

2019 GUIDELINES AND REGULATIONS FOR GAHPERD EXHIBITORS

BOOTH FURNISHINGS

The price of each booth includes: 10' x 10' pipe and drape space, 1 dressed table, 2 chairs, 1 wastebasket, and organization/company sign.

EXHIBIT SET-UP AND BREAKDOWN

Exhibitor set up will be from 2:00-4:00pm on Sunday, October 13th. The Exhibit hall will open immediately following the afternoon assembly at 5:00 p.m. on Sunday and remain open until 7:00 p.m. This will be a time of fun participation for the vendors and convention attendees. See Exhibitor Activities below. The opening gala will be held at 8:00 a.m. with breakfast being served for all until 9:00 am on Monday morning. Exhibitors must set-up and break down within the allotted time periods. Exhibit breakdown will take place on Monday afternoon starting at 4:00 p.m. No exhibit shall be dismantled prior to this time without prior approval of Exhibits Coordinator.

SERVICES

Electricity for booths can be provided at an additional cost of **\$65.00** to the exhibitor.

ARRANGEMENT OF DISPLAYS

Exhibitors are required to arrange their displays so as not to obstruct the general view or conceal other exhibits. Background height will be limited to a height of eight (8) feet. The front half of all exhibit booths will be left open to permit side viewing of adjacent exhibits. Nothing may be taped or nailed to walls. Special or unusual exhibit construction or installations must be approved in advance by the GAHPERD Exhibits Manager.

SUB-LETTING SPACE AND DEMONSTRATIONS

No space shall be sub-let. All aisle space must be free of exhibits or demonstrations.

EXHIBITOR ACTIVITIES

Each exhibitor will provide participants an interactive game/activity of their choice. This is designed to promote a fun atmosphere while helping to boost sales in the exhibit hall. Exhibitors are encouraged to have a method of keeping score for everyone who plays so that they can award a prize to the top performer. For example, if a vendor was selling textbooks, they may have a game of skill or one of guessing how many marbles are in a jar! The participant who wins might be awarded a book. If a vendor is selling exercise equipment, they may have a contest for "who can perform the best" or a "timed event", etc. and then award a prize at the end of the evening or even the next day. We will encourage attendees to participate often and try to "top" their previous scores. The Exhibits chair will send more details as the date approaches. We want to help you be successful...not cause you additional work!

FIRE REGULATIONS

Fire regulations state that doors must be kept free and clear at all times. No open flames, i.e., candles, are permitted in exhibit area.

SHIPPING DIRECTIONS

Storage is available through the Classic Center, 300 North Thomas Street, Athens, GA 30601 for a limited time prior to the convention. The fees are made payable directly to the Classic Center (not GAHPERD). Mark "**Hold for GAHPERD Convention**" on your shipment. For specific rates/fees and payment information please contact the facility at 706-208-0900.

LIABILITY

The exhibitor agrees to indemnify and hold harmless the Georgia Association for Health, Physical Education, Recreation, and Dance, Inc. and all of the officers and agents from and against any and all liability and expenses for personal injury and property damage or loss arising from or out of the use of the exhibitor of its exhibit space or its activities in connection thereof.

INSURANCE

Every reasonable precaution will be taken by GAHPERD to protect property during installation, exhibit period, and removal. However, neither GAHPERD nor its officers or agents are responsible for the safety of the property of exhibitors from theft or damage by fire, accident, vandalism, or other causes. The premises will be secured before, during, and after show hours but exhibitor's property will remain in his/her custody. Exhibitors are advised to carry appropriate insurance.

NOISE-MAKING EXHIBITS

Exhibits which include operation of musical instruments, radios, public address systems, or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons.

MOTION PICTURE PROJECTION

As agreed by the Associated Exhibitors of SHAPE America, the showing of motion pictures or slides in the booth must be limited in size so as not to disturb adjacent exhibitors. Any use of A/V equipment must comply with the regulation for noise-making exhibits.

HOUSING ARRANGEMENTS

GAHPERD does not have a specific contract with any area hotels for this convention. There are several available options adjacent and along North Thomas Street.

REGISTRATION AND NAME TAGS

Each Commercial and Non-Profit exhibitor is allowed two representatives to register at no charge. Colleges & Universities are allowed one representative only. Representatives should check in at the GAHPERD Registration Desk for exhibitor badges before setting up.

EXHIBITS SELL-OFF

On Monday at 4:00 p.m., a period of 30 minutes has been designated as a time to sell any equipment, etc. This sell-off is to take place in the Exhibit Hall only. No sales are allowed in other areas of the Classic Center.

PROGRAM PRESENTATIONS

Program slots are available for Commercial presentations, free of charge. The program shall not exceed 50 minutes and no merchandise can be sold before, during or after a presentation. **Merchandise can only be sold in an exhibit booth.** If an exhibitor wishes to present a session, contact Kim Thompson by **August 31, 2019** at: ktompson.gahperd@att.net

SPACE CONTRACT

A copy of the space contract is enclosed. To apply for space, return the contract with full payment payable to **GAHPERD. Mail to Kim Thompson, GAHPERD Executive Director, 9360 Hwy. 166, Winston, GA 30187.**