September 27, 2017
Vendor Information

Don’t miss the Associated Grocers Fall 2017 Food Show!

Lamar Dixon Expo Center– 4 H Building
9039 S. St. Landry Ave  Gonzales, LA 70737

Fall 2017 Food Show Schedule

Tuesday, September 26, 2017

6:00 am  Perishable Trailers Arrive
8:00 am—3:00 pm  Vendor Registration & Set-Up
8:00 am—11:00 am  Vendor Will Calls
11:00 am—1:00 pm  Lunch
6:00 pm—10:30 pm  Kick-Off Cookout

Wednesday, September 27, 2017

6:30 am—8:00 am  Breakfast
7:30 am—1:00 pm  Registration
8:00 am  Show Floor Opens
2:00 pm  Show Floor Closes
2:00 pm—until  Breakdown of Show

Things To Do:

1. REGISTER—Complete online registration before Friday, July 28.
2. PAYMENT—Billbacks will be submitted 8/23. Submit checks before Wednesday, August 23.
3. HOTEL RESERVATIONS—Reserve hotel NOW! Limited rooms available!
4. DEALS—Turn in all deals to Category Specialist before Friday, August 4.
5. SAMPLES—Turn in sample request form before Wednesday, September 20.
   Ship any samples/equipment to AG before September, 20.

Questions?
Contact Leigh Ann Charles at (225) 444-1206 or lcharles@agbr.com
Booth Fees

1 Full Booth (10X10) Includes the Following ($2,300):

- 2— Chairs
- 1— 6ft Table Wrapped & Skirted (front)
- 1— 8ft Table With Linen (back)
- 2— 3ft High Side Drapes
- 1— 8ft High Back Drop Drape
- 1— 110 Outlet
- 1— Small Trash Can
- 1— Booth Sign
- 20 — Copies of Food Show Surveys
- Lunch During Tuesday’s Vendor Set-Up

- All vendors will be billed for any additional tables, linens, carpet, etc. that is not included in the booth cost.

Electrical Needs

You must email Leigh Ann, lcharles@agbr.com if you are using power at your booth that is:

- Larger than a 110 volt, 0-500 watt outlet
- More than the number of booths you ordered.
- If you have a bulk area in the Perishable area. EX: You registered for 10 booths but you realized at the show you needed power for 15. You will be billed for 5 power outlets after the show.

Wi-Fi

AG will provide Wi-Fi for all that are attending the food show.
The SSID and password is listed below.

SSID: agfoodshow
Password: agbr1234

Food Preparation—Concession Stand Usage

- The concession stand WILL NOT be available for use. All equipment needed to prepare/cook your samples must be brought with you.
- Electric fryers ARE ALLOWED (Gas fryers ARE NOT PERMITTED!). All electric fryers used must have a lid available for immediate use and it must be placed on a non-flammable surface. Fryers must be at least 2ft apart as well as 2ft away from combustible materials. A fire extinguisher must be provided within the booth for each device.
Vendor Setup —Tuesday, September 26, 2017

- Vendor setup begins at 8:00 am on Tuesday.
- No vendor will be let into the loading dock to setup their booth after 2:30 pm. You must already be in the building. All doors to the show floor will close and lock at 3 pm. NO EXCEPTIONS! The vendor must provide their own carts, dolly, etc. There will not be any carts or dollies available for use.
- NO helium balloons are allowed!

Vendor Registration

- Vendor Registration will be located in the lobby of the 4-H Building. Vendors can check-in and receive name badges at this time. Name badges will only be printed for those that are in attendance. No name badges will be printed before Tuesday.
- If you have any vendor representatives arriving on Wednesday, please do not pre-print their name badge. They must check-in at registration on Wednesday to receive a name badge.

Booth Locations

- To receive more information about your location please contact your Category Specialist during vendor setup.
- Booth assignments can be found at registration during vendor setup day.

Vendor Samples

- Vendor samples can be pulled from the AG warehouse or shipped ahead of time directly to AG.
- **Samples Pulled from AG Warehouse**: To have your samples pulled from the AG warehouse please fill out the “Sample Request Form” and return to the appropriate person indicated on the form.
- **Samples Shipped to AG Before Show**: If you are shipping your samples to AG before the show please see the “Food Show Vendor Samples & Equipment Shipping Information” form.
- Associated Grocers will have a Customer Service desk setup in the lobby of the 4-H Building for all will-call orders. It is the vendor’s responsibility to complete a “Sample Request Form” and bring to Customer Service to key between 8am – 11am. NO will-call orders will be keyed or called in after 11am. If you are missing any samples this is your last opportunity to place an order.
- **Special Note**: Please arrive at vendor setup no later than 9am on Tuesday to see if you are missing any samples.

Kick-off Cookout

- **Tuesday, September 26, 2017 6:00 pm—10:30 pm**
- Lamar Dixon Expo Center– Trade Mart Building
- Casual Attire
Show Day — Wednesday, September 27, 2017

- **NO** vendor will be allowed to unload in the loading dock. This is the purpose of Vendor Setup on Tuesday.
- Vendor Registration will be located in the lobby of the 4-H Building. Vendors that did not check in on Tuesday can check-in and receive their name badges at this time. We will only print the name badges for those that are in attendance.

**Breakfast**

- Breakfast will be served in the 4-H Building from 6:30am—8:00 am.

**Payments**

- Food Show Payment Deadline is Wednesday, August 23.
- Check payments should be mailed to:
  
  Associated Grocers  
  Attention: Leigh Ann Charles  
  PO Box 261748  
  Baton Rouge, LA 70826-1748

*All booths must be paid in full by 8/23 in order to participate in the Fall Show!*

**Hotel Accommodations**

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<tr>
<th>Hotel</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Clarion Hotel</td>
<td>1500 Louisiana 30 W</td>
<td>(225) 647-8000</td>
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<tr>
<td></td>
<td>Gonzales, LA 70737</td>
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<tr>
<td>Call Sales Office M-F 8am-4pm to reserve</td>
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<tr>
<td>SpringHill Suites Marriott</td>
<td>2801 Cabela’s Pkwy</td>
<td>(225) 621-3000</td>
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<tr>
<td></td>
<td>Gonzales, LA 70737</td>
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<tr>
<td>HOME2 Suites by Hilton</td>
<td>2708 W Outfitters Drive</td>
<td>(225) 450-6755</td>
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<td>Gonzales, LA 70737</td>
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Other hotels in the area— Hampton Inn, Holiday Inn Express, Comfort Inn, LaQuinta Inn

Questions?

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