

## Exhibit Display Regulations - Overview

**Note:** See *Regulations for complete descriptions and additional information*

### Display Vehicles and Trailered Exhibits

Display vehicles and trailered exhibits will be billed at the crated cwt rate (\$62.50) with a 50% discount (\$31.25) if their target date and time is met and the equipment is moved in under its own power or tractor. Some situations may require the owner/driver to operate the vehicle during placement and departure but due to insurance liabilities a Champion employee must be in the vehicle and spotters will direct to booth space.

Display vehicles and trailered exhibits will be billed at the uncrated / additional handling cwt rate (\$78.25) with a 50% discount (\$39.12) if they do not meet their target time and date or Champion has to supply a power unit (tractor, forklift or man power to push) or additional Champion labor is needed to get a correct placement in the booth. Many times with large units it is necessary to adjust the placement with forklifts to achieve the degree of accuracy needed.

Giveaway vehicles are subject to the spotting fee of \$150.

If you are planning on bringing in a vehicle, trailer or other large wheeled items, please contact Cecil Hampton with Champion at 770-480-3091 for a target date and time.

All vehicles part of an exhibit or giveaway may have a maximum of one-half tank, not exceeding two (2) gallons, of fuel in the tank. A gas cap must be in place or the tank must be adequately sealed off. Battery cables must be disconnected and taped to avoid sparking.

### Height Restrictions

All exhibit height restrictions are in accordance with IAEE (International Association of Exhibitions and Events) regulations. Refer to these regulations behind the General Information tab in the manual.

### Hanging Signs / Rigging

Hanging signs are only approved for exhibitors in a 20' x 20' or larger island booth where all sides of the booth are 20' or longer. The clearance from floor to the lighting banks on the ceiling is 30'.

Exhibitors or the Official Service Contractor should submit a rigging plot for the booth including all hanging points and weights to Chris Chadwick, Senior Event Coordinator. The plans will be received by the GWCC Event Services Department and reviewed by the GWCC Engineering Department for approval. The Event Services Department will notify the exhibitor that the plan has been received and inform them if it has been approved or if there are any changes required should the plan not be approved by the GWCC Engineering Department.

Chris Chadwick  
Senior Event Coordinator  
Georgia World Congress Center  
285 Andrew Young International Blvd, NW  
Atlanta, GA 30313-1591  
Phone: (404) 223-4300, Fax: (404) 223-4311

Exhibitors are strongly encouraged to send the hanging sign separate from all other exhibit materials to the advance warehouse. Refer to the Material Handling & Shipping Information tab for more information.

### Columns within Exhibit Spaces

Exhibitors may not affix any materials to the column. Decorations, signs, banners, and similar materials may not be taped, nailed, stapled or otherwise fastened to ceilings, columns, or painted surfaces.

If a column is within the footprint of the exhibitor's assigned exhibit space, the exhibitor may use a free-standing hard or soft barrier around the column, but must leave a 3ft space from the column to the barrier around the entire column and also have a door or opening to access the column. If the exhibitor builds a barrier around the column, the maximum height of the barrier is the same as the booth height restriction.

If the exhibitor is in a 20'x 20' or larger island booth and have a column in the exhibit space, there are no restrictions on the distance a hanging sign must be from the column.

### Carpet

Carpet, or another type of floor covering, is mandatory for all booths. Booth carpet must extend to the aisle. If gaps exist, Champion Exposition Services will install carpet at the exhibitor's expense.

**Multi-Story and Enclosed/Covered Booths**

Exhibitors with an enclosed/covered booth or theater greater than 300 square feet or a multi-story booth must send a copy of their proposed plan with the stamped approval of a structural engineer to Chris Chadwick, Senior Event Coordinator. The plans will be received and reviewed by the GWCC Event Services Department to be sure that all guidelines are in accordance with the above stated policies. The Event Services Department will notify the exhibitor that the plan has been received and inform them of any changes needed should the plan not comply with all the policies.

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**Displays with Unfinished Sides/Surfaces**

All exposed parts of displays and/or equipment must be appropriately finished or covered in a professional manner so they do not present any unsightly appearance when viewed from adjoining booths or aisles. Show management may order masking drape at the exhibitor's expense where it is deemed necessary.

**Raffles**

If an exhibitor wishes to have a raffle in which individuals are required to purchase a ticket or buy into the contest, the exhibitor must contact Chris Chadwick, Senior Event Coordinator, at the Georgia World Congress Center to complete required paperwork as a charity must be involved with all raffles. Raffles must take place within the footprint of an exhibitor's assigned booth space. Crowding of aisles is a safety hazard and exhibitors may be restricted from such activities if the safety of an individual is in jeopardy.

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**Over the Counter Sales**

Over the counter sales (i.e. cash, check, and/or credit cards) are not permitted. Only bona fide business orders for future delivery may be taken.

**Catering**

Food and beverages consumed or distributed in the exhibit facility must be purchased through the authorized in-house service supplier – Levy Restaurants. No outside food or beverages are permitted.

**Soliciting**

There is NO SOLICITING permitted outside of exhibit spaces. Literature, samples, and giveaways must be disbursed from within the assigned exhibit space. No exhibitor person, hired staff (including models), firm, or organization shall distribute advertising materials in the halls, or corridors, or in any way occupy or use the facility for any purpose inconsistent with Show Management's Regulations. Exhibitors will not be allowed to project images onto aisles, ceilings, walls, or any other surface outside the assigned exhibit space. No refunds will be provided for badges when an exhibitor person, firm, hired staff, or organization is asked to leave the premises.

**Exhibitor Appointed Contractors**

Exhibitors who utilize the services of an Exhibitor Appointed Contractor (EAC) will be invoiced by Champion Exposition Services. The \$150 EAC fee will be added to the exhibitor's invoice at the close of the show by Champion.

**Sound and Noise**

A noise level that is not prohibitive to conducting business will be enforced on the exhibit floor. Demonstrations found to be objectionable due to noise level will be closed down on the third warning.

**Age Restriction**

No one under 18 will be permitted in the building at any time.