of air traffic generated by the Expo, the FAA will provide temporary Air Traffic Control services at the airport. Please check frequencies on our website (which will be posted closer to show date) at [www.sunbeltexpo.com](http://www.sunbeltexpo.com) under the Exhibitor’s tab then click on Pilot and Airport info.

The official on field FBO for the Sunbelt Agricultural Exposition is Eagles of America, Inc. They are based at Moultrie Municipal Airport (KMGR) and will be providing temporary FBO services at Moultrie Spence (KMUL). Eagles of America, Inc. is part of the Phillips Aviation FBO network. See their latest guaranteed fuel prices and available services at [www.airnav.com/airport/kmgr](http://www.airnav.com/airport/kmgr).

## NOTES

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## SECURITY

The Expo prides itself on providing exceptional security for our exhibitors and guests. Please read the following information carefully and adhere to all rules set forth by the Expo Management and Security Director.

All exhibitors, visitors and their belongings may be subject to search upon entering the Expo Exhibit area. Exhibitors who employ security must have their employee(s) register at the Expo Headquarters no later than 5 p.m. Monday, October 16 to receive a security badge and authorization to work inside the exhibit area. Unauthorized persons in the exhibit area will be asked to leave the grounds.

The Sunbelt Ag Expo will not be held responsible for any items left in your exhibit space on the Expo grounds after the close of the show. Any damage done to the Expo grounds and/or another exhibitor's permanent structure is the sole liability of the exhibitor who fails to remove their equipment, temporary structure/shelter by November 1.

## EXPO SECURITY SCHEDULE

- October 8-11: Night security from 6 p.m. - 8 a.m.**
- October 12: 24-hour securing begins.**
- October 14: Exhibitor credentials are required for entry into the Expo grounds.**
- October 20: All indoor equipment and items must be cleared from all buildings by 5 p.m.**
- October 24: 24-hour security ends at 8 a.m. SAE will not be responsible for anything left on-site after this date and time.**
- November 1: All equipment must be removed from Expo grounds.**

## ATM

ATM machines are located in Agribusiness Buildings 1 and 2, Family Living Building, beneath the Flight Tower adjacent to the main entrance gate and near the restrooms in the center of the exhibit grounds.

## KEY TAKEAWAYS

- Make hotel reservations ASAP.
- Campsites are available within walking distance of the Expo site - see detailed information and reservation form on page 34.
- First Aid facilities are available in the Security/International Business Center building next door to Expo Headquarters and in front of the Spence Field Community Center.
- The Expo allows wheelchair (manual or electric) access, but use of golf carts, riding lawn mowers or other motorized vehicles is strictly prohibited.
- Private and charter planes can land on an FAA controlled hard surface 4,500-foot runway at Spence Field.
- The Sunbelt Ag Expo will not be held responsible for any items left in your exhibit space on the Expo grounds after the close of the show.
- ATM machines are located in Agribusiness Buildings 1 and 2, Family Living Building, beneath the Flight Tower adjacent to the main entrance gate and near the restrooms in the center of the exhibit grounds.

## SERVICE PROVIDERS

The Sunbelt Expo has secured the services of individuals, companies and agencies to help meet your needs while at the Expo. If you have special needs not covered in this guide, please contact our office at (229) 985-1968.

### LIGHTS/SOUNDS/COMPUTER

Lights Sound Action offers a variety of services and equipment rental options to assist you in creating the perfect event. Listed below are a few of the options available. Flat Screen TVs ranging in size from 55" – 75". AV stands and cabling are also available. Sound Systems of various sizes for announcements, music, presentations, and more. DJ Services. AV Solutions including: Screens, Projectors, Slide Advancers, Laptops, and much more. Podiums. Stages ranging in size from a 4'x4' Platform to a Large 24' x 32' Mobile Covered Stage. Heaters and Fans. Please contact Lights Sound Action for more information, any questions, and equipment reservations.

**DANIEL PARRISH - 229.403.9005 - ADMIN@LSAINFO.COM**

### ELECTRICITY

One 110v 20 amp outlet is included in exhibit costs. If your exhibit requires more than that or need 220v 50 amp, please complete the form found on page 28 and return to Sunbelt Expo office. The deadline for electrical orders is October 1. Anyone ordering electricity after October 1 will be charged an additional \$50 surcharge, and will receive their service after those who ordered by the deadline.

Please do not assume that you will have electricity if you have not requested it. Contact [mandy@sunbeltexpo.com](mailto:mandy@sunbeltexpo.com) if you have any questions or need additional information.

