



2024 Trade Show Exhibitor Reminders

- **Show Date:** *May 15th, 2024*
- **Place:** *Cobb Galleria Centre*
- **Booth Judging:** *11:00 a.m.*
- **Opening Ceremony:** *May 15th 1:00 p.m.*
- **Show Hours:** *1:00 p.m. – 5:30 p.m.*
- **Load-In:**
May 14th, 2024
8:00 a.m. – 5:00 p.m.
- **Load-Out:**
May 16th, 2024
8:00 a.m. – Noon

- If for any reason your company decides not to exhibit or set up by 4:00 on May 14th, AAA must be notified, or booth space will be allocated to other exhibitors at discretion of AAA. If exhibitor shows up to exhibit after May 14th without notifying AAA of intentions, AAA will attempt to assign available space at that time if available.
- All Exhibitors badges must be picked up at load-in. Additional badges and/or substitutions will be charged \$100/badge.
- **ALL food/beverage, including alcohol and candy, MUST be ordered through the Cobb Galleria (770-955-8000) at least 14 DAYS PRIOR to the Trade Show.**
- Cobb Galleria does not allow helium balloons, stickers, or animals in the exhibit hall.
- Doors will open to exhibitors at 10:00 a.m. on May 15th.
- All attendees must be at least 16 years of age.
- Please refrain from taking “giveaways” or marketing items from other exhibitors.
- 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!
- Associates **MUST** have booth space to attend the Show.



Show date: Wednesday, May 15th from 1:00pm until 5:30pm

Location: Cobb Galleria Centre
Two Galleria Pkwy.
Atlanta, GA 30339

Booth Number: What is your booth number?

Arrival Time: When do you expect your team to arrive?

Dress Code: What is your team wearing?

Team / Post Show Dinner: Is your team meeting up after the show? When, where? Are clients invited?

Reminders for your team:

- **Your BADGE is required** to enter the show floor! (Are you leaving your team's badges at will call, or will one team member pick up and distribute all badges? Let your team know!)
- Attend the opening ceremony! You might win an award!
- Do not take other exhibitors' giveaways! It makes us look bad!
- Act professionally. Stay off your cell phone in the booth. Do not consume food or alcohol in the booth!
- Stay at the booth during the show! *If you'd like to explore, arrive prior to 12:30!* During the show, we need you to be receiving customers!
- Consider bringing a credit card in case clients want a drink. This is a great opportunity to build a relationship.
- **Include expectations that are specific to your company / brand!**

Additional items to consider:

- Appoint a team member to keep track of important items in the booth, such as business cards that have been collected! Better yet, sign up for lead retrieval service so your team does not have to keep up with all the little pieces of paper!
- Think about having a team member in charge of managing your give-a-ways.
- Do not have so much fun Wednesday that you forget **load-out is Thursday from 8am until noon.**



SAFETY FIRST



SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL — ESPECIALLY YOU!

RPMxpo is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, Please bring it to the attention of an RPMxpo supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Exhibitor Safety Guidelines that we request you follow while at show site. The Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR SAFETY GUIDELINES AT SHOWSITE

- Children under the age of 14 will not be permitted on the show floor during the set-up and dismantling of the show. There will be no exceptions.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designed to support your standing weight. RPMxpo cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, Please order labor on the Display Labor Order Form included in this manual and the necessary ladders and tools will be provided.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured.
- Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees.

REMEMBER: SAFETY DOESN'T HAPPEN BY ACCIDENT!