

2014 GEORGIA
MANUFACTURING EXPO
CONTRACT



JUNE 13-14, 2014
10:00 a.m. - 4:00 p.m.
THE GWINNETT CENTER

Welcome

The Georgia Manufacturing Alliance (GMA) invites you to the **2014 GEORGIA MANUFACTURING EXPO**. Bringing life to the GMA's mission "*Growing jobs in Georgia through educating consumers and promoting products manufactured in Georgia while encouraging our next generation to seriously consider a career in manufacturing*". The **GEORGIA MANUFACTURING EXPO** is a celebration of manufacturing that highlights the amazing diversity of products and capabilities of many of the top companies in our state. This event is a unique marketing and branding opportunity plus a chance to show your company as a leader in community outreach. As an exhibitor, you will have the opportunity to showcase your business and products to thousands of potential clients and/or employees.

The event will include a trade show featuring up to 150 exhibitors, a vendor reception and networking, free business seminars, and door prizes.

To kick-off the **2014 GEORGIA MANUFACTURING EXPO**, the Georgia Manufacturing Alliance will host a vendor networking reception Friday June 13th providing food and non-alcoholic beverages from 6:00 p.m. – 8:00 p.m. at an off-site location near the Gwinnett Center. Reservations are required.

Whether you want to meet new customers, find local vendors, make a career change or hire employees, the **2014 GEORGIA MANUFACTURING EXPO** is sure to have something for you!

Expo Booth Information

Please refer to the information below for pricing only. You can access a registration form by visiting www.georgiamanufacturingexpo.com

Premium Booth (Most Exposure)	\$2000 (early bird before 10/31) / \$2250 (after 10/31)
Prime Booth (High Traffic)	\$1500 (early bird before 10/31) / \$1750 (after 10/31)
Standard Booth	\$1250 (early bird before 10/31) / \$1500 (after 10/31)
Booth Carpet	\$95
Electricity	\$200
Wireless Internet Access	\$30
Ad in 2014 GEORGIA MANUFACTURING EXPO Directory	(See Ad Description)

Booth Registration deadline is May 31 – Deadline to be included in the directory is May 15.

Be sure to ask about sponsorship opportunities for additional exposure through advertisement and promotional materials.

Rules, Regulations & Specifications

Allocation of Exhibit Space: Exhibit space will be allocated to exhibitors by the GMA on a first-come, first-serve basis.

The GMA's decision of the suitability is final. No exhibitor shall change or add to the products and/or service to be displayed without the written consent of the GMA. No exhibitor shall allow any other company, person, or party to display or advertise goods not manufactured or dealt with by their regular course of business. **The GMA reserves the right to make space, location or floor plan design changes which will, in the opinion of the GMA, benefit the show.**