### EQUIPMENT ASSEMBLY / EQUIPMENT REPAIRS

The Abraham Baldwin Agricultural College Agricultural Engineering and Technology Club is proud to provide their services and a service truck to Expo exhibitors. The AET club will be available to assist with equipment assembly, and/or exhibit construction and to help with equipment repairs in the fields such as: tools, air, fuel, generator, welding and cutting. There is no charge for their services; however, donations to their club are appreciated.

**DANIEL LYON - 803-834-2208**

### FORKLIFT SERVICE

Sunbelt Expo provides forklift services for set up and/or breakdown before and after the show. Exhibitors may use their own forklifts to set-up their own display. At no time shall an exhibitor use their forklift, skid steer, tractor or any other form of heavy equipment to set up another exhibitor's exhibit site nor operate during show hours for any reason. Failure to follow this policy will jeopardize their future participation in the show and/or loss of their forklift privileges. Please remember the safety of our attendees is Priority #1.

All forklift operators must have certification from their employer showing they are certified to operate a forklift. All exhibitors are required to carry proof of liability and property insurance to cover any damage to the building, exhibitor or persons caused by the operation of the forklift.





The Forklift Office is located near the loading dock in the NW area of the exhibit site. A phone number will be provided closer to show date. They may be contacted by phone or email after Oct. 3, 229-891-3121 or [sbe.forklift@gmail.com](mailto:sbe.forklift@gmail.com).

### **FORKLIFT HOURS OF OPERATION**

The Expo will begin receiving boxes / equipment requiring forklift services beginning Monday, October 9. All deliveries must be on-site and received no later than 12 p.m. Monday, October 16.

Please be patient and have someone remain on your lot to instruct the forklift driver on placement. After the show ends, forklifts will begin running again on Thursday evening, October 19, all-day Friday, and until noon on Saturday, October 21. Service will resume on Monday, October 23.

Your company is responsible for any forklift tickets that are designated, delivered and signed for at your exhibit location. This includes inbound deliveries that arrive prior to the event (before company representative is on-site) and for Outbound loading following the event (after a company representative may no longer be on-site). We will make every attempt to get a signature from the driver delivering or picking up the equipment.

Please remember you must have an Outbound Forklift Ticket for items that need to be returned to the Shipping and Receiving Hanger for pick up after the show.

### **FORKLIFT FEES**

\$175 / hour  
30 Minute / \$150

### **GARBAGE SERVICE**

To ensure the safety of Sunbelt Expo attendees, the City of Moultrie makes every effort to curtail the use of large equipment within the exhibit area during show hours. For this reason, garbage collection will only be performed after crowds disperse. The City of Moultrie will not allow collection from inside an exhibit, so in order for your garbage to be collected, it must be outside your exhibit and set beside each traffic lane by 5 p.m. each day. For inside exhibitors, please place your garbage outside your exhibit booth for collection at 5 p.m. each day. Please help us in keeping Sunbelt Expo a clean and attractive event.

### **ICE**

For delivery of ice to your exhibit location during the show, please contact Jay Tyson with Hopkins Food Service.

**JAY TYSON: [JAY@STORMSL.COM](mailto:JAY@STORMSL.COM) OR (229) 672-0310**

### **LABOR**

WorkSource Georgia offers employment services during the show. Payments should be made directly to the employee upon completion of the assigned work. WorkSource Georgia staff will be located on-site, inside the Security HQ/International Business Center building next door to the Expo Headquarters, from October 9 through October 26. Please call the Expo at (229) 985-1968, after October 1, for the on-site phone number.

**Gabriela Lopez Munoz**

**(404) 982-7976**

**[gmunoz@tcsge.edu](mailto:gmunoz@tcsge.edu)**

## SERVICE PROVIDERS

### LANDSCAPE SERVICES (WOOD CHIPS, HAY) + LANDSCAPE MATERIAL

J & L Growers offers wood bark, wood chips, cypress mulch and hay bales. Make your exhibit location more attractive with their design services! Additional landscape services provided by J & L Growers include: plant rental, split-rail fence rental, landscape timber rental and complete landscape services. Materials will only be delivered to your exhibit location unless you contract J & L Growers to spread materials in advance. Orders will not be accepted after October 1. THE DEADLINE IS FIRM.

Please see pages 26 and 27 for ordering instructions and pricing.

**Tommy Brown | (229) 873-0100**  
**Charlotte Brown | (229) 873-0098**  
**Office (229) 985-1222**  
**jlgrower@windstream.net**

### XYLEM

Contact Barb for your Lot Design. See page 36.

**Barb Dornfeld | 309-781-3888**

### LOCKSMITH

DPW Locksmith can assist with any of your locksmith needs including keys locked in cars.

**Dewayne Walters | (229) 941-5299**

### MOBILE WASHING + DETAILING

SHOWTIME/Holsinger Pressure Washing offers on-site washing and detailing of vehicles, farm equipment, tractors, etc.

