

Conference Information

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Guidelines for Display

The guidelines for display have been provided below. This section outlines the standard heights, lengths, and requirements of booths on the exhibit floor and are based on industry standards. We encourage you to review this information prior to planning your booth space.

AUDIO VISUAL/MUSIC/SOUND

In general, the use of sound or audio visual equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Any devices which project sound must be tuned to conversation level.

BOOTH DESIGNS

Exhibits must be designed, constructed, and operated in good taste and in accordance with the best interests of the event. It is the sole responsibility of exhibitors to camouflage, with a close off, any unsightly or unused booth materials stored behind booth curtains.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.

BOOTH HEIGHT

Standard booth (Illustration A) height is 8 feet. No signage or display features will be permitted above this height unless the booth is a perimeter wall booth (Illustration B) in which case the maximum permitted height is 12 feet. If the booth configuration is a peninsula (Illustration C) and/or island (Illustration D) of four booths or more, then maximum height will be 16 feet.

CHILDREN

For safety considerations, children under the age of 12 will not be allowed to enter the exhibit hall.

DEMONSTRATIONS (IN BOOTH)

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment. Product demonstrations must be held within the exhibitor's space so as not to interfere with any aisle traffic or neighboring exhibitors' booth space (Illustration H).

EXHIBITOR ETIQUETTE

1. Exhibitors shall not congregate or solicit trade in doorways or aisles.
2. Conduct of exhibitors shall be professional and courteous at all times.
3. Exhibitors may not enter the exhibit space of another exhibitor without express permission. If admission has been granted, exhibitors shall be courteous and move aside when the host exhibitor is showing merchandise to prospective buyers.

Guidelines for Display

4. Under no circumstances shall an exhibitor interrupt another exhibitor showing merchandise to a prospective buyer.
5. Exhibitors may not have models, signs, or other solicitation devices outside assigned exhibit space or in aisles.
6. No furniture, product, or packing materials may be left in the aisle during show hours.

HANGING SIGNS AND POSTERS

Signs and posters must be within the booth area and may not be posted on columns or pillars, nor placed in the aisles. Hanging signs are permitted only above peninsulas and/or islands of four booths or more to a maximum of 16 feet. This means that the top of the hanging sign can be no more than 16 feet off the ground. Hanging Signs and Graphics should be set back 10 feet from adjacent booths and be directly over contracted space only. This will be strictly enforced!

ALL HANGING SIGNS MUST BE APPROVED IN ADVANCE OF MOVE-IN BY SHOW MANAGEMENT.

MULTI-STORY OR COVERED EXHIBITS

Exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theaters, must meet the following minimum life safety requirements:

1. Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.
2. Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 2A20BC.
3. The maximum occupancy of the load-bearing area(s) in a multi-story exhibit shall be limited to one person per fifteen net square feet of floor space, not to exceed a total of twenty-five persons. This maximum occupancy shall be posted.
4. There should be no less than two means of egress from each load-bearing area in a multi-story exhibit or from each occupied area of a covered assembly area.
5. A fire prevention attendant shall be provided by the exhibitor and shall be on duty at all times, from the time that the enclosure is completed until the time that the enclosure is dismantled or per the local Fire Marshal regulations.

NOISE AND ODORS

Any devices which project sound must be tuned to conversation level. Noisy or obstructive work will not be permitted during exhibit hours, nor will loud operating displays or exhibits producing displeasing odors be allowed.

PAGING

Paging will be restricted to EMERGENCIES ONLY during show hours. Exhibitors requiring emergency help shall report to the Exhibitor Registration Desk or the AGS Exhibitor Service Center.

SET-UP/DISMANTLE

All exhibits must be set-up by the exhibitor on move-in day. No set-up will be allowed during show hours unless approved by Show Management. Dismantle of an exhibit will not be permitted prior to the close of the show. Such action may cause forfeiture of rights to participate in future events.

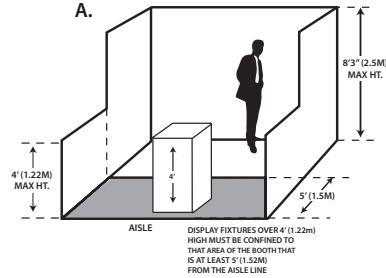
STAFFING

Exhibit space must be staffed throughout ALL show hours.

