



Vendor Information

Spring Food Show—Wednesday, April 27, 2022
Lamar Dixon Expo Center— Exhibition Building (4H)
 9039 S. St. Landry Ave Gonzales, LA 70737

Food Show Schedule

Tuesday, April 26, 2022

8:00 am—3:00 pm Vendor Registration & Set-Up
 * **ALL VENDORS MUST ARRIVE TO SETUP BY 9AM ***
 8:00 am—10:30 am Vendor Will Calls
 11:00 am—1:00 pm Lunch
 3:00 pm Show Floor Closes
 5:30 pm—9:00 pm Kick-Off Cookout

Wednesday, April 27, 2022

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, March 4.**
2. **PAYMENT**— Checks due by **Wednesday, March 23.**
3. **HOTEL RESERVATIONS**—Reserve your hotel **NOW!** Limited rooms available!
4. **DEALS**—Turn in all deals to Category Specialist by **Friday, March 11.**
5. **SAMPLES**—Turn in sample request form by **Wednesday, April 20.**
 Ship any samples/equipment to AG before **Wednesday, April 20.**

Questions?

Email: foodshow@agbr.com at (225) 444-1083.



Booth Fees

Vendors— Cost of (1) One booth is \$2,300. Payment paid via check or if approved, a bill back deduction using (1) Vendor number.

Brokers— Cost of (1) One Booth paid via one check or if approved, one bill back deduction using (1) Vendor number—\$2,300. If splitting the booth cost by multiple vendors (multiple bill backs/checks) the cost is \$2,500 per booth.)

1 Full Booth (10X10) Includes the Following:

2— Chairs	1— Small Trash Can
1— 6ft Table Wrapped & Skirted (front)	1— Booth Sign
1— 8ft Table With Linen (back)	40 — Copies of Food Show Surveys
2— 3ft High Side Drapes	Lunch During Tuesday's Vendor Set-Up provided by:
1— 8ft High Back Drop Drape	



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 foodshow@agbr.com if your booth requires any electricity.

- No electrical service will be added without advanced payment/notification. No exceptions!
- 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 (by Vendor) within the booth for each device.

First Aid

- A First Aid kit is stationed in the 4-H lobby at the registration table.

Vendor Setup —Tuesday, April 26, 2022

- Vendor setup begins at 8:00 am on Tuesday. **ALL VENDORS must be present by 9:00 am.**
- No Vendor will be allowed to set up on Wednesday, Show Day. Set up is scheduled for 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.

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

- Booth assignments can be found at registration during vendor setup day.
- If you have any questions prior to setup day, please contact foodshow@agbr.com

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 email to foodshowsamples@agbr.com. Deadline is Wednesday, April 20.
- **Samples Shipped to AG Before Show:** If you are shipping your samples to AG before the show please see the “*Food Show Vendor Samples 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 – 10:30am. **NO** will-call orders will be keyed or called in after 10:30am. 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, April 26, 2022 5:30 pm—9:00 pm**
- Lamar Dixon Expo Center– Trade Mart Building
- Casual Attire

Show Day — Wednesday, April 27, 2022

- **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. Vendor Guests 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. Please be sure to wear a name badge at all times.

Breakfast

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

Show Breakdown

- **Breakdown must start after the show floor closes at 2 pm.**
- All samples will be donated to The Greater Baton Rouge Food Bank.
- **No product may be given or accepted by anyone working the show including set up crew, breakdown crew, expo center staff, cleaning crew & security.**
- Associated Grocers is not responsible for any items left behind.

Payments

- **Food Show Payment Deadline is Wednesday, March 23.**
- If the payment deadline is missed, all submitted surveys for the food show book will be pulled. Late payments will be subject to a \$300 fee. You will not be allowed to participate in the show if all payments (booth fees/late fees) are not paid in full by **Wednesday, April 6.**
- Check payments should be mailed to:

Associated Grocers
Attention: Food Show, Attn: Margaret Rutland
8600 Anselmo
Baton Rouge, LA 70810

Hotel Accommodations

Hotel	Address	Phone
Clarion Hotel	1500 Louisiana 30 W Gonzales, LA 70737	(225) 647-8000
Holiday Inn Express & Suites	2806 Louisiana 30 W, Gonzales, LA 70737	(225) 743-8000
Candlewood Suites Gonzales	2705 W Outfitters Dr., Gonzales, LA 70737	(225) 450-3390

Questions?

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