

2012 Made in Montana Marketplace Rules & Regulations

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Exhibitors may not start setting up EARLIER than 8 a.m. on Thursday.

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Exhibitors must be set up by 8 p.m. on Thursday and ready for business at 9 a.m. on Friday – Wholesale Buyer Day.

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All Exhibitors must unload, then move all vehicles to the designated “Exhibitor Parking” lots west of the railroad tracks Thursday, Friday and Saturday.

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Exhibitors are required to attend and exhibit both days of the show – Friday and Saturday.

5

The Mansfield Convention Center does not provide shipping services or storage before, during or after the trade show. Do not ship your freight directly to the Mansfield Center. Exhibitors must make their own arrangements for shipping and storage needs. [K&J Convention Services](#), LLC (406) 442-3238 offers these services.

6

Exhibitors whose product is currently available in retail stores MUST display at their booth a list of retail merchant locations where their products can be purchased.

7

Exhibitors may not use tape, tacks, nails, screws, or hooks on the walls, floors or ceiling or in any way mar or deface the premises. (standards for booths may be found at [K&J Convention Services](#).)

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Exhibitors may not sublet, re-sell, or share booths without prior written permission of the Marketplace Coordinator.

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An adult must be directly responsible for each exhibit booth on both days, for all hours of the show.

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Children under 18 years of age must be under the direct supervision of a parent or guardian at all times. Unattended children, along with

their parent or guardian, may be asked to leave the event immediately.

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Exhibitors must agree to sell using wholesale pricing on Wholesale Buyers’ Day (Friday) and retail pricing for members of the public on Retail Public Day (Saturday). These prices cannot be the same and should reflect commonly held standards and practices in the wholesale food and gift industries.

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For wholesale buyers, Exhibitors must be capable of filling and delivering orders within a reasonable amount of time.

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Exhibitors may not dismantle booths before 4 p.m. on Saturday and must remove all exhibits and equipment from the Mansfield Convention Center and Missouri Room no later than 8 p.m. that same day. Any item left after 8 p.m. Saturday will be discarded.

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Membership in the Made in Montana Program, which is free, is required for Exhibitors to participate in the Made in Montana Marketplace. To become a member, go to http://www.madeinmontanausa.com/Includes/Current_New_Member_Signup.pdf and complete the requisite application or call (406) 841-2757.

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Exhibitor space and signage must be professional.

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Product packaging must be professional.

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Food products must comply with all State and Federal food labeling regulations.

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Food products must be produced and prepared in a State-certified kitchen.

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Exhibitors offering food samples MUST obtain a (free) short-term food permit from the City-County Health Department in Great Falls.