

Humana

Rock 'n' Roll

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S A V A N N A H

Welcome to the Rock 'n' Roll Savannah Health & Fitness Expo!

We are pleased to have you with us, and we are looking forward to an exciting and successful show. To help you plan, please review the useful information below.

EXHIBITOR KIT

Your exhibitor kit is included in your booth confirmation email. The kit contains information and order forms for freight handling, labor, booth cleaning, optional furnishings, electricity, phones, etc.

EXPO DATES & HOURS

Exhibitor Setup:	Wednesday	October 31	12pm – 5pm
	Thursday	November 1	8am – 2:30pm
Expo Hours:	Thursday	November 1	3pm – 7pm
	Friday	November 2	12pm – 8pm
Move Out:	Friday	November 2	8pm – 10pm

- **Please contact me in advance if you need additional time for setup**
- All booths should be set up and staffed by 2:30pm on opening day
- Please arrange to have staff in your booth at all times during show hours
- All materials must be removed from the Expo hall by 10pm on Friday

Exhibitors with badges may enter the hall at 8:00 am on show days. For safety reasons, **children under 18 years of age** will not be permitted on the exhibit floor during set-up and dismantling hours.

HOTELS

If you have not already made your hotel reservations, we urge you to do so **ASAP**. For hotel information please see our website <http://www.runrocknroll.com/savannah/the-weekend/hotels/>.

BOOTH FEES AND FORMS

Exhibitors may not occupy their booths until their booth fees are paid, and forms submitted to Competitor Group Inc. Exhibitors are required to submit their Exhibitor Agreement and Certificate of Insurance before the expo commences.

Exhibitors are required to maintain one million dollars (\$1,000,000.00) Comprehensive Liability Insurance and to name Competitor Group, Inc. as an Additional Insured to the policy. A Waiver of Subrogation is also required.

PARKING FOR EXHIBITORS

Parking at the Savannah International Trade & Convention Center is \$5. Please park in the grass lot.

EXPO CREDENTIALS

Please pick up your exhibitor's packet and badges at the Expo Office during setup hours. This material cannot be mailed to you. To enter the hall, simply identify yourself as an exhibitor to the security guard. **To avoid theft, badges must be worn during all hours when the hall is closed to the public, especially during setup and move out. During show hours, wearing the badge is optional.**

BOOTH FURNISHING

Each 10'x10' booth is furnished with one 6' black draped table, two chairs, carpeting, a wastebasket, pipe and drape. If you would like any additional furnishings, you can rent them from The Expo Group.

BOOTH APPEARANCE

- Displays and merchandise should have a neat and professional appearance consistent with the quality standards of the Savannah International Trade & Convention Center and Competitor Group, Inc.
 - For example, handwritten signs or the use of cardboard cartons for display fixtures are not permitted
- Merchandise should be displayed in appropriate display containers, and not simply piled on tables
- There should be no overflowing trash visible in your booth

BOOTH DISPLAY HEIGHT

- Maximum height for all booths is 8 feet. Display fixtures, signs or merchandise may not be placed above the standard 8' height of the booth backdrop (10' for constructed displays)
- Maximum height for constructed displays may extend to 12 feet only with prior approval from show management
- Tents may be used if they do not block visibility of adjacent booths. Fire Department regulations also require that they be made of fire-retardant material, and exhibitor must have available at the expo a document certifying that the tent fabric is fire-retardant
- Only major event sponsors may hang banners or fixtures from the ceiling

JANITORIAL SERVICES/BOXES/TRASH

- Show management provides aisle cleaning only - additional janitorial services, including booth vacuuming, are available at exhibitor's expense through The Expo Group
- Companies sampling food or beverage must arrange for porter service through The Expo Group
- During show hours, exhibitors who have not ordered porter service must empty their wastebaskets in the dumpster provided, and **not** in the public trash bins
- Please break down your boxes before discarding them - Thank you!

