

This is to inform you of your move in time for the upcoming show **in 2024**. 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 ([kmotagexpo.com](http://kmotagexpo.com)) or contact Jeff at [jeffrey.emmert@gray.tv](mailto:jeffrey.emmert@gray.tv) or [agexpo@kmot.com](mailto:agexpo@kmot.com) 701-852-5254.

Below is the move in schedule for Tuesday 23 January 2024:

**Sunrich Sunflower Hall:**

7:30AM 563-577, 558-590, 582-595, 591-645, 657-676, 654-667, 677-680, 671-682, 670-683.

8:30AM 750-761, 738-749, 711-739, 708-710, 684-707, 689-702.

10:00AM 500-554.

**Optimum Ag Solutions Hall:**

7:30AM 381-456, 391-450.

8:30AM 471-458, 459-470, 460-469, 462-467.

9:30AM 347-366, 353-354, 355-356, 357-360.

10:00AM 307-341, 342-346.

**Case IH Northern Plains Equipment Hall:**

7:30AM 136-193, 120-129, 117-196, 94-98

8:30AM 57-80, 52-63, 73-83, 50-87, 99-116, 104-111-44-46, 92-93, 90-91.

9:30AM 1-43, 47-49.

**General Equipment & Supplies:**

7:30AM 884-889, 928-932, 933, 934, 922, 923-927, 914-921, 890-893, 894-895, 896-897, 989, 899-903, 904-905, 906-907.

9:00AM 935-1006, 939-966, 940-965, 942-963, 980-997, 949-992.

10:00AM 908-909, 910, 911-913.

**United Agronomy Hall/JGL Grain Hall:**

7:30AM 210-216, 217-224, 225-232, 271-282, 294-306.

8:30AM 197-209, 233-235, 236-238, 249-260.

9:30AM 239-248.

**If your 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 11:00AM on Tuesday, 23 January 2024.**

**All booths must be paid in full by **January 19, 2024**. If not, booths will be re-sold.**

**SORRY NO EXCEPTIONS.**

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 into our office by January 19. 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 other show information. The office is located on the north concourse of the building. And please note that move out time is **4PM** 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.

**PLEASE NOTE: THE DOORS TO THE HALLS WILL BE LOCKED AT 6PM AFTER THE SHOW.**

Thank you for being part of our show and we will see you on January 24<sup>th</sup>, 2024. If you have any questions, contact Jeff at 701-852-5254 or [agexpo@kmot.com](mailto:agexpo@kmot.com)