

Georgia Manufacturing Summit

October 9, 2019 • Cobb Galleria

Instructions for Exhibitors and Speakers

AGENDA

5:00 - 7:30 am Exhibitor Move In / Set Up / Registration

7:00 am General Registration Opens

7:30 – 8:30 Exhibit Hall & Breakfast Buffet Opens (Buffet available for Exhibitors at 7:15am)

8:30 – 10:00 Breakfast Keynote Werhner Washington, P&G (**Grand Ballroom**)
Color Guards, Pledge, People of Manufacturing Awards
** Please Note: Exhibit hall will be closed during Breakfast and Keynote*

10:00 – 12:30 *Exhibit Hall Open - (Ballroom Pre-Function Area)*

10:30- 12:00 Morning Educational Sessions - Meeting Rooms 102-105, 114 & 116

- Disruptive Technologies (2 sessions)
- Manufacturing a Better Bottom Line
- Trends to Track in the Supply Chain
- Workforce Development

12:30 – 2:00 Lunch/Keynote Stuart Countess, KIA (**Grand Ballroom**)
Chapter Recognition, Buy From GA
** Please Note: Exhibit hall will be closed during Lunch and Keynote*

2:00 – 4:30 *Exhibit Hall Open - (Ballroom Pre-Function Area)*

2:30 - 4:00 Educational Sessions – Meeting Rooms 102-105, 114 & 116

- Disruptive Technologies (2 sessions)
- International Manufacturing
- Sales & Marketing Secrets

4:00 pm Closing Remarks (**Grand Ballroom**)

*A pre-conference VIP Mixer/Breakfast will be held from 7:00 a.m. to 7:45 a.m. in **Room 103**.
This Mixer is for VIP Pass holders only.

PLEASE NOTE: Show Office (Room 120) will be open on the day prior to the show (Tuesday - October 9th) from Noon – 6pm to drop off exhibitor boxes. Each piece must be able to fit through a regular door and must be labeled with Company Name/Contact Person/Booth Number on ALL sides of the box. Please call 770-338-0051 if you are delivering items prior to the show to discuss this option.

General Information

Registration: 2nd floor of the rotunda entrance of the Galleria.

Exhibitor Area: Exhibitor tables will be in the Ballroom Pre-Function Area and JIAG Exhibitor tables will be inside the Ballroom Area.

Ballroom: The Welcome Address, Breakfast, Awards Program, Morning Keynote, Lunch, and Afternoon Keynote will all be held in the Ballroom.

Educational Sessions: Will be held in meeting rooms 103-105. Please refer to the Summit Program for locations.

Parking: Will be \$5/per vehicle in the Cobb Galleria Parking Decks. Credit Cards ONLY.

Loading Dock: The address for the loading dock is Cobb Galleria, 2 Galleria Centre, Atlanta, GA 30339. Please refer to the enclosed map and look for the Georgia Manufacturing Signs.

Exhibitor Admission Tickets:

Exhibit booths include general admission tickets for either two or five people based on the selected exhibitor level. **Please register your attendees by September 30th.** Please contact admin@georgiamanufacturing.com or 770-338-0051 for further details or questions.

If you have additional representatives (beyond the quantity included in your package), they will need to register on our [Individual Registration](#) page. Please stop by the Exhibitor Registration on the second floor to pick up your conference name badges and Summit Program.

All admission tickets include: Breakfast & Lunch Buffet, Keynote and Awards Presentations, Exhibitor Access, and Educational Sessions

Before the Conference

Summit Bag Promotional Items:

We are anticipating 1,000 attendees for the Summit. Your booth includes the opportunity to insert a flier or brochure (NO CATALOGS) in the attendee show bags. Our friends at Fulfillment Strategies International (FSI) will be taking care of placing your items in the show bags prior to the show. **All promotional items or flyers MUST arrive by September 30th to be included. Ship them to the following address:**

FSI
Attn: Georgia Manufacturing Summit
7800 The Bluffs
Suite C
Austell, GA 30168

Storage of Materials Prior to the Show:

If you need to store materials prior to the conference, a limited amount of space will be available in ROOM 118. This space will be open for storage on Tuesday, October 8th from **Noon to 6:00 p.m. ONLY**. Your materials must be clearly marked on ALL SIDES with the Company Name, Contact Person, and Exhibit Booth #.

This storage space is near the Exhibit Area and volunteers will be available to help transport boxes to your table during the set-up period.

