

EXHIBITOR MANUAL

March 7-9, 2025
Cobb Galleria Centre



Enclosed you will find helpful information to make your participation in our show successful.

Please share this manual with those responsible for your participation in the show.

AtlantaHomeShow.com

MARKETPLACE | EVENTS
Largest Home Show Producer in North America

SHOW MANAGEMENT

The Spring Atlanta Home Show is produced and managed by:

Marketplace Events

2000 Auburn Drive, Suite 200
Beachwood, OH 44122
www.marketplaceevents.com

SHOW TEAM

Tina Robinson	Group Manager	tinar@mpeshows.com	904-622-9140
Kim Huggins	Senior Exhibit Sales Consultant A-K	kimh@mpeshows.com	770-776-2617
Kelsey Sablowski	Exhibit Sales Consultant L-Z	kelseys@mpeshows.com	770-776-2618
Rachel Whitmire	Operations Manager	rachelw@mpeshows.com	904-594-1253

SHOW FACILITY

Cobb Galleria Centre

Two Galleria Parkway | Atlanta, GA 30339
P: 770-955-8000
www.CobbGalleria.com

SHOW DECORATOR

Booth Furnishings: rental of tables, chairs, booth carpeting, signs, & labor

RPMxpo

242 Westfork Court, Suite A
Lithia Springs, Georgia 30122
P: (678)742-7310
F: 770-679-8751
info@rpmxpo.com

SHOW OFFICE

Our show office will open on Tuesday, March 4, 2025. When you arrive to move-in, please check in and pick up your exhibitor badges and complimentary show tickets. The show office will remain open through the end of the show, on Sunday, March 9, 2025. The show office is in Meeting Room #120, which is opposite the entrance doors of Hall A.

SOCIAL MEDIA

Follow & tag the Atlanta Home Show on social media before and during the show!
Include #AtlantaHomeShow and #NorthAtlantaHomeShow on your posts.
Tag us on Facebook [@AtlantaHomeShow](https://www.facebook.com/AtlantaHomeShow) and on [@AtlantaHomeShow](https://twitter.com/AtlantaHomeShow).

MOVE-IN | MOVE-OUT DAYS AND HOURS

ALL ACCOUNTS MUST BE PAID IN FULL BEFORE YOU MOVE-IN.

For safety and liability reasons, no one under the age of 18 is permitted in the halls or dock areas during move-in/out.

MOVE-IN DAYS AND HOURS

Move begins on Tuesday January 21 and ends Thursday January 23.

Tuesday	March 4, 2025	Assigned Times (12:00pm – 5:00pm) *
Wednesday <i>Driving to booths only where possible</i>	March 5, 2025	Assigned Times (8:00am – 8:00pm) *
Thursday <i>Vehicles cannot drive into the hall</i>	March 6, 2025	Assigned Times (8:00am – 8:00pm) *

***Exact move-in times will be communicated to exhibitors approximately 3-4 weeks before the show. They are based on the size and location of the booth space. If you have any special requirements for the move-in of your booth, please communicate what they are ASAP to the show team**

As a general rule, vehicles will not be allowed on to the show floor after some point on Wednesday afternoon. This is to allow the decorator to complete their booth set-up.

YOU WILL RECEIVE YOUR MOVE-IN TIME, ABOUT 3-4 WEEKS PRIOR TO THE SHOW. PLEASE FOLLOW YOUR ASSIGNED MOVE-IN TIME TO RELIEVE CONJESTION AND EXPEDiate MOVE-IN.

Exhibitors requiring forklift service should make arrangements with the Show Decorator prior to move in. Please see the RPMxpo Exhibitor Manual. If you need additional assistance, please call 678.742.7310 and a customer service rep will be able to assist you.

If the back-loading dock is full, you will be directed to the marshaling area to stage until room becomes available.

Move-in must be completed by 8:00pm on Thursday, March 6, 2025.

Make sure to clear all trash, boxes, crates, etc. from the aisles on Thursday, March 6, 2025.

If you need additional time, please make special arrangements with Show Management.