**Amanda Holsinger | (814) 404-5109**  
**holsingerwashing@gmail.com**

### PRINTING

On-Site Copies (Expo Office):

Black/white copies – 15 cents each  
Color copies – 25 cents each

### SANITARY SERVICES

Prico Portable Toilets can provide a single portable toilet unit for \$85, which includes service. Other services are available upon request.

**Bobby Price | (229) 985-7268**

### SIGNS + BANNERS

Art Carved Signs offers all types of signs including wood, metal, plastic, banners and magnetics. They also can produce full color printing and vehicle and trailer wraps. They will be set-up in the Expo Headquarters Monday before the show from 8 a.m. to 5 p.m. and Tuesday, opening day of the show, 9 a.m. to 5 p.m.

**Hugh Holloway | (229) 782-5077**  
**hpholloway@windstream.net**



## TELEPHONE SERVICES / HIGH SPEED INTERNET

Windstream is the official Telephone Service Provider for the Sunbelt Expo. For your exhibit site telephone and high-speed internet services, please email Windstream at [WCI.BSSC.ILEC@windstream.com](mailto:WCI.BSSC.ILEC@windstream.com). Include a contact name and phone number with your request. A representative from Windstream will reach out to your contact and get the necessary information so your desired services will be in place at your requested date.

If you are not contacted within a reasonable amount of time or have problems with your service, please contact:

**Daryl Barron, Director of Operations**  
(229) 890-4400  
[daryl.barron@windstream.com](mailto:daryl.barron@windstream.com)

## TENTS, TABLES, CHAIRS, AND RELATED ITEMS

Rental Depot is the official supplier of tents, tables, chairs, decorations, stages, pennants, wastebaskets, smoking stands, carpets, table covers, and similar items. TENTS, TABLES, AND CHAIRS ARE NOT INCLUDED WITH YOUR EXHIBIT SPACE. You may bring your own tent, tables, and chairs. Rental Depot will assist you in erecting your company owned tent, if needed, for a fee. Only Rental Depot, the official tent company, is permitted to rent tents, tables and chairs and/or assist with erecting company owned tents.

**Rental Depot**  
229-883-5777, [www.rentaldepotonline.com](http://www.rentaldepotonline.com)  
Order forms on pages 29-33 | Deadline: September 18, 2023

## WIRELESS INTERNET SERVICES

Wireless Internet Service at Expo is provided by CNS Internet and sponsored by:

- Georgia's Rural Center, Center for Rural Prosperity and Innovation
- Flint River Soil and Water Conservation District
- Moultrie/Colquitt County Economic Development Authority
- Sunbelt Ag Expo

We encourage you to utilize the complimentary wireless network to check your e-mail, post your status or tweet your thoughts...whatever you choose to do online, we are here to keep you connected! There are multiple wireless access points located on the show grounds – just choose your nearest access point that includes Sunbelt Expo, click and go!

### EXHIBITOR WIFI INFO

SSID: AgExpo-Vendor  
Passphrase: m5bagexp2

Technical Support: (229) 227-6997



### NOTES

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# SHIPPING + RECEIVING

Sunbelt Expo Shipping and Receiving Warehouse is located at Gate 2.

There they will:

- Accept inbound deliveries
- Provide temporary storage (maximum of 20 days)
- Deliver to your exhibit location

Inbound and outbound charges will be billed after the show to the billing contact on file based on the price list included in this section. For return shipment after Expo, a 20% handling fee is charged.

Show materials may be shipped via any conventional mode of transportation. No collect shipments will be accepted. Show material must be packaged in sturdy cardboard containers, display cases, or wood/metal crates. Sunbelt Agricultural Exposition management reserves the right to refuse any shipments not properly packaged. Each container must display your exhibit location, identify number of packages with each shipment and be addressed c/o Sunbelt Ag Expo Shipping & Receiving Warehouse.

Label each container as follows:

(YOUR COMPANY NAME)

(Space Location & Number of Packages)

Example:  
Company XYZ  
Space A-12-1009  
Box 1 of 2  
c/o Sunbelt Ag Expo Shipping & Receiving Warehouse  
290-D Harper Boulevard\*  
Moultrie, GA 31788  
\*Please make sure you list boulevard and not road

### INBOUND SHIPMENTS

Receive, store and deliver to exhibitor's space location:

1 to 10 lbs.	\$15.00	handling fee
1 to 49 lbs.	\$40.00	per shipment
50 to 100 lbs.	\$65.00	per shipment
100 to 200 lbs.	\$90.00	per shipment
200 to 500 lbs.	\$100.00	per shipment
Over 500 lbs.	\$125.00	per shipment
Skid	\$125.00	per skid

The above prices include a one-time delivery to the exhibitor's exhibit location. (More than one delivery during the show will constitute additional charges.)