- **Associations/Organizations** may distribute only their literature in their booth unless otherwise agreed upon.
- **Balloons** may not be given out to attendees on The Gwinnett Center (GC) property. Balloons may be permanently attached to and removed from displays by Gwinnett Center Staff.
- *****Cancellations** received in writing before **April 1, 2014** are eligible for a refund of **50%** of the total booth rental fee, including electricity, if ordered. **No refunds will be given after April 1, 2014.**
- **Contract** is valid and binding when the Rules & Regulations and the GMA Registration Form are duly completed by the Exhibitor *and returned to GMA staff* and the GMA issues a written acceptance. Contract submitted via online is considered binding with typed signature.
- **Compliance** with all federal, state, and local laws, ordinances and regulations is required of the exhibitor as is obtaining proper licenses, bonds & insurance as required, together with the rules and regulations of the GC, the Georgia Manufacturing Alliance, City of Duluth, and their agents, servants and employees.
- **Crate Storage** is not permitted in exhibit halls or interior building areas under any circumstances. The GC will only accept shipments 1 day prior to the event. All outgoing shipments must be picked up within 48 hours of end of show. For more details on shipments, please contact: Michael Merritt 770-813-7686 or mmerritt@gwinnettcenter.com.
- **Move-in/Move-out times & dates:** **MOVE-IN**, all equipment and display may be moved in after **11:30 AM** on Thursday June 12, 2014. Space not occupied by 8 PM. will be forfeited by the exhibitor and that space may be resold, reassigned or used by the Georgia Manufacturing Alliance without refund. **MOVE-OUT:** Any item requiring raising and lowering of freight doors cannot be removed after Noon or before 5:00 PM. No breakdown of exhibits will be allowed prior to closing of the exhibition at 4:00 PM on Saturday June 14th. No vehicle will be allowed on the loading dock before the show is over at 4:00 PM. Move-out must be completed by 10:00 PM June 14th. The GMA will not be responsible for any exhibitor or property not removed as required herein. The exhibitor authorizes the GMA to remove, at the exhibitor's expense, any material in the exhibit area belonging to said exhibitor after 10:00 PM June 14, 2014. **All exhibitors must load in through the Gwinnett Center's back dock only. ABSOLUTELY NO LOADING THROUGH THE FRONT ENTRANCE IS PERMITTED.**
- **Decorations** such as adhesive-backed decals and stickers may not be given out inside the facility or on Center property. Glitter and confetti are not permitted in the Center without written consent of the MANAGER. Decorations may not be fastened to the ceilings, painted surfaces, columns, or fabric and decorative walls in such a manner as to damage those surfaces. *Hooks will be provided by Cherry Convention Services.*
- **Door Prizes** are requested to be given by each exhibitor. Gift certificates or letters to winners must describe prizes in detail and name a point of contact for winner to call to redeem the prize. Recipient must be present to win. Requirements for prizes are: minimum of \$25 value per prize, no purchase necessary, one Year expiration date, and instructions on how to redeem the prize. All drawings must be held before the close of the show 4:00 p.m. on June 14th
- **Escalators and Passenger Elevators** are for use by the general public, may not be blocked, and are not to be used to transport equipment or freight. Freight elevators are to be used for all freight and equipment movement.
- **Exhibit Areas** are limited to those table numbers assigned to each exhibitor. Exhibitor staff will be confined to working directly at exhibit table areas and not in the aisles. Exhibitors are encouraged to distribute samples, catalogs, pamphlets, souvenirs, etc., but may do so only from within their table unless otherwise agreed upon.
- **Exhibit Booths** for Expo consist of one 6'x2' skirted table, two chairs, one trash can and a booth identification sign. The sign will have the name of the company you list on the registration form unless otherwise specified. An 8 ft. backdrop and 3 ft. side drapes will provide booth boundaries. Draping will be red, white and blue. In addition to that described above, **ALL exhibit elements MUST stay within the 10'x10' boundaries. Additional chairs & tables are accessible the day of the Expo; additional costs apply and payment must be provided onsite to obtain additional items.**
- **Exhibit Decorum** must be maintained for the benefit of all exhibitors. Sound equipment, sound-making devices or lighting devices which are objectionable and can be heard or seen outside your exhibit table will not be permitted.
- **Exhibit Hours:** **Friday - Saturday June 13 - 14, 2014, 10:00 a.m. – 4:00 p.m.**
- **Exhibit Prohibition** of distribution of literature or exhibits outside of the 10x10 exhibit space unless otherwise agreed upon.
- **Exhibitor Staff** is defined as person employed by the exhibitor and whose attendance at the show is primarily for working the exhibit table. Each table is required to have a staff member present at all times during the exhibition. Exhibitors may not sublet their space nor any part thereof. Nor shall an exhibitor permit personnel of a non-exhibiting company to use their table to conduct activities or display. If you have staff attending who will not be staffing the table, please have them go through regular registration.

