

## Attendee Requirements

The Exposition & Conference is for the trade only. Qualified buyers may register online at [www.medtrade.com](http://www.medtrade.com) or onsite. **NO ONE UNDER 16 YEARS OF AGE IS PERMITTED.** If a child needs to be fitted, please bring a doctors request.

## Balloons

Helium balloons are **NOT** allowed on the show floor at any time and should not be used in the design of the exhibit space or be distributed.

## Business Center

For everyday office needs, the GWCC operates a full service FedEx Office Business Center in the lobby of Building C on Level 1 offering you a place to copy, fax, bind, scan and print. FedEx Office also offers computer access, a notary, FedEx and U.S. Mail delivery.

## Booth Catering Service

All food and beverage distributed from your booth must be ordered from the Georgia World Congress Center's exclusive caterer, Levy Restaurants. [Click here](#) to access information on Levy Restaurant's extensive menu. Please note: **Popcorn and cotton candy are NOT permitted on the show floor or to be distributed from any exhibitor's booth.**

## Booth Cleaning

GES is the exclusive booth cleaning contractor for this show. Please note: your booth will **NOT** automatically be vacuumed the night before the show opens unless you order this service. To order booth cleaning, please refer to the *GES Information & Order Forms* section within this manual.

## Booth Construction

Medtrade is a "Cubic Content" show. Booths must be constructed as detailed in the "Booth Construction & Display Guidelines" located within this manual. For questions regarding booth construction, please contact Lane Vento, Operations Manager, at [lane.vento@emeraldexpo.com](mailto:lane.vento@emeraldexpo.com).

## Coat & Baggage Check

Coat & Baggage Check Service will be provided for all exhibitors and attendees in the lobby of Building C on Level 1. A fee of \$3.00 per item will be charged.

## Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor **no later than 5:00 pm on Monday, October 31, 2016.** This will allow GES and the cleaning provider sufficient time to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall as well as provide exhibitors the space to complete their booth set up by keeping aisles clear.

There will be no exceptions to this policy. Crates without empty or access storage stickers will be tagged by the area floor managers or GES and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

## Exhibitor Appointed Contractor (EAC)

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the [online EAC Notification Form](#) must be completed and submitted by the exhibitor or EAC with the EAC's certificate of insurance attached. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC. For questions regarding exhibitor appointed contractors, please contact Lisa Trinh, Operations Coordinator, at [lisa.trinh@emeraldexpo.com](mailto:lisa.trinh@emeraldexpo.com).

## Exhibitor Meeting Rooms

Exhibiting companies that would like to rent meeting space at the Georgia World Congress Center are welcome to do so by completing the [GWCC Meeting Room Request Form](#). Requests for meeting room usage during show hours will be reviewed by Show Management. Depending on the purpose of the meeting, room requests may need to be rescheduled during non-show hours. Hospitality suites are **not** permitted during show hours. Exhibiting company is required to pay a room rental fee of \$1,000 for a half day (4 hours or less) and \$2,000 for a full day (more than 4 hours). Additionally, any and all fees incurred as a result of special rooms sets or other requirements are the responsibility of the exhibitor.

## Exhibitor Unloading

GES will handle and control the unloading and loading of all vehicles at the loading dock. For additional information, please refer to the “GES Show Site Work Rules” located in the *GES Information & Order Forms* section.

Full-time exhibitor personnel shall have the right to unload personal vehicles and hand carry exhibit materials provided:

- They utilize the unloading space designated by the service contractor and the facility.
- The vehicle is a Privately Owned Vehicle (POV) and is no larger than a panel van.
- They do **NOT** use hand-trucks, pallet jacks, or 4-wheel dollies.
- They utilize no motorized lift equipment.
- The vehicle is **NOT** left unattended at any time and is removed once it has been unloaded.

## Facility

Georgia World Congress Center  
285 Andrew Young International Blvd, NW  
Atlanta, Georgia 30313-1591  
Phone: 404-223-4000  
[www.gwcc.com](http://www.gwcc.com)

## First Aid

A fully equipped first aid station, staffed by licensed medical professionals, will be available during move-in, show days and move-out. First Aid will be located outside the entrance to Halls C1/C2.

## Freight Free Aisles

The floor of the Exhibit Hall will be marked to indicate all “Freight Free Aisles”. If your booth borders one of these aisles, please keep your crates and materials out of these aisles so that they remain clear for the free movement of freight.

## General Service Contractor

GES is the General Service Contractor for Medtrade. GES provides furniture rental, material handling, cleaning, labor, etc. All orders for carpenters, laborers and teamster services are to be made through GES, including the number of personnel required and the hour at which they are to report. Orders can be made online or using the order forms in the *GES Information & Order Forms* section of this manual.

