



# Landscape Pro University & Expo

January 30, 2019

Cobb Galleria Centre | Two Galleria Parkway | Atlanta GA 30339

## Exhibitor Terms and Conditions



### Contract for display space

The Exhibitor Agreement constitutes a contract between the Georgia UAC and the exhibitor for the right to use the assigned display space and to comply with these Rules and Regulations. The Georgia UAC reserves the right to cancel a display space for the following reasons: (1) Non-payment; (2) Misrepresentation of products to be displayed; (3) Subleasing of display space; (4) Display materials not related to the horticulture/turf industry; or (5) Exhibitor refusing to comply with *Exhibitor Terms and Conditions*. Refund Policy: Any monies paid to exhibit on or before December 15, 2018 are refundable less a 25% handling fee. Cancellation notice must be received in writing to the Georgia UAC. NO REFUNDS AFTER DECEMBER 15, 2018.

### Sub-leasing of display space

An exhibitor may not assign, sublet or apportion the whole or any part of their assigned display space nor permit any other party to display therein. Exhibitor may not distribute any promotional or advertising materials in the occupied space, other than those on products or services manufactured, grown or sold by them in the regular course of business. An exhibitor's badge will only be issued in the company name that appears on the Exhibitor Agreement.

### Dates/Times/Location

The conference and tradeshow, Landscape Pro University, will be held Wednesday, January 30, 2019 at the Cobb Galleria Centre located at Two Galleria Parkway, Atlanta GA 30339. Display hours will be from 9:30 am to 3:30 pm on January 30.

### Set-up and breakdown

Exhibitors may set up on Tuesday, January 29 between 3:00 pm - 6:00 pm and again on Wednesday, January 30 from 7:00 am - 9:30 am; set up must be complete by 9:30 am. All displays must be dismantled and removed from the building by 6:00 pm on January 30. The direction and decision of the Landscape Pro University Chairman with reference to move-in and move-out will be final and all exhibitors are expected to comply with these directions.

### Display restrictions

Exhibitors or their agents shall not injure or deface the walls or floors of the building or display space. No signs or other materials or articles shall be nailed, screwed, taped, tackled, stapled, or otherwise attached to the walls or floors. No spray painting, no taping to walls, no double-faced tape on the floor, no helium balloons (if balloons are brought in and let go, the exhibitor will be responsible for a \$25.00 per balloon charge to remove them), no confetti or glitter will be permitted. When any damage appears, the exhibitor is liable to the Georgia UAC and the Cobb Galleria. Under no circumstances shall displays be placed outside the Cobb Galleria or in the parking area. Federal, state and city fire laws must be strictly enforced. All display materials should be flameproof, as should any decorations. Roofs for tabletop displays are prohibited. Electrical wiring used by exhibitors must conform to National Electrical Code Safety Rules and the local fire department regulations.

### Exhibitor personnel

All display personnel must register to participate in the event. Each display space will entitle the exhibitor to two name badges. Additional exhibitor name badges can be purchased for \$25.00 each (see Exhibitor Agreement). Staffing of the display space is optional but encouraged.

### Insurance

Exhibitors should consult their insurance companies for proper coverage on displays and materials. In many cases, a rider can be added to your present policy at a nominal cost.

### Limitation of liability

It is expressly understood and agreed that by purchasing sponsor space at the Landscape Pro University the exhibitor agrees that no claim of any kind will be made against Georgia UAC or any of its members, board of directors or employees for any loss, damage or destruction of goods, nor for any injury that may occur to himself or his employees while in the exhibit area, nor for damage of any nature or character whatsoever.

### Association final authority

All points not covered herein are subject to settlement by the Georgia Urban Ag Council, who reserves the right to make such changes, amendments and additions to these rules, and such further regulations as they shall consider necessary without written notice.

# Operational guidelines for Cobb Galleria

## Electrical and utility service

UAC will provide information to order electrical service.

## Emergencies and safety

The safety of all occupants of the facility is a primary concern of the Cobb Galleria Centre. Any unsafe condition or activity should be reported immediately to Cobb Galleria Centre Public Safety and to the lessee. Within any work area and throughout the property, the following guidelines will be strictly enforced:

- Personnel will abstain from drinking alcoholic beverages and from using illegal substances of any kind.
- Personnel will refrain from roughhousing, fighting or practical jokes and will abstain from speeding or reckless use of vehicles and equipment.
- To ensure the safety of exhibitors and attendees during move-in, show, and move-out, all privately owned vehicles must use the outside dock area for move-in and move-out only. Contracted security will coordinate with Centre Public Safety in developing a dock-marshaling plan.
- No gasoline, kerosene, diesel fuel or other flammable liquids may be stored – permanently or temporarily – inside the building. Refueling must be accomplished a minimum of fifty (50) feet beyond the exterior of the building.
- Access to fire exit doors and corridors must be maintained throughout move-in, show, and move-out.
- Oil spills, loose or missing floor box covers or any other visible safety hazard must be reported immediately to the event coordinator.
- Passenger elevators and escalators shall not be used to transport freight, including hand trucks, floats and similar equipment.
- Working personnel are not permitted to loiter or take breaks in public areas of the building.
- Exhibits that demonstrate or include target shooting, ball throwing, dart tossing and/or any other similar activity must provide adequate safeguards to protect patrons and the equipment of the Cobb Galleria Centre. Such activities must be approved in advance and adhere to all life safety codes.

## Exhibition Cleaning and Trash Removal

Lessee and its service contractor are responsible for the complete removal of bulk trash, crates, pallets, packing materials and lumber prior to show opening and during move-out. "Bulk trash" is defined as material that cannot be removed with a broom. Pallets and large pieces of lumber and similar trash may not be placed in the Cobb Galleria Centre trash compactors or open top dumpsters, but should be removed off the premises by the service contractor. Lessee will be billed per trash haul per exhibit hall with a minimum of one charge per hall. The decorator must leave the halls and ballrooms in "broom swept condition."

## Firearms

Only authorized law enforcement officers and military personnel are allowed – with written consent from Cobb Galleria Centre – to possess weapons anywhere on the grounds.

## Fire Code Regulations

The National Fire Protection Association Life Safety Code and Cobb County Fire Code have been adopted with specific revisions and interpretations for events in this facility. Highlights of pertinent provisions are outlined below, however, not all regulations are included:

- Exhibit booths shall be constructed of noncombustible or limited-combustible materials.
- All drapes, curtains, carpet or any materials used in exhibits must be flame retardant.
- Crates, packing materials, wooden boxes and other highly-combustible materials may not be stored in exhibit halls, ballrooms, meeting rooms or fire exit areas. A minimum of one-hour fire rated room with automatic extinguishing system is required for storage.
- Vehicles on display may contain no more than one half (1/2) tank of fuel or ten (10) gallons of fuel, whichever is less. Vehicles must have a locking cap and battery cables must be disconnected and taped. No vehicles may be moved during event hours.
- All welding must be performed outside the facility.
- Pyrotechnics must be approved by the Cobb County Fire Marshal, and a Probate Court permit is required. A minimum of two weeks notice must be given to accommodate these requirements.
- An automatic extinguishing system must be installed for exhibit booths greater than 300 square feet and covered with a ceiling. Ceilings constructed of open-grate or listed dropout ceilings are not considered ceilings.
- Refueling must be done outside the facility. All fuel must be stored outside the facility.
- Access to fire exit doors and corridors must be maintained throughout the move-in, show and move-out activities. If draping is placed in front of an exit, an illuminated exit sign is required above an opening in the curtain. The opening shall be marked so that it will be easily identified as an exit. This must be shown on the plans.
- Plans must show cross aisles a minimum of 8-feet wide.
- Perimeter aisles and all points of ingress and egress must be a minimum of 10-feet wide.
- Dead end corridors shall be no longer than 20 feet.
- All fire hose, extinguishers and standpipe cabinets must be kept clear of all obstructions and cannot be blocked at any time.

- Space between tables shall be as follows:
  1. The minimum width of aisles serving seating at tables shall be 44 inches (112 cm) when serving an occupant load greater than 50, and 36 inches (91 cm) when serving an occupant load of 50 or fewer.
  2. Where non-fixed seating (chairs) is located between a table and an aisle, the measurement of required clear width of the aisle shall be made to a line 19 inches (48.3 cm) away from the edge of the table. The 19 inches (48.3 cm) shall be measured perpendicularly to the edge of the table.

## Loading Dock Parking

Parking at the loading dock or east lot is restricted to authorized personnel only. Dock passes may be issued on a limited basis through your event coordinator. Vehicles must display the dock parking pass on the dashboard and must comply with all customary parking regulations or be subject to removal at the owner's expense.

## Move-In and Move-Out

Cobb Galleria Centre has five points of entry, which are restricted to certain types of move-in/move-out. Service contractors and production companies must enter the building through the back loading dock via Galleria Parkway. Exhibitors must use the back loading dock via Galleria Parkway or Hall D roll-up doors at the east entrance, if authorized. Materials may be transported through the rotunda entrance or east entrance by hand, cart or rolled luggage/carrier with no more than two wheels. Please note that off-loading in front of the doors in either location is prohibited.

