

This is to inform you of your move in time for the upcoming show *in 2017*. 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:

7:30 am - *SunOpta Sunflower Hall* – 725-760+720-756+698-715+703-724, *American Bank Center Hall* – 383-458+393-448  
*United Agronomy Hall/Busch Ag Resources Hall*- 217-229+272-283+284-307, *Dakota Agronomy Partners Hall*, 188-191,  
117-191+120-177, *SeedMaster Hall*- 892-909+911-936  
8:00 am – *SunOpta Sunflower Hall* – 670-689+639-654+648-659, *SeedMaster Hall* -940-1015+944-979+1011-1014+  
945-972+983-1010.  
8:30 am – *SunOpta Sunflower Hall*-578-607+608-631+554-565+566-577.  
9:00 am – *Dakota Agronomy Partners Hall*- 1-46A  
9:30 am - *SeedMaster Hall* – 949-968+951-966+987-1006, *Dakota Agronomy Partners Hall* – 59-80+55-83+53-65+  
73-85+50-88, *American Bank Center Hall* – 349-368+355-358+359-362  
10:00 am - *SunOpta Sunflower Hall* – 503-766.

**If you booth number is not on the list you can start any time after 10AM**

**All move in times are very aggressive schedule, be on time to not hold up the entire schedule.  
If you need a forklift for anything in the concourses be here at 7:30AM.**

**If you have only “hand-carry” items and do not require a forklift you may move in at noon on Tuesday, January 24, 2017.**

**All booths must be paid in full by January 20, 2017. 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)

**Reminder:** You will need to have proof of insurance in to our office by January 20. 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)