Set-up:

- **All booth set-up must be done between 5:00 a.m. and 7:30 a.m. NO EXCEPTIONS!**
- The Exhibitor Area will be in the Ballroom Pre-Function Area on the 2nd Level of the Cobb Galleria. Exhibitors must use the loading dock noted on the enclosed map unless the items can be hand carried into the Galleria. Please DO NOT use the escalators to carry merchandise to the 2nd floor. Elevators are available.
- **Set-up time in the Exhibitor Area will begin at 5:00 a.m. on Wednesday, October 9th.**
- Your booth consists of a 6' table with a black table covering and 2 chairs. Assigned tables will be clearly marked. Please refer to the Cobb Galleria Floorplan for your location.
- After setting up, please break down any unwanted boxes and give them to a volunteer for recycling. Empty boxes may be stored under your table or in the storage room for later use. Please remove all materials from the storage area at the conclusion of the conference.

Food and beverages may not be served from your booth area. Alcoholic beverages are not permitted on the premise unless served by the Cobb Galleria.

Exhibit Tables and Commons Rules:

- Tables for the Exhibitors are 6' x 2.5'. Each table has a black table cloth that reaches to the floor. 2 chairs will also be provided.
- **There is NO free public wireless (WIFI), so plan accordingly.**
- Electrical service is optional (\$150) and must be pre-paid by September 30th.

Cobb Galleria Rules:

- Use of tacks, nails, scotch tape, duct tape, staples of any kind on Cobb Galleria property is strictly prohibited.
- No pinning of any items to drapes.

- Nothing may be applied to the ceiling or lights.
- The plants must not be moved or decorated.
- No tables or chairs may be taken outside.
- The basic room set-up must stay in place. Moving of chairs or tables is prohibited.
- No alcoholic beverages are allowed on the property unless served by the Cobb Galleria.
- Boxes/set up materials must be behind or under the booth area so as not to impede the flow of traffic and pose a liability to our guests.

Move-In Instructions:

Directions -- Drop off -- Unloading -- Parking

- Cobb Galleria Centre has five points of entry, which are restricted to certain types of move-in/move-out. Service contractors and production companies must enter the building through the back loading dock via Galleria Parkway. Exhibitors must use the back loading dock via Galleria Parkway or Hall D roll-up doors at the east entrance, if authorized.
- Meeting room and ballroom clients may utilize the loading dock located behind the building for the move-in and move-out of small amounts of materials/exhibits. There are carts available at the dock for use to assist in the process and convenient temporary parking. Materials may be transported through the Rotunda entrance or east entrance by hand. Please note that off-loading in the covered area of the Rotunda is prohibited. PLEASE USE THE ELEVATOR TO TRANSPORT ALL ITEMS.
- If you need a cart or dolly to help you unload your materials, there are a limited number at the Galleria loading dock that you may borrow.
- There is plenty of parking near the Galleria. Parking is \$5/per vehicle – Credit Card Only.

Move-Out Instructions:

- Exhibit booths must remain in place until 4:30pm. The Summit program officially ends at 4:30pm
- Exhibitors who break down early will not be invited to future events.
- Please break down any unwanted boxes and give them to event staff or volunteers for recycling. PLEASE dispose of all trash and do not leave any materials in the Exhibit Area or storage room.

If you have any questions, please call us at (770) 338-0051 or email support@georgiamanufacturing.com.

Additional information about the conference is available on our website. www.GeorgiaManufacturingSummit.com

Instructions for Speakers and Presenters

2019 Georgia Manufacturing Summit – October 9th

PowerPoint Presentations & Videos Due September 25th by Noon

POWER POINT PRESENTATION: Please upload your power point presentations for the 2019 Georgia Manufacturing Summit to our Google drive at <http://bit.ly/2kr2VWP>

Or email it to support@georgiamanufacturing.com by no later than **Wednesday September 25th by NOON. NO EXCEPTIONS!**

Please remember that the format is **16 x 9 (wide format)** for your presentations.

Power point format is recommended. We will accept .pdf if necessary.

Indicate if there is any music or video required for your presentation.

Acceptable file formats: **PowerPoint, MP4, or PDF.**

Internet access is not available. – This means that if you have an embedded link to a YouTube video in your presentation, it WILL NOT WORK. You must have the video or audio file.

MICROPHONES AVAILABLE: 1 lavalier and 2 hand held microphones will be provided for each Educational Session Room.

ROOM SETUP: Each room will have two 6' skirted tables at the front of the room for the speakers. The room will be set theater style. Any speaker handouts need to be on each chair prior to the session.