

GENERAL EXHIBITING INFORMATION

Terms of Payment

- A. A deposit must accompany all space contracts before they are processed. This deposit is 50 percent of the total cost of exhibit space.
- B. The balance of the booth space is to be paid no later than Oct. 31, 2022. If full payment is not received by Oct. 31, 2022, show management may, at its option, terminate the contract and reassign the space to another exhibitor.
- C. Companies submitting contracts after Oct. 31, 2022, are required to pay the cost of their booth space in full.

Booth Cancellation

An exhibitor **must submit in writing** his/her intent to cancel booth space. The space will be considered canceled on the date the written notice is received by show management.

Refunds for canceled space will be given as follows:

- A. If booth space is canceled **before Oct. 31, 2022**, show management will retain or collect 50% of the total booth cost.
- B. If booth space is canceled **after Oct. 31, 2022**, show management will retain or collect 100% of the total booth cost.
- C. If an exhibitor **on a main aisle** downsizes by more than 50% of their original booth request on the exhibit space contract, they will be required to move to a new booth location.
- D. Exhibitors who request a reduction in the amount of booth space reserved will be assessed a downsizing penalty if the exhibitor has **already been confirmed to a booth space** and has been sent a confirmation letter for the original booth space. Downsizing penalties are 50% of the difference between the original booth amount and downsized booth amount. Any refund due will be processed once downsizing penalties have been applied. Downsizing fees are non-transferrable. Downsizing requests **MUST** be in writing and may be emailed to cts@gcsaa.org. Downsizing fees will be assessed as follows:
 - a. Downsizing notifications received after booth space application is submitted, but no confirmed booth space - no downsizing penalty assessed.
 - b. Downsizing notifications received after confirming a booth placement and having received a confirmation letter from show management - exhibitor shall pay 50% of the difference between the cost of the two booth spaces reserved/released exhibit space fee as penalty.

Insurance

As an exhibitor, you must provide show management with a certificate of public liability insurance at the time you submit your space contract (see No. 65 under terms and conditions on your space contract). If you do not already have insurance, show management has negotiated on your behalf an attractive public liability insurance policy that you may purchase. Please contact Rainprotection at sales@rainprotection.net for more information on purchasing a policy, or you may visit the exhibitor section of gcsaaconference.com for more information.

This policy's limits are \$2,000,000 for general aggregate, \$1,000,000 for personal and advertising injury and \$1,000,000 for each occurrence. If you elect not to purchase this policy, you must submit a certificate of insurance from your selected insurance carrier along with your space contract. Exhibitors should include or have a rider attached to their insurance policies covering the period of time from the date of shipment, including the return/arrival date of the merchandise/display at the exhibitor's final destination.

Exhibitors with insurance policies expiring prior to the GCSAA Conference and Trade Show must submit their current insurance certificate along with their space contract. A renewed insurance certificate must be submitted to show management before **January 6, 2023**.

Additional insured required:
*(both the Conference and Trade show
and the OCCC must
be listed as additional insured)*

GCSAA Conference and Trade Show
1421 Research Park Drive
Lawrence, KS 66049

Orange County Convention Center
West Concourse
9800 International Drive
Orlando, FL 32819

Standard booth equipment

Included in the price of each booth (except islands) will be an 8-foot-high draped background with 36" side rails, drapery, and a 7" x 44" company identification sign with company name and booth number. Show site material handling (i.e. drayage; the movement of show materials from shipping dock to booth for show set up and back to dock for return shipment at end of show) is also included in the exhibitor's space cost and available to all exhibitors displaying at the 2023 GCSAA Conference and Trade Show. **Please note: Additional after show opens fees are at the expense of the exhibitors, as well as all mobile spot fees and any fees above and beyond basic movement of freight and empties from dock to booth and back. All other furnishings, floor coverings and additional booth requirements will be purchased by the exhibitor, at his/her own expense and responsibility.**

Complimentary services

1. Aisle carpeting will be provided for all traffic aisles.
2. Daily cleaning of aisles and common areas will be provided.
3. General lighting and air conditioning will be provided.

4. 24-hour general security service and first-aid for move-in, trade show and move-out will be provided.
5. Show management will include exhibitor's name, address, phone, personnel contact, web site, product categories and booth number in its official GCSAA Conference and Trade Show mobile app listing, **IF** listing information is received or updated by Dec. 31, 2022. **This information is to be supplied by exhibitor.** (GCSAA Conference and Trade Show management will not be responsible for any errors or omissions in the app)
6. **Complimentary** lead retrieval service provided courtesy of show management.
7. On-target, show-site material handling fees. Show management pays material handling fees for all shipments that are sent directly to show site on your targeted date and time. **Please note: Additional after show opens fees are at the expense of the exhibitors, as well as all mobile spot fees and any fees above and beyond basic movement of freight and empties from dock to booth and back.**
8. Access to participate in the New Product Showcase if entry form is received by the Dec. 2, 2022, deadline.
9. Access to meeting space on the trade show floor, as available, in the exhibitor business lounge.

Exhibitor responsibility

All other utilities, furnishings and floor covering will be provided by the exhibitor at his or her own expense and responsibility. Carpet/floor covering installation is required and must be completed by **3:00 p.m., Tuesday, Feb. 7, 2023**, otherwise carpet may be forced.

IMPORTANT: If you are bringing your own carpet/floor covering, contact trade show management in writing before 4 p.m., Monday, Feb. 6, 2023, to avoid extra fees. All charges and fees incurred from carpet being forced are the sole responsibility of the exhibitor.

Show Colors

Aisle carpet (exhibit hall)

Aisle carpet (main aisles)

All other aisles

Tuxedo

Black

Drape

All booth drape on show floor

Black, white and gray

Exhibitor service desk

Freeman, show management's official general service contractor, will establish and maintain an exhibitor service desk located at the Orange County Convention Center on the trade show floor in booth 2389. The exhibitor service desk will be staffed during all move-in, trade show and move-out hours. Any questions or concerns regarding furniture or equipment rental, labor, material handling, electrical service or any other services represented in the service contractor and vendors section of this kit should be directed to those representatives at the exhibitor service desk.

Exhibitor business lounge

The GCSAA Conference and Trade Show exhibitor business lounge, sponsored by Freeman, has meeting space available for you to conduct business. Located in booth 2083 on the trade show floor of the Orange County Convention Center, all exhibitors are invited to use the lounge, which provides an informal setting to discuss business or just a place to relax. Information about the 2024 GCSAA Conference and Trade Show in Phoenix will be available in the exhibitor business lounge, as well as the 2024 booth space application for exhibiting in Phoenix.

Business center

The FedEx business center located on level 2 of Orange County Convention Center provides copies, faxes, shipping and mailing services.

Drayage and shipping

All correspondence regarding material handling services (i.e. drayage; the movement of show materials from shipping dock to booth for show set up and back to dock for return shipment at end of show) should be directed to Freeman, the general service contractor.

The official general service contractor (Freeman) will receive warehouse shipments Jan. 6 - 30, not including Saturdays, Sundays or holidays, will deliver them to the booths for installation, will remove empty crates from the exhibit area before show time, and return empties to exhibit booths upon the close of the show. Shipments sent directly to the show site will not be billed for material handling. Empty crates must be stored in a location that is acceptable to the official general service contractor and will not be permitted to remain in the exhibition area and building during the course of the show.

CTS Management pays material handling fees for all shipments that are sent directly to show site between Feb. 5-7, 2023. **Please note: Additional after show opens fees are at the expense of the exhibitors, as well as all mobile spot fees and any fees above and beyond basic movement of freight and empties from dock to booth and back.**