Guidelines for Display

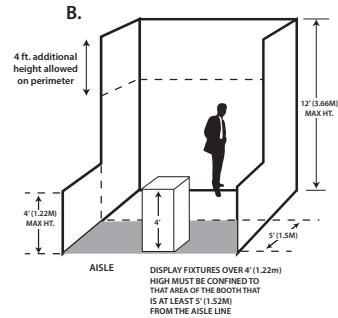
STANDARD BOOTH (ILLUSTRATION A)

- Maximum Height:** 8'
- Hanging Signs:** No
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.
- Standard Corner:** Unsightly displays and/or material storage which can be viewed from aisle must be camouflaged at exhibitor's expense. (See the "Booth Close-off's" in the "Furniture & Accessories" form in your Exhibitor Service Manual).



PERIMETER BOOTH (ILLUSTRATION B)

- Maximum Height:** 12' (Drape line is at 8')
- Hanging Signs:** Yes, top can be no more than 12' off the ground. Back wall only.
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.





Southern Exposure 2021
Walt Disney World Dolphin Resort
Lake Buena Vista, FL
April 6-8, 2021

**Discount Price
Deadline Date
MARCH 22nd**
Method of payment must accompany your order



Exhibitor Instructions for Shipping Fresh Produce for Southern Exposure 2021

Nickey Gregory Company (Forest Park, GA) will be receiving all fresh produce items this year for Southern Exposure 2021. This service is provided at no charge for our registered exhibitors, however, a direct material handling fee will apply. AGS Expo Services will be receiving any booth fixtures, display tables, boxes, etc. and all other booth items that are not considered fresh produce items.

Remember if it requires refrigeration it goes to Nickey Gregory Company, if it does not it goes to AGS Expo Services.

Please do not ship anything to Nickey Gregory Company that does not require refrigeration.

Below are the guidelines and instructions for shipping your fresh items to Nickey Gregory Company.

The exhibitors set up hours for Southern Exposure 2021 are Tuesday, April 6th 1:00PM-5:00PM. Wednesday, April 7th 6:00AM – 5:00PM and Thursday, April 8th from 6:00AM - 11:00AM

Nickey Gregory Company will receive your product between the following dates: Monday, March 29th through Friday, April 2nd. Product received outside of these dates will not be accepted.

All exhibitors will be sent a link to the AGS exhibitor kit which includes labels for you to place on all cases of product that you are shipping to Nickey Gregory Company. Please be sure that **each and every case** has one of these labels attached. All boxes must be labeled and must have legible writing that includes your company name and booth number. The labels are color coded and are to be used as follows.

- ❖ The labels are Avery compatible. Use Avery 8126. 5 1/2 X 8 1/2.

Please use the following labels for your shipment:

Green: Use the green labels if you would like your product delivered to your booth on **Tuesday, April 6th between the hours of 1:00 pm and 3:00 pm**

Yellow: Use the yellow labels if you would like your product delivered to your booth on **Wednesday, April 7th between the hours of 6:00 am and 11:00 am**

Blue: Use the blue labels if you would like your product delivered to your booth on **Wednesday, April 7th between the hours of 1:00 p.m. and 3:00 p.m.**

Pink: Use the pink labels if you would like your product delivered to your booth on **Thursday, April 8th starting at 6:00 a.m.**

The **Fresh Produce Shipping Form is a separate form that** must be sent via email or fax to Nickey Gregory Company **prior** to shipping your product. **Do not ship any items to Nickey Gregory Company without sending this form.** Failure to send this will result in your product not being loaded and delivered to the Walt Disney World Dolphin Resort.

Before shipping your fresh produce, please call Nickey Gregory Company to set up delivery date and time.

Nickey Gregory Company will provide this service at no charge for our registered exhibitors, however, a direct material handling fee will apply. It is the exhibitor's responsibility to get their products to Nickey Gregory Company as instructed above. If these instructions are not followed, Nickey Gregory Company will not be responsible if your product is not delivered to the Walt Disney World Dolphin Resort.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



Southern Exposure 2021
Walt Disney World Dolphin Resort
Lake Buena Vista, FL
April 6-8, 2021

Discount Price
Deadline Date
MARCH 22nd
Method of payment must accompany your order



Fresh Produce Shipping Form

Southern Exposure 2021 Fresh Produce Shipping Form to Nickey Gregory Company

Company: _____

Contact: _____

Contact Phone: _____

Contact Email: _____

Booth Number: _____

How many cases of product are you shipping to Nickey Gregory Company? _____

List below the items and number of cases for each product you are shipping to Nickey Gregory Company.

