American Public Health Association

Annual Meeting and Expo

November 4 – 8, 2017
Georgia World Congress Center
Exhibit Level/ Hall B2-B3
Atlanta, Georgia

COMMERCIAL BOOTH PRICES:

INLINE PER 10' X 10':
$2,450.00
CORNER PER 10' X 10':
$2,700.00

NON-PROFIT BOOTH PRICES:

INLINE PER 10' X 10':
$1,950.00
CORNER PER 10' X 10':
$2,150.00

PREMIUM BOOTHS (SHADED):
ALL TYPES:
$2,850.00

** THIS FLOOR PLAN REQUIRE THE USE OF TWO 20' RIDGE RIDGED CANOPY. ROLLING FOR EACH 20' RIDGE.
ADDITIONAL COSTS ARE ASSOCIATED FOR MATCHING SITE LIST. **

INDICATES KEEP CLEAR 20' PER FIRE CODE REGULATIONS
BASIC BOOTH SPECIFICATIONS

ELIGIBILITY FOR EXHIBITING
Exhibits are a vital extension of the education program of the APHA Annual Meeting. To exhibit, the products and services must be related to the field of public health. APHA reserves the right to exclude any company whose products or services are deemed inappropriate.

BOOTH CONSTRUCTION AND LAYOUT
Booth space for 2017 will be 10’ x 10’ to include: Eight-foot (8’) high back-wall drape; three-foot (3’) high sidewall drape (not applicable to island booths); booth sign with booth number, company name, city and state, and floor deck with booth number sign on front of booth.

Exhibitors are responsible for bringing or ordering their own booth furnishings (tables, chairs, carpeting, etc.) and electrical requirements.

CARPETING
Booths are not carpeted; exhibitors are required to provide carpeting. If carpeting is not ordered, APHA will order it and charge the fee to the exhibit. Companies occupying island booths must have carpeting to cover entire booth or (tables, chairs, carpeting, etc.) and electrical services, will be emailed to exhibitors or ordering their own booth furnishings of any exhibiting company that does not comply with the time deadlines. Freeman will provide the proper form in the Exhibitor Service Kit.

REMOVAL INSTRUCTIONS

SHIPPING, HANDLING AND REMOVAL INSTRUCTIONS
All advance shipments must be delivered to Freeman at least 7 days prior to the setup of the show. Freight shipments should be made on straight bills of lading and should be prepared to show number of pieces, weight, classification, etc. A delivery ticket showing number of pieces, classification, weight, etc. should accompany shipments made by other than straight bills of lading. If exhibitors fail to provide accurate weight, Freeman shall determine the weight and charge accordingly. All shipments must be prepaid and insured.

EXHIBITOR STANDARDS

PENINSULA BOOTH
The maximum height of eight feet (8’) along the back wall is permitted to extend three feet (3’) on either side from the center, then must drop down to four feet (4’).

DEFAULT IN OCCUPANCY
Any exhibitor failing to occupy space contracted is not relieved of the obligation to pay the full rental of such space, as provided in the signed contract. If not occupied by the opening of the expo hall to attendees, such space may be reclaimed by the Association.

BOOTH MOVE IN AND MOVE OUT
The Georgia World Congress Center will be available for the installation of exhibits on:
- Friday, Nov 3 1:00 pm – 6:00 pm
- Saturday, Nov 4 8:00 am – 6:00 pm
- Sunday, Nov 5 8:00 am – 12:00 pm

Please note that overtime for all trades will be in effect during the following times:
- 7:00 am – 8:00 am
- 6:30 pm – 12:00 midnight Monday through Friday
- 7:00 am – 12:00 midnight Saturday & Sunday

Double time for all trades starts at 12:00 midnight to 7:00 am.

All shipping containers must be emptied and cleaned away for storage by 6:00 pm on Saturday. No freight can be brought in after 6:00 pm on Sunday. The freight can be brought in after 6:00 pm on Saturday for Monday’s setup.

EXHIBITOR STANDARDS ADVANCE (WAREHOUSE)
Freeman will receive exhibitors’ freight, store (up to 30 days prior to installation date), deliver to booth on installation day, remove and store empty containers and return empty containers to booth for repackaging. All warehouse shipments must arrive at warehouse at least one week before installation date. Uncrated freight that requires special handling will be handled on short notice. The expedited handling fee is $80 per badge. For each 10 x 10 booth reserved, an exhibitor may make a maximum of three (3) advance shipments.

SHIPPING OR EQUIPMENT REQUIRING SPECIAL HANDLING
Uncrated freight that requires special handling will be charged an additional rate. Any shipment requiring special handling will be handled on a time and material basis. See the Material Handling Rate Schedule in the Exhibitor Service Kit for more detailed information.

PAYMENT POLICY
Full payment of all charges must be included with each advance order. Orders must be paid in advance or in the exhibitor area.

American Express, VISA and MasterCard will be accepted at the Freeman Service Desk.

RESERVE EXHIBIT SPACE NOW!
Lynn Schoen, CEM
202-777-2479
lynn.schoen@apha.org
www.apha.org

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