



## QUICK REFERENCE

### Exhibit Manager

Anne Sculthorpe

Phone: 678.514.1976; Calls transferred automatically onsite beginning January 20, 2016.

Email: [asculthorpe@ippexpo.org](mailto:asculthorpe@ippexpo.org)

Onsite: Located in Show Management Office, B-Building, Room 209

### Facility

**Georgia World Congress Center (GWCC)**

[www.gwcc.com](http://www.gwcc.com)

285 International Blvd. N.W., Atlanta, GA 30313

Phone: (404) 223-4300; Fax: (404) 223-4211

Event Coordinator: Robin Hughes

### Service Contractor

**Global Experience Specialists, Inc. (GES)**

[www.ges.com](http://www.ges.com)

750 Maxham Rd., Suite 300, Lithia Springs, GA 30122

Phone: (770) 372-1600; Fax: (770) 372-1602

Exhibitor Services Phone: (800) 475-2098; Fax: (866) 329-1437

On-Site: Located in the GES ServiCenters in show halls and in B-Building, Room 208

### Vendor Services

On-Site: Located in B-Building, Room 207. See full list in Vendor Services section of Exhibitor Manual.

### Service Forms

Review each form in the Exhibitor Manual. Note the deadline dates for receipt of each form. Early requests are encouraged.

### Check In

Upon arrival, check in with the service representative assigned to your booth area, or the GES service desk on show hall floors to confirm your needs. Be sure your company representative is aware of your orders and the expo regulations.

### Insurance

All exhibitors must have a certificate of insurance on file with Exhibit Manager Anne Sculthorpe no later than January 8, 2016; email [asculthorpe@ippexpo.org](mailto:asculthorpe@ippexpo.org). If an exhibitor has an appointed contractor performing installation and dismantle of their booth, Exhibit Manager must also have a copy of the contractor's insurance on file along with a completed EAC – Exhibitor Appointed Contractor form.

### Installation

This is a targeted move-in. All move-ins are scheduled by GES prior to move-in. Move in begins 1 – 6 p.m., Wednesday, January 20, and continues 7 a.m. – 6 p.m., Thursday, **January 21**, through Monday, **January 25**. Target schedule is located in exhibitor manual. No access to exhibit hall is allowed prior to or after posted times. Exhibitors may set up and dismantle their own exhibits or, at their option, may arrange for installation labor through GES or another exhibitor appointed contractor (EAC). **All booths must be carpeted and freight delivered before 6 p.m. on Monday, January 25, for inspection. No exceptions!** Make your travel plans accordingly.

### Labor (Installation and Dismantle)

**Read the instructions and labor forms carefully — it will save you money.** GES will guarantee to have the labor available to perform your installation and dismantling at the time you require, provided you issue your request at least 14 days prior to the Expo date, and your materials are available at the stated time. Straight time rates apply Monday - Friday 8 a.m. - 4:30 p.m. Time and one-half rates apply Monday - Friday 4:30 p.m. – 12:00 a.m. and Saturday 8 a.m. – 12 a.m. Double time rates apply Monday - Saturday 12:00 a.m. - 8 a.m. and all day Sunday. If you have any questions regarding labor, please contact GES Exposition Services at (800) 475-2098.

### Security and Product Storage

The Expo management has contracted for extensive perimeter security coverage on a 24-hour basis. This does not preclude exhibitor responsibility for security detail for high-risk items of value within the booth. Please plan accordingly.

### Empty Crates

Complimentary crate storage for exhibitors during Expo.

## Clean-up Area

Facilities with hot water and sink for cleaning utensils and other items (Clean-up Booth) is available at the back of aisle 7000 (Hall B).

## Dismantling

Dismantling will begin after 3 p.m., Thursday, **January 28**, and must be completed and all materials moved no later than 12 p.m. Saturday, **January 30**. Move-out will not be permitted before 3 p.m. on Thursday, **January 28**, and only after the aisle carpet has been removed. **Due to the immense number of cartons and crates being stored for this show, please allow until 10 p.m. on Thursday evening for all empty cartons and crates to be returned to booths. Show halls will close at 10 p.m. Thursday, January 28, so your pack-up crew may need to stay an extra night or two. Schedule the travel plans accordingly.**

## Standard Booth Information

Standard Booth Size - 10' x 10'; curtain backdrop - 8' high; curtain sidewall - 3' high.

## Aisle Carpet and Booth Drape Colors

Live Production, Feed, and Processing/Packaging - Blue Jay (Blue & Black) carpeting – Standard White drape  
Main Avenue/Tram Line – Highway Design carpeting

## Booth Sign/Floor Marker

A complimentary two-line (7" x 44") standard booth sign will be supplied. This sign will include the name of the exhibiting company and booth number. Floor markers are provided for all exhibitors.

## Electrical Services

The electrical request form must be received by the GWCC at least 30 days prior to the exposition to avoid a delay in electrical services. Full payment must accompany order to receive advance order rate.

## Cleaning Services

Show management provides for cleaning of the aisles each night. If you have a need for special services such as cleaning of booth, etc., these arrangements can be made through GES. Booth cleaning is an exclusive service by GES.

## Telephone

You can expect a delay in installation of phone service and/or internet hard lines if not ordered in advance of the exposition date. If requested, CCLD will provide the telephone number assigned to your booth in advance. Cellular phones are also available.

## Student Program

The College Student Career Program will bring approximately 600 poultry students to the Expo and they will be available for interviews. This is an excellent opportunity for your company to get a firsthand look at the young talent interested in pursuing a career in the poultry industry. Alert your company personnel manager to this opportunity to interview prospective employees. Contact Barbara Jenkins for more information, email [bjenkins@uspoultry.org](mailto:bjenkins@uspoultry.org).

## International Visitors

There will be bilingual personnel on duty at the Information Desk in the main lobbies and the International Business Center in the A-B Connector to aid your guests from other countries. If you need a full-time interpreter for your booth, a request should be made through the talent contractor for the show, CMT Agency. Interpreters should be requested as early as possible. International telephone service is available at the GWCC Information Desk in B-Building Lobby.

## Bus Service

Complimentary bus service will be provided on Tuesday, Wednesday, and Thursday between all buildings at GWCC and hotels within the IPPE block. Go to [www.ippexpo.org](http://www.ippexpo.org) for a complete list. Bus service hours: Tuesday, 7-11 a.m. and 2-6 p.m.; Wednesday, 7-11 a.m. and 2-6 p.m.; Thursday, 7 a.m. - 4 p.m. Airport shuttle service begins Thursday at 3 p.m. and continues until 4:30 p.m.

## Wi-Fi Computer Service

Complimentary wi-fi internet service is available on the exhibit floor areas from Saturday, January 23 through the end of the show Thursday, January 28. Please refer to Wi-Fi Usage Policy in Rules & Regulations section of Exhibitor Manual.