At what temperature should these products be stored? _____

Be sure that your product is **wrapped securely** on the shipping pallet.

This form must be sent to Nickey Gregory Company **BEFORE** you ship your product.

Nickey Gregory Company will accept your deliveries from **3/29/21 to 4/2/21**. Product received outside of these dates will not be accepted.

Before shipping your fresh produce, please email Nickey Gregory Company at the email below to set up delivery date and time

Send this form via email to Andrew Scott at andrewscott@nickeygregory.com

The address to ship product to Nickey Gregory Company is as follows:

Nickey Gregory Company

Attn. Andrew Scott

16 Forest Pkwy., Bldg. M

Forest Park, GA 30297

Any and all questions should be sent by email to

andrewscott@nickeygregory.com

Phone: (404) 366-7410

FRESH PRODUCE SHIPPING FORM TO NICKEY GREGORY COMPANY

Nickey Gregory Company

DELIVER TO BOOTH ON 4/6
BETWEEN 1:00 PM & 3:00 PM

NO. OF PIECES _____

SHIP TO: _____

Company name and Booth #

Southern Exposure 2021

Attn: Andrew Scott

16 Forest Pkwy., Bldg. M
Forest Park, GA 30297
Phone: (404) 336-7410

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 3/29/21-4/2/21

AGS EXPO

S E R V I C E S

Nickey Gregory Company

DELIVER TO BOOTH ON 4/6
BETWEEN 1:00 PM & 3:00 PM

NO. OF PIECES _____

SHIP TO: _____

Company name and Booth #

Southern Exposure 2021

Attn: Andrew Scott

16 Forest Pkwy., Bldg. M
Forest Park, GA 30297
Phone: (404) 336-7410

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 3/29/21-4/2/21

AGS EXPO

S E R V I C E S

Nickey Gregory Company

DELIVER TO BOOTH ON 4/7
BETWEEN 6:00 AM & 11:00 AM

NO. OF PIECES _____

SHIP TO: _____

Company name and Booth #

Southern Exposure 2021

Attn: Andrew Scott

16 Forest Pkwy., Bldg. M
Forest Park, GA 30297
Phone: (404) 336-7410

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 3/29/21-4/2/21

AGS EXPO

S E R V I C E S

Nickey Gregory Company

DELIVER TO BOOTH ON 4/7
BETWEEN 6:00 AM & 11:00 AM

NO. OF PIECES _____

SHIP TO: _____

Company name and Booth #

Southern Exposure 2021

Attn: Andrew Scott

16 Forest Pkwy., Bldg. M
Forest Park, GA 30297
Phone: (404) 336-7410

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 3/29/21-4/2/21

AGS EXPO

S E R V I C E S

Nickey Gregory Company

DELIVER TO BOOTH ON 4/7
BETWEEN 1:00 PM & 3:00 PM

NO. OF PIECES _____

Nickey Gregory Company

DELIVER TO BOOTH ON 4/7
BETWEEN 1:00 PM & 3:00 PM

NO. OF PIECES _____

SHIP TO:

Company name and Booth #

Southern Exposure 2021

Attn: Andrew Scott
16 Forest Pkwy., Bldg. M
Forest Park, GA 30297
Phone: (404) 336-7410

SHIP TO:

Company name and Booth #

Southern Exposure 2021

Attn: Andrew Scott
16 Forest Pkwy., Bldg. M
Forest Park, GA 30297
Phone: (404) 336-7410

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 3/29/21-4/2/21

AGS EXPO

S E R V I C E S

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 3/29/21-4/2/21

AGS EXPO

S E R V I C E S

Nickey Gregory Company

DELIVER TO BOOTH ON 4/8
Starting at 6:00 AM

NO. OF PIECES _____

Nickey Gregory Company

DELIVER TO BOOTH ON 4/8
Starting at 6:00 AM

NO. OF PIECES _____

SHIP TO: _____

Company name and Booth #

Southern Exposure 2021

Attn: Andrew Scott

16 Forest Pkwy., Bldg. M
Forest Park, GA 30297
Phone: (404) 336-7410

SHIP TO: _____

Company name and Booth #

Southern Exposure 2021

Attn: Andrew Scott

16 Forest Pkwy., Bldg. M
Forest Park, GA 30297
Phone: (404) 336-7410

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 3/29/21-4/2/21

AGS EXPO

S E R V I C E S

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 3/29/21-4/2/21

AGS EXPO

S E R V I C E S