Cobb Galleria Centre has 12 dock bays and one roll-up door. Three dock bays are assigned to each exhibit hall unless there is a concurrent ballroom move-in, and then the number is decreased to two. The public safety manager will coordinate the assignment and dock activities with the service contractors/freight managers, and the event coordinator will inform the client of the dock bay assignments. Limited staging is available in the following areas with advance written approval:

- Cobb Galleria Centre marshaling yard on Galleria Parkway or Galleria Lane
- East Lot for personal vehicle staging only

**VERY IMPORTANT: The responsibility of marshaling the trucks to and from staging sites belongs to the client/service contractor/production company.** A dock marshal may be required to assist with the management of the dock area, and additional fees may apply. Please contact your event coordinator for additional staging options.

All service contractors and exhibitors must follow the following rules while utilizing the dock:

- Store empty cases and containers on the trailer(s)
- Do not stage trucks/personal vehicles in the loading dock area, Galleria Parkway or any unauthorized area
- Remove bone yard trucks from the property
- Do not double-park vehicles in the loading dock area, park crew vehicles in the dock area, block fire lanes, load or unload from lanes or park in the restricted (permit) area along the retaining wall
- Remove vehicles as soon as loading or unloading is complete
- Keep ramp leading down to the loading dock free from parked cars or trucks
- Limit loading and unloading of personal vehicles to the 17 spaces allotted along the retaining wall and limit to 15 minutes
- Remove motorized equipment (scissor lifts, snorkel lifts, forklifts, etc.) at completion of show
- Remove propane tanks from halls/ballrooms (no storing)
- Remove propane tanks if staging forklifts in an inside designated bone yard
- Follow the safety regulations outlined below:
  1. Forklift drivers must be certified and show credentials
  2. Forklifts must have backup alarms
  3. Forklifts must be driven slowly and safely – pedestrians ALWAYS have the right-of-way
  4. Trailers loaded and unloaded by forklifts must have their wheels chocked
  5. Propane canisters (empty or full) must be stored in an upright position in the secured area on the retaining wall
  6. Forklifts may not be used to lift trailers if they are stuck or hung up – a tow truck must be called
  7. Personnel must employ all regulations as outlined in Life Safety 101

Flooring in the facility must be protected from damage caused by crates, dollies, hand trucks, equipment, etc. by installing a layer of carpet shield during move-in, show days and move-out. The Centre will provide carpet shield for all ballroom events that utilize a production company, and the lessee will be assessed an additional fee. Additionally, the carpet shield must remain in place as long as there is equipment/freight on the carpet. For unusually heavy items, additional measures such as plywood sub flooring may be required.

No crates may be stored in any area of the building or on the dock. Bone yards in leased space must be approved in advance through the event coordinator.

All doors at points of freight entrance and exit from rooms must be covered (cloth, plywood) to protect the panic hardware, locking devices and painted surfaces.

## Motorized Vehicles

Motorized vehicles, forklifts, gas or electric carts, bicycles, and similar equipment may not be operated on any carpeted area of the Centre.

## OSHA Compliance

Compliance with OSHA regulations is the responsibility of the lessee and their contractor. OSHA mandated personal protective equipment must be utilized at all times (i.e. full body harness for boom/snorkel lifts).

## Rigging

- All exhibit booth signs, banners, booth ceilings or canopies, lighting grids or other exhibit related equipment should be free standing and floor supported. Attachment to exhibit hall ceiling beams or trusses is not permitted except when approved by the Centre and installed by the service contractor.
- Plans and specifications for all proposed rigging installations shall be submitted to the event coordinator for approval at least fourteen (14) days in advance of the event. If necessary, the Engineering Department will assist the appointed contractor in pre-event site inspections to determine the most practical approach to rigging in these rooms. Rigging plans must show attachment details to the building and weight per point.
- Requests for exceptions and approvals must include a description or drawing of the item(s) to be hung, proposed method of installation, location of hanging points, total weight of the item(s) and any other pertinent technical information.
- For unusual items and installations or items weighing more than 500 pounds, the use of spreader beams may be required. Bridles, with the exception of in-line bridles, are prohibited.
- Cobb Galleria Centre may prohibit the installation of any item(s) not approved in advance.
- Only qualified personnel shall perform rigging installations.
- All rigging to pre-engineered or approved hanging points will be in accordance with the approved rigging plan submitted prior to the event.
- All rigging shall be performed in a safe manner utilizing proper tools, equipment and safety devices (including personal protection equipment).
- All lifts utilized at Cobb Galleria Centre shall be in safe operating condition, and all safety devices (outriggers, etc.) shall be in place prior to use.

