

# Indiana Farm Equipment and Technology Expo December 13-15, 2022 — Grand Park, Westfield, IN

## Exhibitor Packets Available for Pickup

An Exhibitor packet will be provided to each exhibitor. The packet will contain your Exhibitor badges, additional goodies and information. These will be available in the Show Office on the day you move in. The signed rental agreement and payment must be submitted in order to receive your Exhibitor packet.

## Checklist for the Indiana Farm Equipment and Technology Expo

*Please be sure your list has all items checked*

1. Certificate of Insurance
2. Payment for booth space
3. Tables, chairs, carpet and other rental supplies
4. Internet Service
5. Electric Service
6. Shipping arrangements for delivery and pick up
7. Pick up your Exhibit Packet at the Show Office on Move-in Day

## Exhibitor Parking

During the show exhibitors are encouraged to park in Lot D. Show attendees will be encouraged to park in Lot C. We want to make sure there is plenty of room for what we anticipate will be a large crowd.

## Free Coffee

A coffee area will be available during the show for both exhibitors and attendees. It will be located adjacent to the seminar area.

## Ag Career Fair

An agricultural career fair will take place on Thursday, December 15 from 9am-1pm. All companies and organizations exhibiting at the Expo can have a free space at this event. You must, however, register ahead of time. The event will take place in the room connected to the show floor. For more information contact Gary Truitt at [gtruitt@hoosieragtoday.com](mailto:gtruitt@hoosieragtoday.com)

## New Lunch Options

Lunch will be available in the lounge area on the 2nd floor, the concession stand in the lobby, and new this year in the cafeteria. A selection of pork tenderloin, pizza, and other menu items will be available in the cafeteria from 11am until 2pm.

**At this time, masks “are not required” to be worn during the show - this is subject to change. Masks being worn are at the individual’s choosing. Masks will be available at the entrance for anyone wishing them, along with hand sanitizer.**

## Scams!!!!

Please be alert to scams referencing hotels and attendee list. These come in the form of emails and even phone calls! We **“DO NOT”** partner with these companies or anyone regarding hotels or attendee list. The information for area hotels, which there are (3) within 5 minutes of the show grounds, are being handled by Grand Park office and info was put in the Exhibitor Kits that were sent to you earlier. If you did not receive your Exhibitor Kit, please let us know and we will send you one right away. If you are not sure of your booth number, let us know that as well, and we will send you your booth number too. If you have any questions whatsoever, we are happy to answer those too.