



The MSU Riley Center Exhibitor Information

- Utility services including water, plumbing, and electric, are provided by the MSU Riley Center.
- Exhibitors are responsible for providing all extension cords and power strips (50' suggested)
- Painting of any kind within the MSU Riley Center is prohibited. Exhibitors may not glue, tape, tack, nail, screw or in any way affixed to any interior or exterior surface of the facility.
- Glitter, streamers, adhesive-backed (stick-on) decals, and helium-filled balloons are prohibited and may not be used for any purpose within the MSU Riley Center.
- The MSU Riley Center is not responsible for disposing of trash generated by exhibitors. All boxes, empty containers, and trash must be broken down and removed from the facility by the exhibitor. A trash receptacle is available for your use in a designated outside area.
- Aisle ways and exit ways must remain clear of any trash or debris and cannot be blocked or obstructed in any manner. No equipment, booths, signs, displays, or other items can block or obstruct aisle ways and exit ways.
- Loading in and loading out must be done through the designated loading dock area. Loading in and loading out through the main lobbies is limited to hand-carried items. Large materials, which require the use of two-wheeled (or more) apparatus must go through the designated loading dock area. A limited number of carts are available for exhibitors' use.
- Exhibitors may ship items to the facility no sooner than (Monday) before arrival.
Ship to; **MSU Riley Center**
2200 Fifth Street
Meridian, MS 39301
- The MSU Riley Center does not own equipment which allows for heavy lifting or transporting, therefore, is not responsible for lifting or transporting exhibitor materials. Exhibitors must ship items accordingly.
- Exhibitors are solely responsible for repacking and scheduling pickup for all packages needing to be re-shipped. The MSU Riley Center is not responsible for items not repackaged and scheduled for pick up.