YOUR PROMOTION AND YOUR NEIGHBORS

Competitor Group, Inc. strives to offer all exhibitors the conditions most favorable to promoting their products or services. Therefore, we ask that all aspects of your promotion be limited to your booth area, so that you do not interfere with your neighbors' ability to attract and speak with expo attendees. For example, **loud music or flashing lights** intrude on neighboring booths, and are prohibited. Similarly, if your promotion attracts long lines that block access to neighboring booths or clog the aisles, we will ask

you to limit or suspend some aspects of your promotion. This frequently happens with **wheels to spin for prizes**.

FREIGHT & LABOR

The Savannah International Trade and Convention Center does not require the exclusive use of union labor. However, experienced labor is available through The Expo Group for drayage, freight, decorating services, booth installation and dismantling, etc. Please consult their kit for price lists, order forms, and other information.

Advance Shipping

- The Savannah International Trade and Convention Center will not accept advance shipments. All advance shipments must be sent to the The Expo Group warehouse.
- Freight shipped in advance to the The Expo Group warehouse will be delivered directly to your booth prior to setup hours on Wednesday, October 31st. Using this service avoids lines at the loading dock and ensures early delivery of freight to your booth, so we encourage you to consider this option.

Arriving Freight

- Please label all freight clearly with your Booth Number, c/o The Expo Group, and "Rock 'n' Roll Savannah Health & Fitness Expo." For specific labeling instructions, please see the The Expo Group Exhibitors Kit.
- If you are shipping freight directly to the Expo, please note that deliveries will only be accepted during expo setup hours (see above for setup hours).
- The Savannah International Trade and Convention Center **will not** accept and store deliveries before this time.

Return Freight

- All materials must be removed from the hall by 10pm on Friday, November 2nd.
- The Savannah International Trade and Convention Center will not hold materials for a later pick-up.
- The Expo Group representatives will be on site to assist Exhibitors with return freight.

SAMPLING OF FOOD & BEVERAGES

- The Savannah International Trade and Convention Center does not permit exhibitors to sell food or beverages.
- **Sampling requires written authorization from the Convention Center Catering Manager and a permit from the Dept. of Environment Health. If you do not have these applications, please contact Morgan.**
- The Convention Center prohibits the ordering and delivery of prepared "take-out food" from any source.
- Exhibitors sampling food or beverage **must** order porter services through The Expo Group

SECURITY

- Twenty-four hour security service is provided by the Expo. Although we cannot guarantee the security of articles left in your booth overnight, we have enhanced security with this policy: When the Expo is closed, no venue or exhibitor personnel will be allowed in the exhibit areas

unless accompanied at all times by Security.

- We suggest that you take small valuables with you at night.

STORAGE OF FREIGHT AND EXHIBIT MATERIALS

- Your freight and exhibit materials must be stored within your booth.
- The Savannah International Trade and Convention has no facilities for secure or open storage space before, during or after the Expo.
- If you have special storage needs, please contact Laura **before** the Expo.

AISLE SAFETY

Fire Department safety regulations require that aisles be kept clear at all times. Please be sure that your table and other booth furnishings do not go past the **edge of your carpet**. We must ask that your promotions remain within the confines of your booth. **Please do not leaflet or distribute products in the aisles or near the doors.**

JANITORIAL SERVICES

- Show Management provides aisle cleaning only
- Exhibitors are responsible for emptying their own waste baskets and for depositing their unwanted cartons in the receptacles provided.
- **Companies sampling products that use paper plates or cups generate large quantities of trash and are therefore required to arrange for Porter Service through The Expo Group at exhibitor's expense**

HELIUM BALLOONS

- Helium-filled balloons may not be given out to expo visitors, or used for booth decoration

TRADEMARK

Human Rock 'n' Roll Savannah[™] is a registered trademark. Use of its name or logos on written materials, products or publicity must be approved and authorized in writing by Competitor Group, Inc.

EXPO OFFICE

Expo Staff members from Competitor Group, Inc. will be available at the show to be of assistance to you. Please feel free to call on us.

Please contact Morgan by phone or e-mail with any questions about booth space, display policies, or the convention center. Please call The Expo Group with any questions about furniture, labor or freight handling.

We look forward to seeing you in Savannah!

- Morgan