



Welcome to GCAA's 2019 Trade Show

ANIMATION STATION

Please read ALL of the following information to ensure a pleasant, safe, & successful evening for all:

**PLEASE
READ
BOTH
SIDES!**

NAME BADGES

- To be admitted onto the show floor, ALL booth personnel must wear name badges.
- Name badges will be available at the GCAA booth inside the Hall until 2 pm. They may be picked up at the registration table (top of escalator) after 2 pm.
- No re-entry into the show without a name tag.

GCAA Staff

The GCAA Staff will be available beginning at 8 am at the GCAA booth (located in the back of the hall). Please see us for any questions you may have during the show.

PARKING

Do not leave your vehicle parked in the loading dock. Your vehicle will be towed. Please refer to loading dock/parking guide information for additional instructions on where to park.

DOOR PRIZES

Vendors will need to contact their door prize winners(s) directly during or after the event (what a great reason for a follow-up sales call).

EXHIBITOR AWARDS

GCAA will award prizes for **Best of Show, Most Original, Best Product Display, and Rookie Exhibitor of the Year** at the end of the show. New Exhibitors ("Rookies") will have identifying tent cards at their booths and are noted as such on the show program.

FOOD & BEVERAGES

Exhibitors may not store, sell, or distribute alcoholic beverages or any other food/beverage items at the Trade Show unless preliminary arrangements have been made with the Convention Center's Food and Beverage Department. Drink tickets must be purchased in advance prior to the show starting at 1 pm. Fuel up upstairs food court before the show.

WHEN IT'S OVER

Exhibitors must remove ALL booth display materials from the Convention Center premises by midnight tonight. The loading dock will be open and staffed from 8:00 pm - midnight. Neither GCAA nor the Convention Center will be responsible for items left behind.

GENERAL RULES

All exhibitors must comply with the Trade Show rules listed on the back of this sheet for the duration of the event. Failure to do so will result in immediate ejection from the exhibit hall without refund of booth fees.

Have a Great Show!!!

GCAA 2019 Trade Show
Charlotte Convention Center - Hall C2
March 28th, 2019
Show Hours are 3:30 pm - 8:00 pm

Important Exhibitor Rules

- 1) **Exhibitors may not store, sell, or distribute alcoholic beverages or any other food/beverage items to Trade Show attendees, exhibitors, or staff** unless preliminary arrangements have been made with the Convention Center's Food and Beverage Department.
- 2) **Exhibitor personnel may NOT loiter or distribute promotional items at the Show Entrance or Registration Area.**
- 3) **Music or other audio must not disturb other exhibitors and must cease by 7:30 pm.**
- 4) Tape and other adhesive materials are NOT allowed on carpeted surfaces, walls, glass, floors, or equipment.
- 5) Helium-filled balloons are NOT allowed in the Exhibit Hall.
- 6) Live animals (other than service animals) are NOT allowed at the Trade Show.
- 7) Obscenity of any sort will NOT be tolerated at the Trade Show.

ANY EXHIBITOR WHO DOES NOT COMPLY WITH THE ALL OF THE ABOVE RULES WILL BE SUBJECT TO IMMEDIATE EJECTION FROM THE EXHIBIT HALL WITHOUT REFUND OF BOOTH FEES.

Move-in / Move-out Schedule for Thursday, March 28th, 2019

8:00 am - 2:00 pm	Exhibitor Move-in / Setup
3:30 pm - 8:00 pm	General Show Hours
8:00 pm - midnight	Exhibitor Move-out

Note: the loading dock for hall C2 will be open/staffed during published Move-in / Move-out hours only. If you wish to enter/exit the show floor at other times, you will need to use the main entrance to the hall.