

AmericasMart Atlanta

Exhibitor Services Manual

**The Atlanta International
Gift & Home Furnishings Market®**

July 10-14, 2019



AmericasMart Atlanta

AmericasMart.com®

800.ATL.MART

Table of Contents

1. Contacts	
1. General Information / What to Expect	2
2. Admission / Badges / Travel Information	3
2.1 Admission Policies.....	3
2.2 Badges	3
2.3 Hotel and Travel Information.....	3
3. Show Details.....	4
3.1 Locations	4
3.2 General Rules	4
3.3 Show Offices.....	4
3.4 Exhibitor Service Center Locations	4
4. Rules and Regulations	5
5. Booth Set Up	5
5.1 Set up Hours.....	5
5.2 Exhibit Hours	5
5.3 Booth Descriptions.....	5
5.4 Furniture and Carpet Rental	13
5.5 Rental Exhibits.....	13
5.6 Foam Core / Wood Wall Rental	13
5.7 Open Flame	13
5.8 Tipping.....	13
5.9 Exhibitor Appointed Contractors (EAC's).....	13
6. Shipping Information / AmericasMart Logistics.....	13
6.1 Inbound Advance Warehouse Shipments.....	14
6.2 Small Package Shipments.....	14
6.3 Perishable Food.....	14
6.4 Direct To Show Site Shipments	14
6.5 Inbound Privately Owned Vehicles (POV'S)	15
6.6 International Shipments	16
6.7 Close of Show	17
6.8 Outbound Privately Owned Vehicles	17

6.9 Outbound Shipments	18
6.10 Storage	19
6.11 Temporary Freight Bound for Permanent Showrooms	19
6.12 Multi-Booth/Multi-Floor/Individual Product Pick-Ups	19
7. AmericasMart Service Forms	20
7.1 AmericasMart Logistics Credit Card Form.....	20
7.2 AmericasMart Logistics Inbound Transportation.....	20
7.3 AmericasMart Logistics Outbound Transportation.....	20
7.4 AmericasMart Logistics Storage.....	20
7.5 Electrical/Lighting/Cleaning Order Form	20
7.6 Open Flame Request Form.....	20
7.8 United Way Of Greater Atlanta.....	20
7.9 Floral Services – TLC Flowers	20
7.10 Lead Retrieval – EXPO LOGIC	20
7.11 Map to Marshalling Yard.....	20



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1. General Information / What to Expect

AmericasMart Atlanta is a leading wholesale marketplace housing the nation's largest gift product mix complemented by a broad selection of home accents, décor, tabletop, gourmet, area rug and fashion apparel merchandise. Its 16 annual markets and shows serve specialty retailers, designers and major buying groups from every U.S. state and more than 70 countries. The AmericasMart campus is comprised of 3 buildings, which host more than 1,400 permanent showrooms and more than 3,400 temporary booths that collectively feature 9,000 brands across all categories of home furnishings, décor and gifts. AmericasMart's 7.2 million square foot complex is inter-connected by sky bridges and/or corridors, making navigation and accessibility easy for all. For complete information, visit AmericasMart.com.

Exhibitor Participation Policy

Exhibitor represents and warrants that it is the manufacturer of (or is duly authorized by the manufacturer of) all product displayed in the Exhibit Space to represent such product at AmericasMart, and that, except as specifically set forth in the Exhibit Space Contract, such product does not duplicate product or product lines currently represented in any AmericasMart showroom. AmericasMart Real Estate, LLC reserves the right to require Exhibitor to immediately remove from the Exhibit Space and to cease offering for sale at the Show any product or product line that violates this warranty. Further violations of this warranty may, at AmericasMart Real Estate, LLC sole discretion, result in termination of the Exhibit Space Contract and removal from the Show, and/or ineligibility to participate in future AmericasMart markets.

Important Exhibitor Guideline

Exhibitor must represent and warrant that it does NOT have an exclusive licensing agreement for, among other things, existing related products and/or entire product line duplication or extremely similar product line duplication with any importer, exporter, manufacturer or manufacturer's representative(s) who exhibits in a temporary booth and/or permanent showroom within AmericasMart. Failure to comply with this guideline prior to or during an AmericasMart Market may bar the exhibitor from admittance to future AmericasMart Markets. Or may, at AmericasMart's sole discretion, lead to immediate removal from the current AmericasMart Market.

Minimum Purchase Requirements

AmericasMart encourages all new participants to do your homework to ensure that the minimum order requirements used at the show are appropriate for your product category and product type. Obviously, minimum purchase requirements vary from company to company, but it is essential to your business that your minimums are not too high or too low.



2. Admission / Badges / Travel Information

2.1 Admission Policies

ADMISSION POLICIES

- Children between the ages of 12 and 18 will be permitted admission as a guest with valid identification showing proof of age (i.e. birth certificate, school i.d., passport or other identification showing date of birth.)
- Other than infants (as provided below) or child models credentialed by the Fashion Office and accompanied by an adult, children under 12 years of age are not admitted on showroom or exhibit hall floors for any reason. **No exceptions can be made.**
- Infants under the age of one year will be permitted admission as a guest if all of the below requirements are met:
 - The infant is accompanied by an adult at all times.
 - The infant is carried in a baby carrier or sling; no strollers permitted.
 - The parent or adult guardian signs a waiver and liability release, which must be presented each time the adult returns with the infant.
- This policy applies to Buyers, Buyer Guests, Exhibitor Guests and guests of AmericasMart personnel. Exhibitors are encouraged to consult building Rules and Regulations for policies addressing admission of their own children.