MOVE-OUT DAYS AND HOURS

Sunday	March 9, 2025	Assigned Times (5:01pm – 10:00pm)
Monday	March 10, 2025	Assigned Times (8:00am – 2:00pm) **

YOU WILL RECEIVE YOUR MOVE-OUT TIME, ABOUT 30 DAYS PRIOR TO THE SHOW. PLEASE FOLLOW YOUR ASSIGNED MOVE-OUT TIME TO RELIEVE CONJESTION AND EXPEDiate MOVE-OUT.

NO EXHIBIT CAN BE REMOVED, EVEN IN PART, UNTIL IT IS ANNOUNCED OVER THE PUBLIC ADDRESS SYSTEM, THAT IT IS PERMISSIBLE, LISTEN FOR THE ANNOUNCEMENT - IT WILL BE LOUD AND CLEAR!

At 5:01pm on Sunday, aisle carpet must be rolled up before any carts or vehicles can be used in the building. Stay off the aisle carpet (including items you are dismantling and packing from your booth); it will make things go a lot faster for everyone. After aisles are clear of carpet, vehicles may enter the building for loading of heavy items, as long as there is a pathway for access. This may only be possible as booths on perimeters

are broken down. If the back-loading dock is full and there is no path to drive to your booth, you will be directed to a marshaling area to stage until room becomes available.

During Move-Out everything that your company brought to the Show must be removed or disposed of after the Show. If not, there will be a charge to your company for cleanup. Any damage to the facility floor will be charged to your company.

****All exhibit material must be out of the convention center by 12pm on Monday.** Your space must be clean of all debris. If any materials are left behind, your company will be subject to a removal and cleaning fee. Marketplace Events is not responsible for any materials that are left in the building. **All pavers and pallets must be removed from parking lot by Monday at 12pm. No exceptions.** Materials not removed by this time are subject to handling fines. You may use your own carts, hand trucks, dollies, etc. **Dismantling your booth prior to show close at 5:01pm on Sunday is strictly prohibited.** This is a serious safety issue for our attendees and extremely discourteous to your neighboring exhibitors who are trying to conduct business. Do not break down early.

SHOW HOURS

Friday	March 7, 2025	10:00am – 6:00pm
Saturday	March 8, 2025	10:00am – 8:00pm
Sunday	March 9, 2025	11:00am – 5:00pm

***You must man your booth each day from show open to show close. Leaving early is a violation of your signed contract.**

ACCOUNT BALANCES

Final payment for exhibit space must be made by **February 15, 2025**. Show management reserves the right to refuse entry to any exhibitor whose account has not been paid in full. **Badges, complimentary tickets, and booth move-in will not be available until the account has been paid in full.**

EXHIBITOR BADGES

Exhibitor badges are required to identify yourself as an authorized exhibitor. Exhibitors will not be allowed access during show days without a badge. Exhibitor badges are not required during move-in.

Five (5) exhibitor badges are provided for 200 square feet of space or less.

Ten (10) exhibitor badges are provided for 201 square feet of space or more.

You are encouraged to drop off your badge each night in the Show Office, so that your company does not run out of badges.

EXHIBITOR BADGES MAY NOT BE USED AS ADMISSION TICKETS AND CANNOT BE LEFT AT WILL CALL.

COMPLIMENTARY TICKETS

Each exhibitor will receive online ticket redemption codes valid for 5 complimentary tickets per 100 square feet (Max 30 tickets) to the show. These will be emailed out three weeks prior to the show. Tickets will only be emailed out if your account has been settled in full. Pass your unique code along to your customers, who can go online and use it as a coupon code to redeem free tickets to the show using our eTicketing system. If you do not receive your tickets or you would like to request more, contact rachelw@mpeshows.com.

If you wish to leave tickets at Will Call, you may redeem and print tickets using your unique code. See Will Call section below for how to leave them for your guests at the show.

COMPLIMENTARY TICKETS ARE NOT PERMITTED TO BE DISTRIBUTED AT THE ENTRANCE TO THE SHOW. Use your tickets to invite potential customers to the show, as a thank you to good customers and for friends and family.

WILL CALL

Will Call will be in the Show Office (Meeting Room #120). Please leave your tickets in INDIVIDUALLY marked envelopes with FIRST AND LAST NAME on the front of the envelope at Will Call for your guests.

