

# Exhibitor Packet



## Before Arrival

If you have not done so already, please send the names of all guests working your booth to [cassidy.hutchison@kyffa.org](mailto:cassidy.hutchison@kyffa.org) before May 29th. Your booth space includes 4 meal tickets. If you need to add any extra, they are available for purchase until May 18th.

The only wheels allowed on the expo floor are machinery that are on display within their booth. Please check the Central Bank Center A-Z rules about tire polish rules.

## Set Up

- Monday, June 8th: 12:00 PM- 5:00 PM EST
- Tuesday, June 9th: 8:00 AM - 10:00 AM EST

Use **Ramp A** at the Central Bank Center to unload. Carts will be available, but no vehicles can be driven on the expo floor- only machinery used in displays. Please use address 758 Manchester Street to locate the ramps at Central Bank Center. I have provided images with this packet to further assist you.



## Check-In

Upon arrival, please check in with a Kentucky FFA Foundation Staff member located at the Kentucky FFA Booth (near front doors of expo hall). You will receive a Vendor Welcome Bag which includes your meal tickets, name tags, and any further instructions.



## Expo Hours

- Tuesday, June 9th: 10:00 AM - 3:00 PM
- Wednesday, June 10th: 8:00 AM- 1:00 PM

## Move Out

Wednesday, June 10th: 1:00 PM- 2:30 PM

The trade show floor will begin being flipped by CBC staff at 2:30 pm for another event.

\*If large equipment cannot be unloaded during this timeframe, it can be left on the tradeshow floor near the walls for pickup on Thursday morning.

## Planning Your Booth

When it comes to planning your booth, we always encourage engagement pieces that can spark conversation with FFA members and ag teachers. We want you to get the most out of exhibiting at our convention!

If you need to book add-ons like easels, electric hookup, additional tables, you will need to book those directly through LEXPO here: <https://tinyurl.com/FFA25>

If you plan to ship items directly to the convention center, please contact CBC Assistant Manager, Angelina Hensley, to schedule. [AHensley@centralbankcenter.com](mailto:AHensley@centralbankcenter.com)

## Kentucky FFA Expo Contact:

Cassidy Hutchison  
[cassidy.hutchison@kyffa.org](mailto:cassidy.hutchison@kyffa.org)



# Central Bank Center, Lexington, KY Loading Docks

Located by right turn off High Street to Manchester St  
or Manchester Street via Oliver Lewis Way