Single packages weighing less than 71 lbs. must be picked up at the Shipping & Receiving Warehouse.

### OUTBOUND SHIPMENTS

1 to 49 lbs.	\$45.00	per shipment
50 to 100 lbs.	\$75.00	per shipment
100 to 200 lbs.	\$105.00	per shipment
200 to 500 lbs.	\$115.00	per shipment
Over 500 lbs.	\$145.00	per shipment
Skid	\$145.00	per skid

Please notify the Shipping and Receiving Manager if you will have Outbound Shipments to be picked up on your site after the show. A separate Outbound Ticket must be completed to ensure your items are returned to Shipping and Receiving for pickup by your carrier of choice. Exhibitors are responsible for labeling and addressing all crates, boxes, etc.

Outbound shipments to International destinations require special handling and paperwork. Proper information must be provided. Additional handling charges may apply.





Following the completion of the show, with a completed Outbound Forklift Ticket, Sunbelt Expo will collect properly sealed, labeled and packaged display items, and ship per your instruction via a carrier of Sunbelt Expo's choosing. Items that are not properly sealed and labeled will not be shipped. For International shipments, exhibitors must provide proper and accurate paperwork. Charges for shipping and receiving services are in addition to charges imposed by the freight carriers.

UPS shipments provide only \$100 in insurance. If additional insurance is required, it is the exhibitor's responsibility to advise the Shipping and Receiving clerk of an additional requested amount.

Outbound shipments to International destinations require special handling and paperwork. Proper information must be provided. Additional handling charges may apply.

Please see the enclosed map and driving directions to provide to any drivers that you may subcontract with for delivery and/or pickup of your packages and/or equipment.



#### DIRECTIONS

- 1 From North on GA HWY 133 take a left on Yount St.
- 2 Turn left onto Carter Avenue
- 3 Bear left onto Harper Blvd. Proceed to Gate 2
- 4 Turn right on Expo Grounds. Pass Maule Flight Hangar
- 5 Sunbelt Expo Shipping and Receiving will be on your right. Loading Dock will be on your left.

Please be sure to provide the proper driving instructions to hired or subcontracted drivers for delivery and pick up of your packages and/or equipment.

GPS coordinates:  
31.1332 N, 83.7094 W

Address:  
290-G Harper Boulevard  
Moultrie, GA 31788

Phone:  
229-985-1968







# INSURED VENDORS



**K & K Insurance /  
Holwell & Fletcher Insurance Agency  
PO Box 192  
Quitman, GA 31643  
Bridgett White  
(229) 263-4136  
bmwhite04@windstream.net**

All exhibitors and vendors, including food vendors, are required to provide proof of commercial general liability insurance coverage in the amount of \$1,000,000. In addition, food vendors should provide proof of products liability coverage. The Certificate of Insurance must list Sunbelt Agricultural Exposition, Inc. as the Certificate Holder. Please see the prior section on insurance (page 10) for information on submitting a Certificate of Insurance. For your convenience, exhibitors and vendors without proper liability coverage may apply to be listed as additional insureds on the Sunbelt Agricultural Exposition, Inc. policy.

The cost for being added to the Sunbelt Ag Expo policy through K & K as an additional insured is \$80. Additional exhibitor/vendor locations can be insured for \$40 per location. This premium includes a Risk Purchasing Group (RPG) membership fee of \$15. RPG allows individual vendors to purchase liability insurance on a group basis. Acceptance of exhibitor/vendor coverage confirms your desire to obtain insurance through the Sports, Leisure, and Entertainment Risk Purchasing Group (where applicable).

To be added as an additional insured, please complete the form on the page 24 and submit it with payment to K & K Insurance at the physical address or email address listed above.

Some vendors such as dunking booths, petting zoos, pony rides, game booths, etc. may require underwriting approval and may incur an additional charge. Other vendors may not be eligible for this program including but not limited to: ear piercing booths, tattoo parlors, haunted houses, inflatable amusement devices, stroller and wheel chair rentals, exotic animals, national companies/chain stores, metallic balloons, organ grinders, medical tests, medical exams/blood tests, liquor stands, mechanical rides, motorsports activities, and fireworks/weapons.

All submissions are subject to underwriting, and exhibitors/vendors are encouraged to submit well in advance of the deadline to allow time for resolution of any unforeseen issues that may arise.

- DUE DATE: OCTOBER 1, 2023
- Application and money must be sent together.