EXHIBITOR BADGES ARE FOR EXHIBITORS, THEY ARE NOT TICKETS TO THE SHOW. THEY SHOULD NOT BE LEFT AT WILL CALL TO BE PICKED UP BY ATTENDEES. THEY MAY ONLY BE LEFT FOR PEOPLE WORKING YOUR BOOTH.

PROMOTIONAL ITEMS

We encourage exhibitors to give out promotional items at the show to market to attendees; however, due to the venue's policies, the following are not permitted:

- Alcohol as a promotional item (ex. having a "happy hour" in your booth or giving out glasses of wine)
- Any food or beverage distribution as a promotional item (ex. branded water bottles, cookies, candy, etc)
- Stickers are discouraged and helium balloons are NOT PERMITTED as they create a problem for the facility to clean up and you may be charged a cleanup fee (ex. sticker removal or balloons being stuck in the ceiling)

Branded totes, pens, cups, etc are welcome! The best way to promote your services is to post show specials on your Exhibitor Listing on our website for attendees to see before, during, and after the show. Promotional items are not allowed to be distributed anywhere at the show except your booth; speak to your Exhibit Sales Consultant if you are interested in a front entrance sponsorship, stage sponsorship, or feature sponsorship for additional exposure!

FOOD/BEVERAGE SAMPLING

Exhibitors may distribute food and/or non-alcoholic beverage products ONLY upon written authorization by Cobb Galleria Management and The Georgia Department of Public Health.

The Georgia Department of Public Health requires all exhibitors who will be distributing sample food and beverage to obtain a temporary food service license from the Georgia Department of Public Health. Complete and return the **Georgia Department of Health Temporary Food Application Form** as instructed.

Cobb Galleria Food & Beverage Applications must be received at least 30 days before the event. These forms are for sample distribution only and does not imply approval to cook or heat any item. If cooking or warming is required, please complete the **Cobb Galleria Cooking Authorization Form** and submit as instructed at least 21 days before the event.

UTILITIES

Telephone, Internet & Electricity

To place your utility orders for your booth, you can contact them directly to order or you can order directly online at: <https://cobb Galleria.com/exhibitors/>

Cobb Galleria Centre

Phone: 770-989-5016 | Email: services@cobb Galleria.com

Please note, standard wi-fi is free

VEHICLES IN EXHIBITS

If you plan on having a vehicle in your booth as part of your display, please contact Show Management for approval and move-in instructions. You must also complete a **Vehicle Authorization Form** for the Cobb Galleria to have your vehicle on the show floor.

- All vehicles must have a locking gas cap or gas cap sealed with tape and no more than 1/4 tank of gas in the vehicle in accordance with the Atlanta State Fire Marshal.
- A set of keys must be left with Show Management for the duration of the show.
- All vehicle batteries must be disconnected, and cables taped.
- Your vehicle will be inspected by the Fire Marshal

COMBUSTIBLE LANDSCAPING MATERIALS IN EXHIBIT SPACE

All materials be flame resistive, flame resistant, or flame retardant, there are other regulations for specific materials often used in exhibit space. If your exhibit – or any part of your exhibit – fails to meet code, it may be ordered dismantled and removed from the show floor.

No pine straw or any other landscape cover material with a fire rate of spread more than 24 inches per minute shall be placed, kept, or stored inside the convention center without proper treatment. Shall be treated and maintained in a flame-retardant condition by means of an approved flame-retardant solution.

Additional information can be found on the Exhibitor Kit page, under **Cobb Galleria Pinestraw Combustible Landscape Materials Standards & Practices**.

BOOTH INFORMATION, RULES & REGULATIONS

Exhibit booths will have an 8' draped back wall. Drape color is black. On each side, a draped side rail will extend from the back of the booth to the front of the booth at a height of 32". The drape color is black. Tables, chairs, electricity etc. are not included with the cost of your exhibit booth.

