



Exhibitor FAQs

- All aisle booths will be provided with 8' high backdrop drapes, 33" high side drapes and a 7"x44" sign indicating the booth number and company name of exhibitor. In keeping with the uniformity of the Show, Exhibitors must use the backdrop drapes provided by the Atlanta Apartment Association.
- Trade Show colors: Backdrop drapes: Red, Gold, White
 Side Rails: Blue
- **All booths must be carpeted or have some type of floor covering.** The floor covering must not present any hazards and must extend to the aisle where it will join the aisle carpeting. Any booth not meeting these requirements will be carpeted by the Service Contractor at the exhibitor's expense.
- Island booths cannot exceed 16 feet high. Drape is not provided for island booths, but exhibitor may order it at their expense. Any area deemed "unsightly" behind drape or pop-up booths must be covered by drape at exhibitor's expense.
- Exhibitors shall not display or place any product, sign, partition, apparatus, shelving or other construction which extends more than **8' above** the floor or more than **4' forward** from back wall of an aisle booth.
- **All food/beverages, including candy and alcohol, must be ordered through the official catering service of the Galleria Centre.** Alcoholic beverages will not be served to anyone under the legal drinking age. Exhibitors may not serve alcoholic beverages without first presenting a certificate of insurance in advance to the Atlanta Apartment Association office. Further, any exhibitor serving food/beverages must complete the required Cobb Galleria Forms included in this Exhibitor Kit. These forms must be submitted to the Galleria Centre **at least 14 DAYS PRIOR** to the Trade Show.
- Drawings for prizes may be conducted by exhibitors within their exhibit areas if done in a dignified manner. Announcements will not be made. Interviews, distribution of literature, demonstrations and the like will be permitted only within Exhibitor's space. Aisles must be kept clear of exhibit materials and personnel.
- Stickers and helium balloons are prohibited in the Galleria Centre. All animals are prohibited in the Galleria Centre – this includes spiders, snakes, pets, etc.
- If your exhibit is to include a vehicle, you **MUST** adhere to and complete the vehicle form in this Exhibitor Kit!
Note: This form must be submitted to Show Management **30 days prior** to the Trade Show!
- Please **DO NOT** take giveaways from other exhibitors!
- "SAAAVE the Day!" themed awards will be given out at the Opening Ceremony!
- Make sure you have a representative at the 1:00pm Opening Ceremony! Your company may be recognized!
- **Order badges at www.aabadges.com! Deadline to order: April 12th!**



Quick Facts

Dear Exhibitor,
 RPMxpo services is pleased to have been chosen as the Official service Contractor for the **2024 Atlanta Apartment Association Trade Show**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you. If you need assistance please contact our Customer Service Department at 678-742-7310.

All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Atlanta Apartment Association
 8601 Dunwoody Place Suite 318
 Atlanta, GA, 30350
 United States
 Phone: (770) 518-4248
 E-Mail: events@atl-apt.org
 Web: https://www.atl-apt.org

All questions regarding shipping, storage, material handling, furniture and labor should be directed to:

RPMxpo services
 242 Westfork Court, Suite A
 Lithia Springs, GA 30122
 Phone: (678) 742-7310
 Fax: (770) 679-8751
 E-Mail: info@RPMxpo.com
 Web: https://rpmxpo.boomercommerce.com

Included in this service kit are order forms for various items that you may require. The RPMxpo forms are to be returned to our office via fax, email or mail.
 Order forms for products/services provided by official suppliers other than RPMxpo should be sent to the specific provider of the service. Please do not send utility, AV, internet services, etc. forms to RPMxpo. Please review these forms and submit your order as early as possible.

Exhibit Schedule

Exhibitor Move-in:	Tuesday, May 14, 2024	ISLAND BOOTHS (20x20, 10x20) 8:00 am - 9:00 am 10x20 Booths (Side by Side) 8:00 am - 9:00 am Aisles 100—200 9:00 am - 10:00 am Aisles 300—400 10:00 am - 11:00 am Aisles 500—600 11:00 am - 12:00 pm Aisles 700—900 12:00 pm - 1:00 pm All Booths 1:00 pm - 5:00 pm
Exhibit Hours:	Wednesday, May 15, 2024	1:00 pm - 5:30 pm
Exhibitor Move-out:	Thursday, May 16, 2024	8:00 am - 12:00 pm

PLEASE NOTE:

EXHIBITOR MOVE IN WILL CLOSE AT 5:00PM ON TUESDAY, MAY 14TH. EXHIBITORS ARE NOT ALLOWED TO LOAD IN WEDNESDAY MORNING.

LOAD OUT IS PROHIBITED BEFORE THURSDAY MORNING, MAY 16, 2024

All exhibits must be dismantled and removed by Thursday, May 16th at 12:00 pm.

Your Carrier must sign in for pick-up before 10:00 am or freight may be re-consigned through the official show carrier, ABF Freight.

Important Deadlines

Advance Price Discount Deadline for all RPMxpo orders.....	Friday, April 19, 2024
First day on target shipments to arrive at the warehouse without a surcharge	Friday, April 19, 2024
Last day on target shipments to arrive at the warehouse without a surcharge.....	Friday, May 3, 2024
Last day off target shipments to arrive at the warehouse WITH a surcharge.....	Friday, May 10, 2024
First day freight can arrive at show site	8:00 am on Tuesday, May 14, 2024



Quick Facts - continued

Your 10' X 10' Booth Includes:

- 1 - 8' high Backwall Drape - RED/GOLD/WHITE
- 2 - 3' high Sidewall Drape - RED
- 7" x 44" Booth ID Sign displaying exhibitor's company name and booth number (Substitutions are prohibited)

The Exhibit floor is NOT carpeted. The aisle carpet will be Red.

BOOTH FLOOR COVERING IS MANDATORY!!

Note:

- **Corner booths only come with one side drape.**
(unless requested)
- **Island booths do not come with backwall, sidewall or ID Sign.**
(unless ordered at exhibitors' expense)
- **To order your badges, go to www.aabadges.com**

Shipping Address

Shipments to Advance Warehouse:	Direct to Show Site:
To avoid an off target surcharge: Shipments must arrive no later than 5/3/24 . Shipments received after 5/3/24 are subject to a 25% surcharge, unless shipping via ABF Freight. Shipments will not be accepted if delivered after 5/10/24	Shipments will not be accepted if delivered before 5/14/24
Atlanta Apartment Association Trade Show c/o RPMxpo 242 Westfork Court Suite A Lithia Springs, GA 30122 Phone Number: (678) 742-7310 Booth # _____	Atlanta Apartment Association Trade Show Cobb Galleria Centre c/o RPMxpo 2 Galleria Pkwy Atlanta, GA 30339 Booth # _____