



Atlanta Pet Fair & Conference 2019
Georgia International Convention Center
March 7-10, 2019
General Information

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 and use of space guidelines. Flags, pull-ups, banners, etc. may not exceed 8ft in height for all booths except for perimeter booths (against the building walls) which may not exceed 12ft in height.

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.

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.

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.

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 • www.AtlantaPetFair.org

DECORATOR/OFFICIAL SERVICE CONTRACTOR-

GES

750 Maxham Road, Suite 300

Lithia Springs, GA 30122

800-801-7648

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 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.

FLOORING- 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.

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 which will pertain to independent contractors at limits of at least \$1 MILLION per occurrence, \$2 MILLION in the aggregate and \$100,000 fire legal liability/damage to rented premises concerning general liability insurance. Also required is auto liability (for an exhibitor’s owned car, rented car, or borrowed car) of \$1 MILLION each occurrence and statutory workers’ compensation along with employer’s liability limits of \$1,000,000. 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 (GICC)**, and **Global Experience Specialists (GES)** as additional insured except on the worker’s compensation and employer’s liability policy. Neither WPA nor Event Management assumes any responsibility whatsoever for Exhibitor’s goods, products or fixtures before, during or after the Event.

MOVE-IN – Wednesday, March 6, 2019 from Noon to 5:00 p.m. and Thursday March 7, 2019 9am-5pm for all exhibitors.

MOVE-OUT – Dismantling is Sunday, March 10 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 10 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. 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

RV PARKING – Please consider the Atlanta RV South Resort
281 Mt. Olive Rd., McDonough, GA 30253
(770) 957-2610 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.

SHIPPING -

Advance Shipping- GES will begin receiving advance shipments at their warehouse between **January 31, and March 1, 2019**. The last day for advanced shipments without surcharges is **March 1, 2019**. The advance warehouse hours are 8am-4pm. Shipments must be addressed as follows:

GES
Atlanta Pet Fair & Conference 2019
(Your Company Name), Booth #
c/o RAC Logistics LLC
4351 Thurman Road
Conley, GA 30288

Show Site Shipping- GES must be named the receiver of all shipments sent directly to the Georgia International Convention Center. GES will receive shipments at show site on Wednesday, **March 6, 2019, 12pm to 5pm** and Thursday, **March 7, 2019, 9am to 5pm**. Shipments arriving prior to that date may be refused by the facility. Please address shipments as follows:

GES
Atlanta Pet Fair & Conference 2019
(Your Company Name), Booth #
Georgia International Convention Center
2000 Convention Center Concourse
Atlanta, GA 30337

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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) 622-4528 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

TRASH REMOVAL-Exhibitors are responsible for the removal of trash from the waste bins within their booth. WPA/Atlanta Pet Fair will not remove any trash from exhibit booths

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 atlantascooterrentals.net

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