



EXHIBITORS **SET UP INFORMATION**

We are looking forward to your company exhibiting at the 2009 GCAA Management Workshop at the Cobb Galleria Centre, Atlanta, Georgia. We wish to offer our help in making the meeting a success for your company with the following guidelines.

1. **Hours open for exhibiting are:**
Tuesday, February 17 from 7:00 A.M. until 7:00 P.M.
Wednesday, February 18 from 7:00 A.M. until after lunch.
2. Exhibit set up time will be in **two shifts** on Monday, February 16.
1st Shift 11AM – 2PM for spaces 1-32
2nd Shift 3PM – 6PM for spaces 33-77
Breakdown will be at 1:00 p.m. (approx.) Wednesday, February 18.
3. The official Workshop hotel is the ***Renaissance Waverly Hotel*** located in the Galleria complex, at the intersection of Interstates 75, 285 and Highway 41 (Cobb Parkway).
The telephone number for the Renaissance Waverly is 770/953-4500, Fax: 770/303-3264.
4. The standard size exhibit booth is 10'w x 10'd x 8'h and furnished with the following a 6' draped table, hanging backdrop and side rails, 2 chairs, a wastebasket and a sign with your company name. **Any exhibits that exceed 10'w x 10'd x 8'h or are an irregular shape or size must notify the GCAA prior to submission of registration so that we may give guidance on suitable location.**
If needed (1) electrical outlet will be supplied. Please note this on the registration form where requested. Additional furniture and accessories can be ordered through ExpoPlus who will also handle the shipping, receiving and forklift services. You should contact Ms. Vickie Glowacki or Abby Letts in Customer Service at ExpoPlus at 404/699-0650.
Be sure to indicate you are with Georgia Construction Aggregate Association.
NOTE: All audio visual equipment needs will be the responsibility of each exhibitor.
SPECIAL NOTE:
Exhibitors with multiple exhibits or those of irregular shape or size must contact the GCAA office prior to sending in registration to confirm location available.
5. It is suggested that when you leave your booth that you secure valuables and **do not** leave them under the table.
6. John Cardosa, Executive Director along with members of the Management Workshop Committee will be at the Cobb Galleria on the afternoon of Monday, February 16 if you need assistance, feel free to contact the GCAA office at 678/473-0012 with any questions.
7. **Each person** involved with your exhibit booth and represented by your company is required to be Pre-Registered. **REGISTRATIONS AT THE WORKSHOP WILL INCUR A LATE FEE OF \$50 PER MEMBER AND \$100 PER NON MEMBER.**

Thank you for being a part of this important meeting, we look forward to seeing you in February.