# VENDORS AS ADDITIONAL INSURED INFORMATION FORM

PO Box 192 Quitman, GA 31643

Bridgett White (229) 263-4136

bmwhite04@windstream.net

Name of Insured: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Dates of Event: \_\_\_\_\_

	VENDOR NAME	YEARS OF EXPERIENCE	TYPES OF FOODS OR DISPLAYS	NUMBER OF BOOTHS OR STANDS	*EVER CANCELLED/ REFUSED COVERAGE		*CLAIMS LAST THREE YEARS	
					YES	NO	YES	NO
1.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\* If "YES" please explain on back of form. If additional space is needed please attach additional sheets with this form.**

I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent and confirm that, to the best of my knowledge, all information provided is complete, true and correct.

DATE \_\_\_\_\_ SIGNATURE OF INSURED \_\_\_\_\_ TITLE \_\_\_\_\_ 1131 11/03





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No. Ext):	FAX (A/C, No):	
INSURED	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
INSURER E :			
INSURER F :			

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			<b>Effective policy dates must fall within dates of set-up, show dates and breakdown for the current year.</b>			EACH OCCURRENCE \$ <b>1,000,000</b>
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b>
							MED EXP (Any one person) \$ <b>5,000</b>
							PERSONAL & ADV INJURY \$ <b>1,000,000</b>
							GENERAL AGGREGATE \$ <b>1,000,000</b>
							PRODUCTS - COMP/OP AGG \$ <b>1,000,000</b>
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**Sunbelt Agricultural Exposition is named as additional insured with respect to the General Liability by written contract as required by the policy.**

**Note: 10 day notice of cancellation applies for non payment of premium**

## CERTIFICATE HOLDER

## CANCELLATION

**Sunbelt Agricultural Exposition**  
**290-G Harper Blvd.**  
**Moultrie, GA 31788**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

# J & L GROWERS 2023 Sunbelt Ag Expo

Phone: (229) 985-1222 • Fax: (229) 985-6492 • [jlgrower@windstream.net](mailto:jlgrower@windstream.net)  
Tommy Brown cell: (229) 873-0100 or Charlotte Brown cell: (229) 873-0098

## EXHIBIT LANDSCAPE SERVICES: HAY BALES, PINE BARK, WOOD CHIPS & CYPRESS MULCH ORDERS – DUE OCTOBER 1

- All orders are due by Phone or Fax By October 1 (FIRM).
- All orders will be verified with Ordering Contact listed below.
- Payment is due by October 1.
- No NEW orders will be taken upon arrival at the show.
- VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER or Company check are accepted.
- All materials are subject to 8% GA Sales Tax.
- Orders for any of the items or services placed after October 1 are not guaranteed and will be accepted based on available materials and manpower.

Exhibitor \_\_\_\_\_  
Billing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
FAX \_\_\_\_\_  
Email \_\_\_\_\_  
Phone & Ext. \_\_\_\_\_

J&L Growers will verify all orders by phone with the ordering contact.  
Payment will be due once order is finalized.

On-Site Contact \_\_\_\_\_  
Cell Phone \_\_\_\_\_

Please Provide 2023 Space Location

Indoor Exhibitors

Building: \_\_\_\_\_

Booth #(s): \_\_\_\_\_

Outside Exhibitors

Block: \_\_\_\_\_

Lot #(s): \_\_\_\_\_

3-Day Rental: Plants, Trees , Shrubs & Decorative Fence			
Item	Unit Price	Quantity	Total
3 gal - 10" Container Flowers & Shrubs	\$12.00		
3 gal - 10" Container Roses	\$15.00		
7 gal - 14" Container Flowers & Shrubs	\$25.00		
15 gal - 18" Container Trees & Shrubs	\$50.00		
30 gal - 21" Container Trees & Shrubs	\$85.00		
8' Landscape Timbers	\$10.00		
Cedar Split Rail Fence Corners (4-10' rails, 3 posts)	\$75.00		
Cedar Split Rail Add. Sections (2-10' rails, 1 post)	\$45.00		
White Plastic Fence Corners (4-8' rails, 3 post)	\$75.00		

J & L will pick these rental items up at the end of show

Plants & Landscape Materials for <u>Purchase</u>			
Item	Unit Price	Quantity	Total
8" Mum with Decorative Foil Sleeve	\$12.00		
8" Mum in Plain Container	\$10.50		
10" Fern Hanging Basket	\$19.00		
Pine Straw Bale (Per Bale - Delivered)	\$7.00		
Pine Straw Bale (Per Bale - J&L Spread)	\$9.00		
Mowing Grass Prior to Spreading Wood Chips (Per Lot)	\$30.00		
Bermuda Sod (\$1.45 per square foot laid)	\$1.45 sq. ft.		
Labor to Landscape your site - Call for Quote			

## PINE BARK, WOOD CHIPS, CYPRESS MULCH & HAY BALES

- J&L Growers is the contract provider for pine bark, wood chips, cypress mulch and hay bales for the Sunbelt Expo.
- Orders for these items should be placed with J&L Growers by October 1.
- It is the responsibility of the Exhibitor to spread the bark, chips, mulch and place the hay unless J&L Growers has been contracted to spread them in advance.

