

WHEN:	May 11-12, 2022
WHERE:	Georgia World Congress Convention Center 285 Andrew Young International Blvd NW Atlanta, GA 30313
HOUSING:	The Omni Hotel at CNN Center is the official RE+ Southeast hotel. The deadline to make a reservation is Tuesday, April 19, 2022, at 11:59 pm EST. Please note: The hotel room block is on a first-come, first-served basis, and room availability is limited.
GENERAL CONTRACTOR:	GES, Phone: 1 (800) 801-7648
MANDATORY FORMS	<p>Below is a list of MANDATORY forms that every exhibitor must submit. The deadline to submit forms is Tuesday, April 19 (unless otherwise noted).</p> <ul style="list-style-type: none">• Onsite Contact Information Form (required for all)• Exhibitor Liability Insurance Form (required for all)• Electrical Opt-IN Form• Show Management is providing basic electricity (power strip) for all booths. If you DO need electricity, please complete this form.• GES Freight Service Questionnaire (required for all)• GES Credit Card Form (required if ordering anything from GES)
CERTIFICATE OF INSURANCE DUE:	Tuesday, April 19, 2022
LIABILITY INSURANCE	RE+ Southeast requires ALL EXHIBITORS to carry commercial general liability insurance and to submit a copy to show management via the Exhibitor Liability Insurance Form . Note that liability insurance is separate from Exhibitor Appointed Contractor (EAC) insurance . A sample insurance certificate is available.

**HOW TO PURCHASE LIABILITY
INSURANCE IF YOU DON'T
ALREADY HAVE IT:**

If you do not have a preferred insurance vendor, we have made arrangements with TotalEvent to make an inexpensive policy available to exhibitors who need it. **If you choose to purchase your policy with TotalEvent you are still required to submit a copy via the [Exhibitor Liability Insurance Form](#).** This policy has all the coverages you need to meet the obligations in your space contract. Please buy your insurance using the same name you gave us on your exhibit space contract. **Note that this insurance option is included solely as a convenience and is not an endorsement.**

EXPO HALL LOCATION:

A411-A412

BOOTH PACKAGE INCLUDES:

- (1) 6' draped table
- (2) chairs
- (1) wastebasket
- (1) electrical outlet ([upon request](#))
- (2) full conference registrations
- (5) guest passes

CARPET:

The exhibit area is carpeted.

EXHIBITOR MOVE-IN:

Tuesday, May 10	1:00 pm – 5:00 pm
Wednesday, May 11	7:00 am – 9:00 am

EXPO HOURS:

Wednesday, May 11	10:00 am – 5:00 pm
Thursday, May 12	9:00 am – 1:00 pm

EXHIBITOR MOVE-OUT:

Thursday, May 12	1:00 pm – 5:00 pm
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All exhibitor materials must be removed by 5:00 PM.

ADVANCE SHIPMENT DATES:

Begins Wednesday, April 6, 2022 at 8:00 am, and must be received at the warehouse by Thursday, May 5, 2022 by 4:30 pm.

Advance Shipment to Warehouse

GES
RE + Southeast
Exhibiting Company Name
Booth #
885 Douglas Hill Road
Suite 200
Lithia Springs, GA 30122
United States of America

SHOW SITE SHIPMENT DATES: Freight will be accepted at show site beginning Tuesday, May 10, 2022 at 8:00 am.

Direct Shipment to Exhibit Site

GES

RE + Southeast

Exhibiting Company Name

Booth #

Georgia World Congress Center

285 Andrew Young Intl Blvd NW

Atlanta, GA 30313-1513

United States of America

REGISTRATION:

Badge Pick-up Hours:

- Tuesday, May 10, 1:00 pm – 5:00 pm
- Wednesday, May 11, 7:00 am – 5:00 pm

With your booth, you receive 2 complimentary full conference registrations that include access to the networking event on Wednesday, May 11. In order to redeem your passes, you need to enter a unique promo code in the registration form. You will receive your codes shortly after you sign your booth space contract. If you cannot remember your registration promo codes, please contact Ben Simpson at bsimpson@re-plus.com or 301-219-8677.

Any additional staff working the event must purchase a pass at the regular rate. **Prices increase after May 10. [REGISTER>>](#)**

EXHIBITOR MARKETING TOOLKIT:

Your best leads will come from those intentionally seeking out your services and products. We have taken the work out of it for you! The [Exhibitor Marketing Toolkit](#) includes various sizes of pre-designed banners, pre-written social media posts, and a customer invitation letter.