## Hanging Signs

Only exhibitors in island, split island, and peninsula booths that are 400 square feet or larger may have a hanging sign over their booth. For more information on the regulations pertaining to hanging signs, please refer to the Booth Construction & Display Guidelines within this manual. All hanging signs must be submitted to show management using the [online Hanging Sign Approval Form](#). For questions regarding hanging signs, please contact Lisa Trinh, Operations Coordinator, at [lisa.trinh@emeraldexpo.com](mailto:lisa.trinh@emeraldexpo.com).

## Hotel Arrangements

onPeak is Medtrade's official hotel agency and the best way to book. Hotel arrangements can be made through the [Travel Information](#) section of the Medtrade website.

## Insurance

Show management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. [Click here](#) to electronically upload your insurance documents. Please refer to the “Insurance Requirements Policy” within this manual for more information. For questions regarding insurance requirements and submission, please contact Lisa Trinh, Operations Coordinator, at [lisa.trinh@emeraldexpo.com](mailto:lisa.trinh@emeraldexpo.com).

## Lead Retrieval Units

Lead Retrieval Units may be rented from Experient using the link or form provided in the *Official Service Provider Order Forms* section of this manual. On-site, Lead Retrieval Units can be picked up from and returned to the Lead Retrieval counters at the Exhibitor Servicer.

## Marshaling Yard

- All delivering carriers must check in at the GES Marshaling Yard prior to show-site delivery. Carriers will be assigned an unloading number according to driver check-in time.
- Drivers checking-in later than 3:30pm may not be off-loaded on arrival date and may incur overtime charges.
- POV's (Personally Operated Vehicles) and vehicles utilizing Caddie Service must check in at the Marshaling Yard. Direct shipments must arrive during posted move-in dates and times.
- All shipments should be accompanied by a certified lightweight & heavyweight ticket. For your convenience, GES has available a full size certified scale at the Marshaling Yard.
- The Marshaling Yard is located at 361 Ivan Allen Blvd., Atlanta, GA 30313.

## Occupancy

- Exhibit displays must be set by 5:00pm on Monday, October 31. Should any space (for which a signed contract has been received and rental payment made) remain unoccupied after this time, show management reserves the right to rent or otherwise use such space and shall not be obligated to refund the space rental fee.
- Every exhibit must be fully staffed and operational during the entire exhibition.
- Exhibitor's displays must not be dismantled or packed in preparation for removal prior to 1:00pm on Thursday, November 3.
- The dismantling of displays begins at 1:00pm on Thursday, November 3 and continues until 4:00pm on Friday, November 4.
- After 4:00pm on Friday, November 4, all exhibitor displays or materials left in the exhibitor's space without instructions will be packed, shipped or discarded at the exhibitor's expense.

## Paging/Announcements

Show Management will restrict announcements to general show information. Announcements will not be made regarding exhibitor drawings, lost persons or articles.

## Parking

More than 4,500 parking spaces are available on campus. The GWCC operates five surface lots and two parking decks – all located within the convention, sports and entertainment campus. Parking rates are \$10 or less for all-day parking. All lots are gated and attendants are on duty during all show/event hours.

[Click here](#) for parking information at the Georgia World Congress Center or to purchase special unlimited "in/out" parking passes in the Gold Deck (available late summer in limited quantities).

## Photography & Filming

- Unauthorized photography and video recording are NOT permitted in the exhibit hall except by the Official Show Photographer or an *approved* Exhibitor Appointed Photographer.
- Exhibitors and/or approved Exhibitor Appointed Contractors may photograph or record their own exhibits during show days ONLY.
- Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, Keynote Sessions, Conference Sessions and Meeting Rooms) is prohibited.
- If planning to use an *approved* Exhibitor Appointed Photographer, please complete and submit the [online Exhibitor Appointed Photographer Approval Form](#). Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.

## Press Room

The Press Room will be available onsite for members of the press to register with the proper credentials. Members of the editorial media are cordially invited.

## Personally Operated Vehicles (POV's)

- POV's are vehicles primarily designed for passenger use, such as a car, pickup, small mini-van or SUV.
- POV's are not closed body trucks with dual wheels, trucks, utility vans, or trailers pulled by another vehicle. Personal vans filled with exhibit materials will be required to utilize handling services provided by GES.
- POV's can be unloaded and/or loaded by hand or apparel rack. Wheeled carts are not permitted.