Item	Types of Service	Unit Price	Quantity	Total
Hay Bales (Rectangular)	Delivered	\$12.50 per bale		
Wood Chips	Dumped	\$165.00 per ton 1 ton covers approximately 25'x25' area (1/2 ton minimum) Removal Included		
Wood Chips	J & L Spreads	\$220.00 per ton 1 ton covers approximately 25' x 25' area Removal Included		
Cypress Mulch (Natural or Colored)	Delivered	\$7.00 per 2ft <sup>3</sup> bag 1 bag covers approximately 12 sq. feet		
Cypress Mulch (Natural or Colored)	J & L Spreads	\$11.00 per 2ft <sup>3</sup> bag 1 bag covers approximately 12 sq. feet		

- Please Call or Fax your order to J&L Growers by October 1. (FIRM)
- The total cost including tax will be provided by J&L when your order is finalized. Payment will be due at that time.
- No NEW orders will be taken upon arrival at the show.
- No orders after October 1.

Pricing for Pine Bark, Wood Chips and Cypress Mulch includes removal after event.

**ADDITIONAL ELECTRICAL SERVICE  
2023 Sunbelt Ag Expo**

This form should be returned to:  
Sunbelt Ag Expo • 290-G Harper Blvd. • Moultrie, GA 31788  
mandy@sunbeltexpo.com • FAX (229) 890-8518

**ELECTRICAL SERVICE ORDERS ARE DUE BY BY OCTOBER 1**

One (1) 110v 20 amp electrical plug is included in your exhibit costs.  
Only complete the form for Electrical if you require more than one 110v duplex outlet or need 220v service.

- Electrical Service Orders are due by October 1.
- Orders Received after October 1 will be charged a \$50.00 late fee.
- Payment is required with order.
- Please indicate in the space provided below your method of payment. Company checks are accepted.

Exhibitor \_\_\_\_\_  
Billing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
FAX \_\_\_\_\_  
On-Site Contact \_\_\_\_\_  
Cell Phone \_\_\_\_\_

Please choose one:  
\_\_\_\_\_ Invoice our billing address for electrical

Please Provide 2023 Space Location

Indoor Exhibitors

Building: \_\_\_\_\_

Booth #(s): \_\_\_\_\_

Outside Exhibitors

Block: \_\_\_\_\_

Lot #(s): \_\_\_\_\_

Please specify additional electrical needs:

Electrical	Unit Cost	Quantity	Total Cost
110 volt/20 amp	\$75.00 each		
220 volt/50 amp	\$100.00 each		
*Panel Box	\$150.00 each		

\*applies only to exhibitors with buildings or exclusive electrical panel boxes.





## **Vinyl Frame Tents**

All tents are white unless otherwise stated  
(a 10'x10' tent requires a min. 20'x20' area)

**All orders must be received in our office no later than September 18th to avoid a 35% late charge and confirm availability**

<b>Tent Size</b>	<b>Height of side</b>	<b>Price</b>
<b>10'x10' economy (no sides available )</b>	<b>7'</b>	<b>\$ 485.00</b>
<b>10'x10'</b>	<b>8'</b>	<b>\$ 725.00</b>
<b>10'x20'</b>	<b>7' or 8'</b>	<b>\$ 915.00</b>
<b>15'x15'</b>	<b>8'</b>	<b>\$ 915.00</b>
<b>20'x20'</b>	<b>7' or 8'</b>	<b>\$ 1,180.00</b>
<b>20'x30'</b>	<b>7' or 8'</b>	<b>\$ 1,550.00</b>
<b>20'x40'</b>	<b>7' or 8'</b>	<b>\$ 1,875.00</b>
<b>30'x30'</b>	<b>8'</b>	<b>\$ 2,400.00</b>
<b>30'x45'</b>	<b>8'</b>	<b>\$ 3,100.00</b>
<b>40'x40'</b>	<b>8'</b>	<b>\$ 3,980.00</b>
<b>30'x60'</b>	<b>7' or 8'</b>	<b>\$ 4,140.00</b>
<b>Call for larger size pricing and availability</b>		

**Side walls are not included with the tent. Please confirm on the order sheet if sides are needed.**

**All prices are subject to 8% Georgia Sales Tax**

**Call / email our office to reserve your order before  
Sept. 18th to avoid the late fee. Reference the  
Sunbelt Ag Expo.**