Rules, Regulations & Specifications

- **Food & Beverage (Expo exhibitors only)** The State of Georgia has issued an Alcoholic Beverage Control License to Proof of the Pudding for their exclusive sale and distribution of alcoholic beverages at Gwinnett Center. GCC hereby acknowledges and understands that license precludes the dispensing of alcoholic beverages to individuals under the age of 21. GCC agrees to assist in preventing any consumption of alcoholic beverage by underage attendees. Proof of the Pudding is the exclusive caterer of the GC.
- **General:** The Georgia Manufacturing Alliance reserves the right to refuse to admit and to remove from the exhibit area or building any objectionable or undesirable person or persons. The furnishing of security by the GMA shall not be construed to be any assumption of obligation or duty by the GMA with respect to the protection of the property or personnel of exhibitors. All of exhibitor's property shall at all times remain in the sole possession and custody of each exhibitor and shall be the sole responsibility of the exhibitor. The exhibitor agrees to be bound by the terms and conditions of this contract as well as rules and regulations set forth by the GMA in connection with the participation in the exhibition by the exhibitor, its agents, servants, employees or third parties to perform in any way and contract entered into with such contractor or agents appointed by the GMA.
- **Insurance is to be provided by the exhibitor with all insurance and/or policy riders to cover all table/booth contents.**
- **Liability:** Exhibitor understands and agrees that neither the City of Duluth, the Georgia Manufacturing Alliance and other sponsors, the member of Georgia Manufacturing Expo nor its agents, servants or employees will be liable for any loss or damage to the property of exhibitors or their employee due to fire, theft, accidents or any cause whatsoever that may arise from the use and occupancy of the provided space or building. The exhibitor agrees to identify and hold harmless the City of Duluth, the Georgia Manufacturing Alliance and other sponsors and the members of Georgia Manufacturing Expo committee and its agents, servants or employees or any other such person. The GMA shall not be responsible for damage to the exhibitor's business or for any other losses incurred in the event that the GMA is unable to provide exhibit space or to hold the exhibition as scheduled. At the termination of the exhibit, the exhibitor shall at once surrender the exhibit space to the GMA, in as good repair and condition as the commencement of exhibitor's use of the exhibit space. Reasonable wear and tear is expected.
- **Limitation of Liability:** The failure of the GMA to any extent to provide services and facilities for such service, or the interruption or termination of any service in whole or in part, shall not render the GMA liable in any respect nor be construed as an eviction of exhibitor from the obligation to fulfill any covenant or an agreement hereof. Should any of the equipment or machinery used in provision of such services for any cause cease to function properly, exhibitor shall have no claim for offset or abatement of rental payments or damages on account or an interruption in service resulting there from.
- **Non-Exhibitors** are NOT permitted to distribute literature or display materials.
- **Parking Areas** are free at the Gwinnett Center.
- **Booth Reservation/Payment-** Payment in full must be made within 10 business days after receiving booth registration form and contract. If full payment is not received, booth will be available for purchase to another vendor. All booth cancellations in writing before **April 1, 2014** are eligible for a refund of **50%** of the total booth rental. After **April 1, 2014** no refunds will be given.
- **Protection of the Building:** Exhibitors are liable for any damages they cause to the Gwinnett Center property.
- **Safety Regulations** will be enforced. There must be no blocking of the fire exits and/or hoses. It is the responsibility of the exhibitors to ensure that their exhibit does not constitute a fire or safety hazard. No propane will be permitted at the show. The use of sterno, helium or cooking devices must have Fire Marshall approval.
- **Security** will be provided by the GMA throughout the hours of the installation, show and dismantling period, and exercise reasonable care of the protection of the exhibitor's material and displays. Beyond this, the GMA, the show facility, or any officer or staff member thereof will not be responsible for the safety of property or the exhibitor, his agents, or employees, from theft, damage by fire, accident, or any other cause. The GMA is not liable for loss or damage to equipment. Please obtain an insurance binder on your equipment if not already covered in your policy.
- **Smoking** is not permitted inside the Gwinnett Center.
- **Soliciting** is not permitted in the GC.
- **Telephones** in the GC offices are exclusively for Center business. Public telephones are available for exhibitor use.
- **Utilities** such as water, electricity and drainage will be the responsibility of the exhibitors in accordance with the Gwinnett Center. **Electrical outlets are NOT part of your rental booth and MUST be ordered through the Georgia Manufacturing Alliance.** Exhibitors must supply their own extension cords. Booths are assigned based upon access to electricity, so if exhibitor makes a last-minute access request, the GMA will make every attempt to honor the request but cannot guarantee accessibility after the original booth order has been placed.
- **Miscellaneous** — Events or circumstances not covered in these operation policies and procedures may be subject to special consideration and stipulations deemed appropriate by GC management and the GMA.

Rules & Regulations

ALL MATTERS AND QUESTIONS NOT COVERED BY THESE REGULATIONS ARE SUBJECT TO THE DECISION OF THE GMA. ANY REQUEST FOR EXCEPTIONS SHOULD BE MADE IN WRITING.

2014 Georgia Manufacturing Expo

I have read and understand the rules and regulations of the **Georgia Manufacturing Expo** included hereon. I understand that the Georgia Manufacturing Alliance and the Gwinnett Center will not be responsible for my company's display materials or equipment. Exhibitor releases GMA and GC from any and all liability and holds same harmless of and from any loss, damage or injury by reason thereof.

Signature: _____

Date: _____

Name (printed): _____

Title: _____

Company Name: _____

**** Please fill-in this form and mail to 930 New Hope Road 11-102 Lawrenceville GA 30045 or by email to Jason@georgiamanufacturingexpo.com or along with payment no later than 10 business days after registering for booth.****

You will not be able to check into your booth site if we do not have this contract and payment!