

1. Welcome

- Welcome Letter from Show Management

2. Show Information

- General Information for Exhibitors
- Deadline Checklist
- Badge Registration
- Hotel Reservations
- Meeting Space Overview & Order Forms
- Exhibitor Newsletters
- HPBA Membership Information
- Transportation Information
- GWCC Floor Plans/Maps
- International Visitors Information
- Who to Contact
- Targeted Move-In Information (for Show-Site Shipments)**
- Targeted Move-In Floor Plan (for Show-Site Shipments)**

3a. Trade Show Rules - Overview

- Trade Show Rules & Regulations
- Exhibitor Insurance Requirements/Order
- Exhibit Space Rental Charges & Payment Terms
- Atlanta Basic Fire Code Regulations
- Indoor Burning Requirements
- Outdoor Burning & Cooking Requirements
- Exhibitor Policies
- Fire Inspector Notice
- Georgia Labor Jurisdictions

3b. Trade Show Rules - Approval Forms

- Indoor Burning Request Form
- Outdoor Burning Request Form
- EAC Request Form & Insurance Sample
- Photography/Video Refusal Sign Order Form
- Variance, Hanging Sign, Food & Bev. Approval Request Form

4. Indoor Burning

- Indoor Burning Request Form
- Indoor Burning Requirements
- Mandatory** Burn Meeting Notice
- Indoor Natural Gas Order Form (Edlen/GWCC)
- Freeman Fire Extinguisher Rental Form

5. Outdoor Burning

- Outdoor Burning Request Form
- Outdoor Burning Requirements
- Outdoor Cooking Requirements
- Mandatory** Burn Meeting Notice
- Raw Food Order Form (Levy)
- Electrical Service Order Form (Edlen/GWCC)
- Freeman Tent Rental Order Form
- Freeman Tent Weights Order Form
- Freeman Fire Extinguisher Rental Form

6. Sponsorship, Marketing

- Marketing & Sponsorship Overview
 - Sponsorship & Advertising Opportunities
 - FREE Marketing Toolkit
 - Update Exhibitor Profile (Online & Print)
 - Additional Listing Request
 - Show Floor Meeting Space Order Form
 - New Product Pavilion & Att. Choice Awards

7. Official General Contractor - FREEMAN Intro & Pmt. Information

- Quick Facts/General Info
- Method of Payment Form
- Sustainability Brochure
- Georgia Labor Jurisdictions

Direct Questions to Amy Jackson, Senior Manager - Exhibits:

Hearth, Patio & Barbecue Association | 1901 North Moore St., Ste. 600 | Arlington, VA 22209

703-522-0086, ext. 125 | email: amyjackson@hpba.org

**GWCC= Georgia World Congress Center*

8. Shipping

- Warehouse Shipping Labels
- Show Site Shipping Labels
- Hanging Sign Shipping Labels
- Targeted Exhibitor Move-In Information & Floor Plan (for Show-Site Shipments)
- Directions to Freeman Marshalling Yard
- Transportation Complete Brochure
- Exhibit Transportation Brochure
- Exhibit Transportation Order Form
- Shipping & Material Handling Info
- Outbound Shipping Order Form
- International Shipping Information

9. Material Handling – Exclusive Service

- Freeman Material Handling Brochure – *What are Freight Services?*
- Material Handling Capping System Letter
- Material Handling Order Form
- POV - Privately Owned Vehicle - Service Rates
- Privately Owned Vehicle – Regulations
- Mobile Unit & Vehicle Spotting Rates

10. Furnishings, Flooring & Cleaning

- Booth Furnishings Brochure
- Booth Furnishing Order Form
- Carpet Brochure
- Carpet/Vinyl/Turf Order Form
- Cleaning Order Form

11. Event Graphics

- Graphics Brochure
- Graphics Order Form & Artwork Guidelines

12. Labor Services

- Labor Jurisdictions
- Installation & Dismantle Brochure
- Installation & Dismantle Order Form
- Forklift & Rigging Labor Order Form
- Hanging Sign Labor Order Form
- Chain Hoist – Truss – Sign Rigging Order Form
- Structural Integrity Statement

13. Audio Visual

- Audio Visual Solutions Brochure
- Audio Visual Solutions Order Form

14. Other HPBExpo-Approved Vendors/Specialty Contractors

- Business Center Information (FedEx Office)
- Catering – Exhibitor Menu (Levy)
- Catering – Exhibitor Order Form (Levy)
- Catering - Sampling Authorization Request (Levy)
- Electrical Service Order (Edlen/GWCC)
- Lead Retrieval -Badge Scanner- Brochure (Compusystems)
- Liability Insurance Program Form (Rainprotection Insurance)
- Nat. Gas/Air/Water/Drain Order (Edlen/GWCC)
- Photo and Video Order Form (Joe Orlando)
- Plant & Floral Order Form (National P&F)
- Security Order Form (DTA Security Svc.)
- Telephone & Wired Internet Order Form (CCLD)
- Wireless Internet Service Order (CCLD)
- Utilities Manual Forms (Edlen/GWCC)
Electric/Air/Water/Drain/Natural
Gas/Sinks/Lighting/Cable
(MANUAL FORMS incur \$25 Processing Fee)

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