**229-883-5777 [sunbeltagrental@gmail.com](mailto:sunbeltagrental@gmail.com)**



**2200 Gillionville Road, Albany, GA 31707 229-883-5777**



## Tables

(see delivery fee at bottom)\*

Banquet Table	Price		Price if ordered after Sept. 18th
Table- 6' x 30" each	\$	40.00	\$ 75.00
Table 8' x 30" each	\$	50.00	\$ 85.00
Delivery Fee-flat fee*	\$	12.00	\$ 20.00

## Chairs

(see delivery fee at bottom)\*

Chair	Price per chair*		Price if ordered after Sept. 19th*
Chairs each	\$	4.50	\$ 9.00
Delivery Fee-flat fee*	\$	12.00	\$ 20.00

Delivery fee is a flat fee if your order includes Table(s), chair(s) and/or any other accessory.

**All prices are subject to 8% Georgia Sales Tax**

**Call our office to reserve your order before Sept. 18th to avoid the late fee. Reference the Sunbelt Ag Expo.**

**229-883-5777**



**2200 Gillionville Road, Albany, GA 31707 229-883-5777**



## Accessories and Add-ons

Rental Item	Price	Price if ordered after Sept. 19th
Table linen- Half way length***	\$ 35.00	\$ 47.25
Table linen- Floor length***	\$ 45.00	\$ 60.75
Disposable Waste basket	\$ 20.00	\$ 27.00
8'x12' outdoor carpet/turf	\$ 155.00	\$ 209.25
8'x24' outdoor carpet/turf	\$ 295.00	\$ 398.25
<b>Delivery Fee-flat fee*</b>	\$ 12.00	\$ 20.00

Delivery fee is a flat fee if your order includes Table(s), chair(s) and/or any other accessory.

\*\*\* available colors: Royal Blue, Black, Green, Yellow, Orange, Red, White, Chocolate, Turquoise

**All prices are subject to 8% Georgia Sales Tax**

**Call our office to reserve your order before Sept. 18th to avoid the late fee. Reference the Sunbelt Ag Expo.**

**229-883-5777**



**2200 Gillionville Road, Albany, GA 31707 229-883-5777**



**Tents and Accessory orders must be in by  
9/18/2023 to avoid the 35% late fee and to confirm  
availability.**  
**See prices in the table and chair list for pricing after  
September 18th, 2023.**

**All orders are subject to the  
Georgia 8% sales tax.**

Delivery fee is a flat fee if your order includes Table(s),  
chair(s) and/or any other accessory.  
A flat fee of \$12 per order if reserved before 9/18/23  
and \$20 per order if reserved after 9/18/23.

**All prices are subject to 8% Georgia Sales Tax**

**Call our office to reserve your order before Sept. 18th  
to avoid the late fee. Reference the Sunbelt Ag Expo.**

**229-883-5777**



**2200 Gillionville Road, Albany, GA 31707 229-883-5777**





Sunbelt Ag Expo, Moultrie Ga

## Order Form

Orders must be received in our office no later than September 18, 2023 to avoid any late charges

Description	Quantity	Tent Size	Linen Color	Misc /Notes
Tent				
Tent sidewalls if needed		# of sides		
Chairs				
Table- 6' x 30"				
Table- 8' x30"				
Linen- Half way				
Linen- Floor length				
Stools				
indoor/outdoor carpet				
Miscellaneous				
Miscellaneous				
Miscellaneous				

Please provide:

Building #: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Block #: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Install by date (show dates October 17-19, 2023): \_\_\_\_\_

Company \_\_\_\_\_

Street or PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Contact name \_\_\_\_\_ Contact # \_\_\_\_\_

Purchase order number (if required) \_\_\_\_\_

By: \_\_\_\_\_

Printed name

Signature

Date



2200 Gillionville Road Albany, GA 31707  
229-883-5777

You can submit your form through:  
email: sunbeltrental@gmail.com  
phone: 229-883-5777  
fax: 229-496-1271  
reference: Sunbelt Ag Expo, Moultrie

## CAMPING RESERVATION FORM

Call for Reservations  
City of Moultrie  
c/o Purchasing Department  
P. O. Box 3368 • Moultrie, GA 31776  
(229) 890-5425

Reservations  
Start  
**JULY 1<sup>ST</sup>**

CAMPING RESERVATIONS FORM IS DUE TO THE CITY OF MOULTRIE BY OCTOBER 1

- Sites are \$30.00 per night (30 amp hookup) or \$35.00 per night (50 amp hookup) with a 4 night minimum. (\$120.00 minimum)
- No Reservations by Mail after October 1, 2023.
- A Cancellation Fee of \$10.00 before October 1, 2023 will be applied.
- No Cancellations after October 1, 2023 - NO EXCEPTIONS.

