

EXHIBITOR KIT

We are dedicated to making your experience at the North American Manure Expo a great one. Please review this information to help you prepare for the 2024 Expo in Auburn, NY.

North American
MANUREXPO
Professionalism in Nutrient Management

Auburn **2024** New York

July 17-18

ManureExpo.com

CONTACTS

Ana Ivaniv, Event Manager
manureexpo@annexbusinessmedia.com
Cell: 437-772-7557

Sharon Kauk, Sales Manager
skauk@annexbusinessmedia.com
Cell: 519-410-4854

Kirsten Workman, Local Committee Chair
kw566@cornell.edu
Cell: 360-280-6766

[CLICK TO VIEW: 2024 EXHIBITOR CONTRACT AND REGULATIONS](#)

INSURANCE

Each exhibiting/demonstrating company must provide a \$1 million minimum coverage insurance certificate on or before **June 10, 2024**.

Exhibitors without insurance will not be allowed to set-up, move or demonstrate equipment on-site.

Dates to insure entire week: July 15-19, 2024

The following must be named on the Certificate of Insurance as additionally insured:

North American Manure Expo, Annex Business Media, Manure Manager, Professional Nutrient Applicators Association of Wisconsin (PNAAW), Patterson Farms, Inc., Cornell University, University of Vermont and state agricultural college, and related officers, employees and agents.

Click to upload your insurance [HERE](#)

or email to: manureexpo@annexbusinessmedia.com

OUTSTANDING INVOICE?

Exhibitors & Sponsors must be paid in full prior to event. Pay by credit card here:

USD: <https://us-payments.annexbusinessmedia.com/>

CDN: <https://www.annexbusinessmedia.com/payment/>

EXPO SITE LOCATION

Auburn, New York (Cayuga County)

- [Google Map Link](#)
- Lat Long: 42°54'48.3"N 76°42'08.3"W
- Plus code: W77X+938 Cayuga, New York, USA

Host Farm: Patterson Farms | The expo is at their satellite storage location, *not* the main farm.
See maps & aerial image of expo site in Appendix A.

NEARBY AIRPORTS

Syracuse (SYR) – 26.3miles from Auburn
Rochester (ROC) – 57.5miles from Auburn

HOST HOTEL

[Hilton Garden Inn](#)

74 State Street, Auburn, NY 13021
1-315-252-5511

EXHIBITOR SET UP

- **OUTDOOR EXHIBITORS:** July 15 & 16 from 8am – 5pm
- **INDOOR EXHIBITORS:** July 16 from 8am – 5pm
- All exhibits must be in place by 10:00am on Wednesday, July 17, 2024.

EXHIBITOR TEAR DOWN

- All indoor & outdoor exhibits shall remain intact until 5:00pm on Thursday, July 18
- All equipment, exhibitors and items must be removed by 12:00pm on Friday, July 19 unless prior arrangements have been made with Expo Show Management.

PARKING

No vehicles or trailers are permitted to be parked on expo grounds or at exhibitor lots, unless they remain stationary and serve as part of the exhibit for the duration of the event.

SWAG BAG ITEMS

Sponsors who purchased space in the delegate bag must email [Anastasia Ivaniv](mailto:Anastasia.Ivaniv) by June 21, 2024 identifying what the item is, if it will be shipped or brought with your team.

Acceptable items: A brochure, leaflet, other paper item, or small/non-breakable/non-heavy swag item like stress balls, keychain, USB, etc.

SHIPMENTS

Small shipments: Send email to manureexpo@annexbusinessmedia.com and outline what you are shipping, approx. weight, and any other details available. We will provide you with the mailing address.

Large shipments

- Please plan for delivery to your preferred local dealership.
- No equipment will be received on-site prior to Monday, July 15, 2024 at 8:00AM

Exhibitors are responsible for arranging their outbound shipping arrangements.

OFFLOADING

Small equipment that does not require a ramp can be offloaded on-site.

Contact a dealership for offloading, assembly and reloading. Rate is \$125 USD/hr paid directly to the dealership.

Suggested dealer in the area:

O'Hara Machinery
1289 Chamberlain Road, Auburn, NY 13021
1-800-664-1740 or 1-315-253-3203
omi@oharamachinery.com
<https://www.oharamachinery.com/>

For other arrangements related to shipments or offloading, contact:

Sharon Kauk | skauk@annexbusinessmedia.com | 519-429-5189

BOOTH SPECS

INDOOR - 10' x 10' booth

- includes one 8' table and one chair
- includes two exhibitor passes/name badges
- includes two \$10 meal vouchers

INDOOR - 10' x 20' booth

- includes two 8' tables and two chairs
- includes two exhibitor passes/name badges
- includes two \$10 meal vouchers

OUTDOOR – 50' x 50' and 50' x 100' lots

- Includes four exhibitor passes/name badges
- includes four \$10 meal vouchers

ELECTRICITY

- Exhibitors are required to provide the means of getting power to their booth(s) from the power source.

ADDITIONAL EXHIBITOR PASSES - \$10 USD each

- Max. of 5 additional exhibitor passes allowed
- Does not include any meal vouchers

If you did not apply for additional exhibitor passes in the online exhibitor application form – email manureexpo@annexbusinessmedia.com with the following information for each badge:

- Company name
- First and last name for each badge

If you wish to order extra booth/lot furnishings or tents; contact:

[Auburn Party Rentals](#)
1-315-253-9912
auburnpartyrental@hotmail.com

DEMONSTRATION APPLICATION AND AGREEMENT

Agitation | Boats, crawlers, pumps

Field Demos | Liquid, drag hose, solids, separators

We have the unique opportunity to offer demonstrations at the North American Manure Expo. The goal is to provide the best and safest demonstrations possible – making demos a cornerstone of this event. There are limited spots available, therefore only paid exhibitors are eligible to participate in the demonstrations. All demonstrations require an experienced operator. To provide safe, quality demonstrations and meet the needs of both the commercial exhibitor and the viewing audience, our event coordinators require every demonstrator to submit this form in advance of the expo.

To demonstrate, exhibitors must submit the online application from by May 31, 2024:

> <https://www.manureexpo.ca/demonstration-form/>

OFFICIAL SHOW GUIDE

Each booth purchase confirmed before May 31, 2024 will receive a complimentary company listing in the show guide. Contact Sharon to reserve advertising within the guide.

Booking deadline: May 31, 2024

Ad copy deadline: June 5, 2024

Ad format: CMYK, 300 dpi, PDF

Email ad creative to: mburnie@annexbusinessmedia.com

Full Page

- Live area/no bleed: 7.125(w) x 9.625(h)
- Trim size: 8.125 x 10.625
- Bleed size: 8.375 x 10.875

Half Page Horizontal

- Live area/no bleed: 7.125(w) x 4.75 (h)

¼ Page Vertical

- Live area/no bleed: 3.475(w) x 4.75 (h)

APPENDIX A