## Property Passes

Exhibitors and Attendees are required to have a completed Property Pass for all merchandise leaving the hall during move-in, show days, and move-out. Property Passes may be picked up at the contracted security office in the back of Hall C1. Please note that attendees are still required to have a completed Property Pass to remove any goods during move-out. For any merchandise the customer will pick-up or remove from the hall at the close of the show via the loading dock, the Exhibitor must complete a bill of lading naming the customer as purchaser. Both the Exhibitor AND the Customer must have a copy of this bill of lading in order to gain admittance to the exhibit hall dock area to remove items from the hall. The customer will be required to check-in with their vehicle at the designated check-in area in order to be dispatched to available dock space.

## Registration

Booth personnel may be registered on-line at [www.medtrade.com](http://www.medtrade.com). Each exhibiting company may register 10 staff members per 100 net sq. ft. of exhibit space at no charge. Additional staff may be registered for an additional per person charge. Buyers and/or customers are **not** to be registered as exhibitors. Badges will **not** be mailed to Medtrade exhibitors. All exhibitors will need to pick up their badges on-site at Registration located in the lobby of Building C on Level 1.

## Sales Office

An on-site Sales Office will be in operation during show days. Please make sure to come by at your scheduled time to select your booth and sign up for future Medtrade and Medtrade Spring events and sponsorship opportunities.

## Security

Show Management provides adequate perimeter security on-site. However, it is the exhibitor's responsibility to ensure the security of their exhibit and products. To order in-booth security services for your exhibit, use the Security Services Order Form found in the *Official Service Provider Order Forms* section of this manual.

Security is required for any before or after hours hospitality function within your booth.

## Shipping

Booth materials may be shipped in advance to the GES Warehouse or shipped directly to the Georgia World Congress Center. The specific shipping information, instructions, receiving dates and printable shipping labels are located within this manual.

## Show Colors

Backwall: Purple

Siderail: Purple

Aisle Carpet: Pepper

## Show Directory

Please go on-line to Medtrade Connect and complete your Company Profile and Product Category Listing for the Official Medtrade Show Directory. The deadline for submitting your information is **Friday, September 16, 2016**.

## Show Office

An on-site Show Office will be in operation during move-in, show days and move-out.

## Shuttle Bus Service

Complimentary Shuttle Bus Service will be provided to and from the Georgia World Congress Center and the Official Show Hotels. Signs will be posted at the official show hotels and the GWCC indicating the schedules, pick-up and drop-off points. A Transportation Desk will be located on-site in the lobby of Building C on Level 1. The schedule is as follows:

Monday	October 31	12:00am-6:00pm
Tuesday	November 1	7:00am-6:00pm
Wednesday	November 2	7:30am-6:00pm
Thursday	November 3	8:30am-2:00pm

## Special Transportation

Exhibitors hiring special shuttles or limousines must get prior approval from Show Management using the [online Special Transportation Approval Form](#). Please inform the designated transportation provider to pick-up and drop-off passengers at locations other than the designated hotel shuttle bus drop-off points.

## Standard Booth Equipment

All booths will be supplied with the following equipment. Please refer to the “Booth Construction & Display Guidelines” within this manual for more details and booth diagrams.

### Linear, Corner and Perimeter booths

- 8' high pipe and drape back wall.
- 3' high pipe and drape side rails.
- 7" x 44" booth identification sign with company name and booth number.

### Peninsula, End-Cap & Split Island booths

- 8' high pipe and drape back wall.

Island booths do not come with back drape. If it is desired, it may be ordered from GES.

All other equipment and services are the responsibility of the exhibitor. Online ordering (where available) and printable order forms are located in the *GES Information & Order Forms* and *Official Service Provider Order Forms* section of this manual.

***This is a No Concrete Show – all booths must order or supply their own carpet/floor covering.***

## Targeted Move-In

Medtrade exhibitors will not be moving in based on a targeted schedule. All exhibitors are allowed to move-in and have freight delivered during the Move-in Schedule included on the Show Schedule page at the beginning of this manual.

## Union Rules

Please refer to the Show Site Work Rules which are located within this manual.

## Utilities

The Georgia World Congress Center is the exclusive provider for electrical, gas, plumbing, and compressed air services. Exhibitors can receive the early bird discount by ordering services online by October 11. [Click here](#) to access their online forms. Printable order forms for utilities are located in the *Official Service Provider Order Forms* section within this manual.

## Wheelchair & Scooter Rental

The Georgia World Congress Center has manual wheelchairs that are complimentary as long as they are secured with a credit card. Wheelchairs are available on a first come, first serve basis at the Main Information Desk in the Lobby of Building C on Level 1.

Scooter rental is also available through Scoot-A-Round. To reserve a scooter in advance, please call 888-441-7575. Scoot-A-Round will also be on-site for on-site rentals. Scoot-A-Round will also charge the scooter for you nightly.

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