



**ATM** – Located on the wall outside of Hall A

**AUDIO** - If audio is used inside the exhibit booth, all speakers must face into the booth and not into the aisles or into neighboring booths. Any complaints regarding audio will be mentioned two times to the offending exhibitor and on the third complaint the audio may be pulled for the duration of the show.

**BANNERS/SIGNS** – All banners and signage must be in accordance with Atlanta Pet Fair booth regulations. In a standard 10'x10' booth, all product, displays, and signage in the front half of a booth must not exceed 48 inches in height. Any product, displays, and signage in the back half of this same booth may not exceed 8ft in height. Flags, pull-ups, banners, etc. that exceed 8ft in height will not be allowed on the Atlanta Pet Fair show floor. Please refer to the APF booth regulations for further details: [Booth Set Up Diagram 18.pdf](#)

**BOOTHS** – The following is included in your booth package: 8' tall Blue and White back wall, 3' tall Blue or White side rails, One 6' Blue skirted table, Two chairs, One wastebasket, and Company ID sign. If you have a corner booth and would like the side drape removed, you may request this. Please make sure your display stays within the boundary of your booth space. No part of any booth shall project as to obstruct the view of adjacent booths. No booth, display or its contents may exceed height limitations as outlined in the Exhibitor Service Manual. Raw wood, cardboard, or similar material for wings to booths must be covered or painted if they are visible to adjacent booths. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with directions of Show Management. All materials used in the construction of the booth and all decorative materials within exhibitor booths must be non-combustible or made flame retardant.

**CAMERA** – All camera photographers (still and video) must get exhibitor permission before taking a picture or filming. Anyone who is caught taking pictures or filming without permission will have their camera (including cell phones with cameras) held by Show Management until they leave the exhibit hall.

**CANOPIES/AWNINGS**-Are not permitted inside the building.

**CARPET**- Aisle carpet is provided. Exhibitor flooring is cement. Exhibitors that would like carpeting or floor covering in their booth must bring their own or order carpet from the GES Service Kit.

**CHILDREN** – Under 16 must be badged, with parents at all times, and will not be permitted on the show floor during move in or move out hours. Must be 16 or older and registered to attend any Seminar Sessions. We ask that parents do not allow their children under 16 to walk the aisles without adult supervision. Lost children announcements will not be made.

**CONTRACT** – Each exhibitor is responsible for understanding and abiding by the terms and conditions on your Application & Contract for Exhibit Space. This application properly executed by Applicant (Exhibitor) shall upon written acceptance by Atlanta Pet Fair / World Pet Association (WPA) acting as show management constitutes a valid and binding contract. Show Management reserves the right to render all interpretations and to establish further regulations as may be deemed necessary for the general success of the exhibition. It is further agreed that the conditions, rules and regulations as herein stated and as outlined in the Exhibitor Service Manual are made a part hereof as though fully incorporated herein, and that the said exhibitor agrees to be bound by each and every one thereof. Show Management reserves the right to manipulate the floor plan and to move exhibitors (with prior notice) to enhance and benefit the overall exhibition. Should you have any questions, please call our office at (800) 999-7295.

Produced by:



**World Pet Association, Inc.**

Producers of SuperZoo, Atlanta Pet Fair & Conference, America's Family Pet Expo and Aquatic Experience

135 W Lemon Avenue • Monrovia, California 91016

Phone: 626 447-2222 / 800 999-7295 • Fax: 626 447-8350 • E-Mail: [info@AtlantaPetFair.org](mailto:info@AtlantaPetFair.org) • [www.AtlantaPetFair.org](http://www.AtlantaPetFair.org)

**DECORATIONS** – May **NOT** be affixed to the ceiling, painted surfaces, columns, fabric and decorative walls. All exhibitor materials must be flameproof. Decorations must be confined to your exhibit booth only and not extend into the aisles. This includes signs and easels as well. If you have a corner booth, you may not affix signs to your corner pole.

**DECORATOR/OFFICIAL SERVICE CONTRACTOR-**

GES

750 Maxham Road, Suite 300

Lithia Springs, GA 30122

800-801-7648

[www.GES.com](http://www.GES.com)

**ELECTRICAL** - Outlets are not included in the booth fee and should be ordered from The Georgia International Convention Center. Please contact the facility utility services at: (888) 331-GICC [http://gicc.com/utilities\\_exhib.asp](http://gicc.com/utilities_exhib.asp) for additional information and ordering.

**EMERGENCY PROCEDURES** – In the event of an emergency while at the tradeshow, please advise show management. There will be an EMT onsite with access to a radio. You may also call convention center security staff if there is a non life threatening emergency. Nearest Emergency Room/Hospital:

Atlanta Medical Center South

1170 Cleveland Avenue

East Point, GA

(404) 466-1170

**EXHIBIT AREA INFORMATION** – Exhibit Hall A 32' high, Size 315' x 120' 37,800sqft

**FIRE MARSHALL REQUIREMENTS** -

- Storage of any kind behind back drapes, display walls or inside the display areas is not allowed.
- All materials used in the construction of the booth and all decorative materials (drapery, table coverings, banners, foam board, signs, set pieces, etc.) within exhibitor booths and those used for special events must be non-combustible or made flame retardant. All packing containers and similar material must be removed from the exhibition area upon completion of the booth arrangement.
- Literature on display shall be limited to reasonable quantities. Reserved supplies shall be kept in closed containers and stored in a neat and compact manner.

