



MFU Annual 2024 Vendor Booth Information:

Each vendor booth registration comes with one registration which includes access to all the convention programming, as well as the following meals: Friday Lunch, Friday Dinner, Saturday Breakfast, Saturday Lunch, and Saturday Dinner. If you do not plan to eat with us, or will be missing a few meals, please email Rachel at rprevost@montanafarmersunion.com

Set up & Tear Down information:

- **Early set up time for Vendors begins Thursday, Oct. 17 from 10 a.m. – 1 p.m.**
There will be staff on site to assist and answer any questions.
 - o We have our off-site pre-convention tour (additional registration available on our website if you are interested) that leaves at 1 p.m. at that time there will be no staff back on location until later in the evening.
- **Continued vendor booth set up is at 6:30 a.m.-9 a.m. on Friday, Oct. 18.**
 - o Note that registration opens at 8 a.m. with the first session beginning at 9 a.m. Members and attendees will be in the convention space at 8 a.m.
- **Vendor Trade show hours run from 8 a.m. – 5:00** both days of convention (Friday & Saturday, nothing Thursday or Sunday.)
- **Tear down** can begin at **5 p.m. on Saturday.**
- I recommend hauling your set up through the main front doors of the hotel (entering through lobby doors, not Convention Center doors).
- Vendors will be setting up in the **Lower Glacier Room** (walk into the hotel lobby and go left down the hall past the restaurant and you will see an open foyer area.)
- **1 six-foot table and a chair will be provided. The table will not have a covering.** If you need a black table covering, please email Rachel at rprevost@montanafarmersunion.com
- Vendor Tables will have organization/agency/business names on the tables
- The vendor tradeshow will run both days, of convention Friday and Saturday. You will be able to leave displays overnight.

If you need anything or have questions, please email Rachel at rprevost@montanafarmersunion.com or text at 406-478-2306