## Shipping and Receiving

Staff is available for a fee Monday through Friday from 6 a.m. to 6 p.m. to assist with the shipping and receiving of documents or packages.

Exhibit hall freight/packages shipped to or from the Cobb Galleria Centre will be delivered directly to the service contractor during the lease period. Advance shipments will not be accepted by the facility.

To ship packages from the Centre, please contact the Public Safety office via in-house phones at extension 5065. Street addresses are required for shipping, and the account number and carrier must be identified on the shipping label.

## Signage

Exhibitor signs, banners and other forms of advertisement are limited to the exhibit halls. No exhibitor advertisement will be permitted in public areas without the written approval of the Cobb Galleria Centre.

## Smoking

Cobb Galleria Centre is a non-smoking facility.

## Soliciting

Soliciting of any kind is prohibited on the premises.

## Tape

Lessee and its service contractor are responsible for the removal of tape, tape backing and tape residue marks on the facility floor and equipment.

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**To confirm your exhibit space, please sign and return this page to Georgia Urban Ag Council, PO Box 3400, Duluth GA 30096 or email to [info@georgiauac.com](mailto:info@georgiauac.com) or confirm agreement when registering online at [urbanagcouncil.com/landscape-pro-university](http://urbanagcouncil.com/landscape-pro-university).**

I have read and agree to these terms and conditions.

Name \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_



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## Directions and parking



### Driving directions

**Northbound on I-75 (or coming from the Atlanta airport):** Take Exit 258/Cumberland Boulevard. Go west on Cumberland Boulevard to the fourth traffic light at Cobb Parkway/US 41. Turn right on Cobb Parkway and go 7/10ths of a mile (6 traffic lights) to Galleria Drive. Turn right onto Galleria Drive. The Cobb Galleria Centre's main (rotunda) entrance is located immediately on the right. An additional parking facility is located directly across Galleria Drive.

**Southbound on I-75:** Take Exit 258/Cumberland Boulevard. Go west on Cumberland Boulevard to the fourth traffic light at Cobb Parkway/US 41. Turn right on Cobb Parkway and go 7/10ths of a mile (6 traffic lights) to Galleria Drive. Turn right onto Galleria Drive. The Cobb Galleria Centre's main (rotunda) entrance is located immediately on the right. An additional parking facility is located directly across Galleria Drive.

**From I-285 eastbound:** Take Exit 19/Cobb Parkway/US 41. At the end of the exit ramp turn right onto Cobb Parkway and move into the left-hand turning lane. At the first traffic light turn left onto Galleria Drive. The Cobb Galleria Centre's main (rotunda) entrance is located immediately on the right. An additional parking facility is located directly across Galleria Drive.

**From I-285 westbound:** Take Exit 20/Cobb Parkway/US 41. Continue to exit using the lane marked Cobb Parkway. At the traffic light at the end of the exit ramp turn left onto Cobb Parkway and go under I-285. Make a left hand turn at the second traffic light onto Galleria Drive. The Cobb Galleria Centre's main (rotunda) entrance is located immediately on the right. An additional parking facility is located directly across Galleria Drive.

**Directions to the loading dock:** Follow the directions above to Cobb Parkway. From Cobb Parkway traveling South turn left (turn right if traveling North on Cobb Parkway) onto Galleria Parkway. This is the traffic light just south of Galleria Drive and just north of Akers Mill Road. Then turn left into loading dock entrance.

### Parking

The Cobb Galleria has 1,800 self-parking spaces in three decks.

- Two parking decks can be accessed from the main (rotunda) entrance to Cobb Galleria Centre
- A third deck is located directly across Galleria Drive. This parking deck has an underground tunnel on the 2nd level with direct access to the front entrance of Cobb Galleria Centre. Use this tunnel in order to avoid traffic while crossing the street and also to protect yourself from inclement weather.
- Two pay-by-plate parking areas on campus charge an hourly rate. There is no complimentary parking or validation in these locations. If you enter a parking area that does not have a gate, you may be in a pay-per-plate location. Please read signs carefully.
- Parking in gated decks is complimentary for the first 2 hours. After the second hour, a \$5 daily rate will apply.
- Payment is due upon exit. Bring your ticket with you. Pay stations offer convenient payment and an easy exit from the garage and are in three locations: 1) Rotunda; 2) Exhibit hall concourse (second level); and 3) Center Court of the Galleria Specialty Shops
- Payment is by debit or credit card only. NO CASH is accepted.
- There are no in and out privileges.