**FOOD SAMPLING** – The serving of food/beverage by exhibitors is not permitted, unless advanced written permission is given by show management. All food/beverage must be provided by the Convention Center's exclusive caterer, Proof of the Pudding. **NO OUTSIDE FOOD OR BEVERAGE IS PERMITTED.**

**HAZARDOUS MATERIALS** - Exhibitors are prohibited from possessing, storing, or bringing onto the property materials that constitute hazardous materials as defined by federal, state and local law.

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**INSURANCE** – Exhibitors must carry worker’s compensation, commercial general liability including products and completed operations independent Contractors, personal injury and blanket Contractual liability insurance at limits of at least \$1 Million per occurrence, \$2 Million aggregate. These coverage’s must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder naming World Pet Association, Inc., Georgia International Convention Center, and GES as additional insured. If requested by Show Management, they must be made available on show site. It is strongly recommended that Exhibitors also carry insurance to cover loss or damage to their exhibits or other personal property while such property is located at or is in transit to or from the exhibit site. Atlanta Pet Fair and WPA assume no liability for any loss, damage or injury to any property of the Exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, theft or any other cause whatsoever. While the exhibition may provide security guards, it is solely done as an accommodation to Exhibitors. The Exhibitor expressly agrees to save and hold harmless Atlanta Pet Fair and WPA, their management, agents and employees from any and all claims, liabilities and losses for injury to persons or animals (including death) or damage to property arising in connection with Exhibitor’s use of the exhibit space, except such losses as may be the result of the sole negligence of Atlanta Pet Fair or WPA

**MOVE-IN** – is Wednesday, March 7, from Noon to 5:00 p.m. and Thursday March 8, 9am-5pm for all exhibitors.

**MOVE-OUT** – Dismantling is Sunday, March 11 from 4:00 pm to 8:00 pm. Early dismantling (including packing-up of any part of your exhibit) violates Show Rules and more importantly, detracts from the professional appearance of Atlanta Pet Fair. Please note that early dismantling will not be tolerated. ***Move-out of exhibit materials or dismantling prior to the 4 p.m. closing of the show Sunday March 12 will result in a \$500.00 fine that will be due and payable prior to inclusion in any other WPA event.***

**PARKING** – Parking is available at the GICC for \$10.00 daily. It is \$15.00 daily for in and out privileges. Parking passes are available at \$30.00 for Friday-Sunday with in/out privileges and \$40.00 for Thursday-Sunday with in/out privileges. Oversized vehicle parking is available at the GICC for \$25.00 per day. Overnight Parking is available at the GICC in Lots A-E the cost is \$35.00 per day

**\*Please note, there are no RV hookups\***

Overnight parking is also available at the Hilton Atlanta Airport for \$30.00 per night with room reservation. There is a \$30.00 surcharge in addition to the \$30.00 fee if no room reservation is made.

**RV PARKING** – Please consider the Atlanta RV South Resort  
281 Mt. Olive Rd., McDonough, GA 30253  
(770) 957-2610 [www.atlantasouthrvresort.com](http://www.atlantasouthrvresort.com)

**SECURITY** – Will be provided by WPA from move in through move out. However, neither WPA nor the Georgia International Convention Center is liable for any loss or damage of materials. Additional booth security may be ordered by exhibitor. See form/information in the Show Management portion of the Exhibitor Service Kit.

#### **SHIPPING -**

**Advance Shipping-** GES will begin receiving advance shipments at their warehouse between February 2, and March 5, 2018. The last day for advanced shipments without surcharges is March 5, 2018. The advance warehouse hours are 8am-4pm. Shipments must be addressed as follows:

GES  
Atlanta Pet Fair & Conference 2018  
(Your Company Name), Booth #  
c/o RAC Logistics LLC  
4351 Thurman Road  
Conley, GA 30288

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**Show Site Shipping-** GES must be named the receiver of all shipments sent directly to the GICC. Shipments will be received at show site on Thursday, March 8, 2018. Shipments arriving prior to that date may be refused by the facility. Please address shipments as follows:

GES  
Atlanta Pet Fair & Conference 2018  
(Your Company Name), Booth #  
Georgia International Convention Center  
2000 Convention Center Concourse  
Atlanta, GA 30337

**Please note:** All items and materials brought into the exhibit hall are subject to material handling charges and are the responsibility of the exhibitor. Refer to the material handling section of the exhibitor kit for additional information

**SMOKING POLICY** – Smoking/Vaping is **NOT** permitted inside any part of the convention center

**SOLICITATION POLICY** – Solicitation by non-exhibiting companies is strictly against our rules and will not be tolerated. We ask that if you are bothered by a solicitor, or see someone else being bothered by a solicitor, please call the Atlanta Pet Fair information number (626) 840-0222 immediately so that we can take care of this situation for you. Solicitations for employment by exhibitors to attendees are not permitted. Employers sending their employees to Atlanta Pet Fair should not have to worry about them being solicited for employment

**WHEELCHAIR/ SCOOTER RENTAL** - The following company has wheelchairs for rent and will deliver to any hotel within the tradeshow area: Atlanta Scooter Rental (770) 309-3699 or [atlantascooters@aol.com](mailto:atlantascooters@aol.com)

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