*****TENTS/CANOPIES ARE NOT PERMITTED EXCEPT FOR ISLAND BOOTHS*****

***** HELIUM, PROPANE OR GAS CONTAINERS ARE NOT PERMITTED*****

*****HELIUM BALLOONS ARE NOT PERMITTED*****

FLOORING

Flooring is not included in the cost of your exhibit booth. **It is mandatory that all exhibit booths are carpeted or have some type of clean, professional-looking floor covering that covers 100% of the booth's square footage.** Carpeting, Astroturf, hardwood, tile, vinyl flooring etc., may be used.

Carpet tape must be approved and be easily removable – **NO DUCT TAPE ALLOWED.** The show decorator will provide approved carpet tape upon request. All pavers and hard surface flooring must be placed on top of visqueen. Do not drill holes, paint, nail glue or affix flooring to the Convention Center flooring. **Any damage to the Galleria's flooring will be repaired at the exhibitor's expense.**

TABLE COVERINGS

It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all four sides. All skirting must be pressed and neat. **Use of plastic table cloths, sheets, shower curtains or any type of "makeshift" table cloths is not permitted.** We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.

All inventory and personal items must be stored COMPLETELY OUT OF SIGHT. Your booth should look professional and inviting to the attendee.

STAFFING YOUR BOOTH

All exhibitors are expected to be in their booths during all published show hours, as we do receive consumer complaints about un-manned displays. Our visitors pay an entrance fee and expect to be able to do business with our exhibitors at any time during show hours. If you are in violation of this rule, your company may not be permitted to exhibit with us in the future.

Working in the aisles or distributing brochures, etc. from any other area other than your booth is prohibited. All activity must take place inside your contracted space.

DEMONSTRATIONS AND HANDOUTS

Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are



not permitted to do outside the confines of their rented exhibit area. Working in the aisle is strictly prohibited and will be enforced by show management. This includes any mascots.

ALL FOOD SAMPLING MUST BE APPROVED BY SHOW MANAGEMENT, VENUE, & HEALTH DEPARTMENT BY COMPLETING FORMS AND PAYING MANDATORY FEES.

BOOTH GUIDELINES

MPE provides each inline exhibitor with a back curtain 8 feet in height, two side curtains, each 3 feet in height and an ID sign with company name and booth number. A corner booth has only back drape. An island booth, opens on all sides, does not have any pipe and drape or ID sign.

Inline booth displays, including signage, shall not exceed 8 feet in height. Signs exceeding booth height requirements must be approved by show management or exhibitor may be asked to remove. Your display may be 8 feet high for the width of your back drape (this only applies to inline spaces). On each side you will have a 3 feet high side curtain. For inline spaces, your display may remain 8 feet in height from the back wall, up to 5 feet from the aisle, or ½ the depth of your booth. For the remaining 5 feet, your display must return to the same 3 feet height of the side curtain. **No pop-up tents allowed unless in an island booth.** All flag banners must meet sight guidelines.

All unfinished portions of displays must be draped or finished to be pleasant to the public view. Show Management may require exhibitors to purchase drape if display is not finished adequately. **Your own flooring is REQUIRED** If your exhibit space is a peninsula, special restrictions may apply as indicated by your sales representative. If Exhibitors booth is not setup by end of the move in period, show has the right to fill the space accordingly unless prior arrangements have been made with Show Manager.

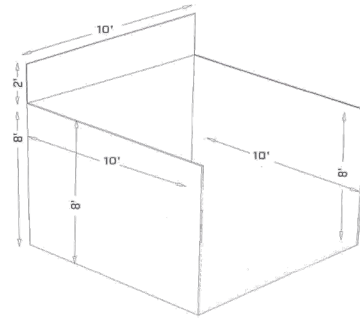


Figure 8' high x 10' wide x 3' front to back sides

If your exhibit space is a peninsula, special restrictions may apply as indicated by your sales representative.

MICROPHONE, AUDIO EQUIPMENT & MUSIC

Use of microphones, audio equipment and musical instruments is permitted, however, sound levels must be kept at a volume that management deems reasonable. Violators will receive one warning. If there are more problems with volume, Show Management reserves the right to prohibit the exhibitor from using sound equipment for the remainder of the show.