Exhibitor/Visitor Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Dates Reserved \_\_\_\_\_

Amount Paid \_\_\_\_\_

Exhibitor Campground \_\_\_\_\_

Visitor Campground \_\_\_\_\_

- Payment is required with completed form
- Money Order & Checks are accepted
- No Credit Card payments accepted



**ADDITIONAL BADGE REQUEST  
2023 Sunbelt Ag Expo**

Please submit to [mandy@sunbeltexpo.com](mailto:mandy@sunbeltexpo.com) or by FAX (229) 890-8518

**BADGE REQUEST FORM DUE SEPTEMBER 1**

- Using the chart below, determine the number of badges allotted to your company based on the amount of exhibit space secured. If you require no additional badges, please DO NOT complete this form.
- Additional badges are \$10.00 per badge. Please select below preference of billed upon receipt of form.
- Badges will be distributed at Expo Registration. No badges will be mailed in advance.
- All badges will be generic. They will NOT be personalized with company or name.

Booths 8' x 10'	Badges	Lots 25' x 50'	Badges
1	3	1	5
2	4	2	6
3	5	3	7
4	6	4	8
		5	9
		6	10
		7	11
		8	12
		9	13
		10-19	14
		20+	30

Please Provide 2023 Space Location

Indoor Exhibitors

Building: \_\_\_\_\_

Booth #(s): \_\_\_\_\_

Outside Exhibitors

Block: \_\_\_\_\_

Lot #(s): \_\_\_\_\_

Company \_\_\_\_\_

Contact \_\_\_\_\_

I would like to order \_\_\_\_\_ additional badges.

Please choose one:

\_\_\_\_\_ Invoice our billing address for additional badges.



18715 Rte 84 N  
Cordova, IL 61242

Cell: 309-781-3888  
Barb@XylemLtd.com

[www.XylemLtd.com](http://www.XylemLtd.com)



**Basic Packages Listed Below - Call For  
Your Customized Lot Design Quote Today!**

Contact Barb for your Lot Design. If you don't see a service or product you need, please inquire!

### Available Packages:

#### Base Package:

Service Includes: mowing, chips and normal clean up.

#### Economy Landscape Package:

Service Includes: 1 shrub, 4 ornamental plants,  
white vinyl or split rail fence, 1.5 c/y hardwood mulch,  
and clean up of plant material and mulch after show.

*V.I.T. (10 x 10)	*V.I.T. (10 x 10)
Mow, Chip, Clean Up	Mow Only

#### Landscape Package -A (2 corners):

Service Includes: 4 shrubs, 10 ornamental plants,  
3c/y hardwood mulch, and clean up of plant material  
and mulch after the show.

#### Landscape Package -B (2 corners):

Service Includes: 4 shrubs, 10 ornamental plants,  
white vinyl or split rail fence, decorative stone block  
or boulders, 3c/y hardwood mulch, and clean up of  
plant material and mulch after the show.

### Additional Services:

#### Miscellaneous Services

- \* Mowing (with or without tent)
- \* Mums, Trees, and/or Shrubs
- \* Fencing (2 posts / 3 rails)
  - White Vinyl or Split Rail - straight section
  - White Picket Fence
- \* Flag Pole (Flag included)
- \* Drill Post Holes
- \* Park benches and/or picnic tables
- \* Design of Photo Op Areas

#### Miscellaneous Services (continued:)

- \* Artificial Turf
- \* Sod Installation & Maintenance
- \* Fill Water Displays

#### Bulk Products Delivered to Lot(s)

- \* Hardwood Chips (per c/y)
- \* Hardwood Mulch (per c/y)
- \* Dyed (colored) Mulch (per c/y) Red, Brown or Gold  
(Blue or green available - special quote)
- \* Spread chips/mulch, clean up and disposal (per c/y)

### Bagged Products Delivered to Lot(s)

(Customer responsible for clean-up - Please Inquire)

- |                            |                           |                           |
|----------------------------|---------------------------|---------------------------|
| * Hardwood Chips (per bag) | * Colored Mulch (per bag) | * Pine Shavings (per bag) |
| * Hardwood Mulch (per bag) | * Large Round Bale        | * Straw Bales (per bale)  |

Please note: All additional services requested due to inclement weather or add ons will be billed as an extra fee.  
If your lot requires mechanical brooming and/or hand raking, there will be an additional charge for these services.





# SunbeltAG EXPO

MOULTRIE, GA • OCTOBER 17 - 19, 2023