MUSIC, PHOTOGRAPHS & OTHER COPYRIGHTED MATERIALS

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitor's booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to Marketplace Events proof that the exhibitor has, or does not need, a license to use such music or copyrighted material. Marketplace Events reserves the right to remove from the exhibit all or any part of any booth or display which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses. The exhibitor shall remain liable for all claims, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation of infringement (or claimed violation or infringement) by exhibitor, exhibitor's age or employees of any patent, copyright or trade secret rights or privileges.

SECURITY

Show Management provides security for the show floor during move-in, move-out, show hours and overnight. However, neither Show Management nor the Cobb Galleria Centre is responsible for lost, damaged or stolen articles. We encourage you to take all valuables with you when the show closes each evening. A tarp/sheet covering your booth after show hours goes a long way in securing your belongings.

Most thefts happen during move-in, move-out and within 30 minutes of show closing. Staff your booth accordingly and when the show does close, wait for the attendees to clear out.

Report anything of a suspicious nature to Show Management and/or Security and ensure you are adequately insured.

INSURANCE

Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk. Please refer to items #4 and 5 on your exhibitor contract/application or contact Show Management if you have questions.

SHIPPING INFORMATION

All shipments must go through RPMxpo, please contact them for pricing on handling shipments.

Advance Shipment Address	Direct Shipment Address
Must arrive by February 21, 2025	Cannot be delivered prior to March 3, 2025
[Exhibiting Co. Name & Booth #] Atlanta Home Show c/o RPMxpo 242 Westfork Court, Suite A Lithia Springs, Georgia 30122	c/o RPMxpo [Exhibiting Co. Name & Booth #] Atlanta Home Show Cobb Galleria Centre 2 Galleria Pkway SE Atlanta, GA 30339

All shipments must be prepaid and should be clearly marked with your company name, booth number and Building Name. Special arrangements may be made with RPMxpo on items that need special care. Shipping items to the venue, may incur additional charges.

Show Management is not responsible for your packages; please do not send packages before your arrival as you MUST be present to sign for them.

Please make arrangements to dispose of or store shipping crates with the show decorator.

BUILDING REGULATIONS

SMOKING/VAPING REGULATIONS

No smoking or vaping is permitted inside any building at the facility.

ALCOHOL/DRUGS REGULATIONS

No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Service Manual and/or on posted signage by the show facility. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

SALE OF MERCHANDISE AT THE SHOW

All Exhibitors are reminded that to sell products "cash and carry" during the show, you must comply with all rules and regulations of Marketplace Events. Exhibitors are responsible for obtaining any such permits as required. Only merchandise approved by the show may be sold. No food or drinks may be sold without the approval of show management and concessions.

Local Cobb County Sales tax is 6%. Please print off the form you need from the exhibitor kit page of the show website.

FOOD AND DRINK SAMPLING

No food or drinks may be sold/sampled without the approval of show management and facility concessions. If you are cooking or sampling in your booth, you will need to complete the appropriate paperwork for the facility and Cobb County. **The Cobb County temporary food sampling paperwork is critical and must be sent to them 30 days before the show (02/6/25).**

ANIMALS/PETS

Service animals are allowed inside the building during event hours of the event. **Personal pets are not allowed unless preauthorized by show management.**

FIRE REGULATIONS

No flammable products, open flames, or flammable display materials, etc. are permitted in the exposition hall by order of the Fire Department and the Facility Security Department. **Enclosed structures under 300 sq.ft. must have a fire extinguisher and smoke detector. Enclosed structures of over 300 sq.ft. must install a sprinkler system inside the structure.** No cartons, boxes, or crates may be stored behind booth curtains. Pine straw is not allowed unless treated.

All material used in the construction and decoration of an exhibit must be flame retardant. This includes scenery, backdrops, drapes, table and dust covers.

No hazardous material will be permitted in an exhibit.

No vehicles or other apparatus, which has a fuel tank, will be permitted as a display without written permission from show management.

THE FIRE MARSHALL OF THE STATE OF GEORGIA RESERVES THE RIGHT TO MAKE ANY FINAL DECISION REGARDING THE ABOVE REQUIREMENTS.

PARKING

Parking at the Cobb Galleria Centre is \$10 per car, per day at the red, green and blue lots. Only debit & credit cards are accepted for payment.

For any questions concerning parking, call, (770) 272-1865.