2.2 Badges

To ensure a seamless registration experience for your staff, please within the [Exhibitor Portal](#), click the Get Badges icon, select Add / Edit Attendees, and update the date range for your existing staff or add new staff. Badges may be picked up at the exhibitor registration counter. A photo ID is required.

For any staff not registered in advance, they will need both valid, government-issued photo ID and proof that they work for your company (business card, pay stub etc) to get a badge.

Please contact Customer Relations at 404.220.2446 if you need assistance with the Exhibitor Portal.

Manual Labor: Temporary manual labor employees should report to the loading dock of AmericasMart 1 where they will register with AmericasMart Security. Temp labor passes are valid for ONE DAY ONLY and only during the published move-in/move-out dates/times.

2.3 Hotel and Travel Information

There are a variety of excellent hotels to choose from downtown and in the popular Buckhead and Midtown neighborhoods. For reservations and great rates, make your travel plans through AmericasMart Housing Services by calling 800.241.6405 or visit AmericasMart.com/Travel.



3. Show Details

3.1 Locations

DO NOT USE these addresses for shipping product. See shipping section for labels.

AmericasMart 1
Floor: 7
240 Peachtree St., N.W.
Atlanta, GA 30303

AmericasMart 2
Floors: 1, 2, 3, 4
235 Williams Street, N.W.
Atlanta, GA 30303

AmericasMart 3
Floors: 1, 2, 3, 4, 5
75 John Portman Blvd.
Atlanta, GA 30303

3.2 General Rules

3.3 Show Offices

The show offices are located on each of the temporary floors.

Building 1

Floor 7 – located at the end of W aisle.

Building 2

Floor 1 – located at the end of the 100 aisle.
Floor 2 – located at the end of the 100 aisle.
Floor 3 – located at the end of the 100 aisle.
Floor 4 – located at the end of the 100 aisle.

Building 3

Floor 1 – located at the end of the 1100 aisle.
Floor 2 – located at the end of the 1200 aisle.
Floor 3 – located at the end of the 2000 aisle.
Floor 4 – located at the end of the 2000 aisle.
Floor 5 – located at the end of the 1400 aisle.

3.4 Exhibitor Service Center Locations

AmericasMart 1

Floor 7, Aisle T – Serving Building 1, Floor 7

AmericasMart 2

Floor 2, Aisle 800 at Freight Elevators – Serving Building 2, Floors 1 & 2
Floor 3, Aisle 800 at Freight Elevators – Serving Building 2, Floors 3 & 4

AmericasMart 3

Floor 2, Aisle 1100 – Serving Building 3, Floors 1 & 2
Floor 3, at the back escalators - Serving Building 3, Floors 3, 4, 5

4. [Rules and Regulations](#)

5. Booth Set Up

5.1 Set up Hours

Sunday, July 7	8:00AM—8:00PM
Monday, July 8	8:00AM—8:00PM *HIGH DESIGN 8:00AM - 10:00PM
Tuesday, July 9	8:00AM—2:00PM *HIGH DESIGN 8:00AM - 10:00PM

5.2 Exhibit Hours

Wednesday, July 10	9:00AM – 6:00PM
Thursday, July 11	9:00AM – 6:00PM
Friday, July 12	9:00AM – 6:00PM
Saturday, July 13	9:00AM – 6:00PM
Sunday, July 14	9:00AM – 2:00PM

NOTE:

- Exhibitors may access exhibit floors at 7:00AM on Wednesday, the opening day of Market.
- Doors open to Exhibitors at 8:00AM Thursday– Sunday. Only badged personnel permitted.

Set-Up Supplies

Exhibitors should remember they are responsible for their own booth set-up materials, such as hammers, nails, ladders, foot stools, tape, etc.

5.3 Booth Descriptions

Each exhibitor should verify their EXACT booth dimensions on the confirmation invoice and floor plan. Some booths contain columns or other obstructions. Columns can be identified on the exhibit hall floor plan as a black square or circle. Columns have been deducted out of the total net square footage charged. Examine your confirmation carefully to determine if a column impacts your space.

Atrium/Corner Locations, Juried Collection Areas

Standard pipe and draped booths with standard draped tables are NOT acceptable for AmericasMart juried collections, atrium/corner locations. A custom booth and custom flooring is REQUIRED for all Juried/Atrium/Corner locations. Failure to present a custom booth will result in ejection from the Atrium/juried collection. Please refer to the following links for details: [Atrium/Corner Locations](#) or [Juried Collection requirements](#).

Body & Soul, Spa Products

This category is located in Building 3, Floor 3. For listing purposes, please use the following format: Building 3, Floor 3, Booth #. The standard booth size is 10x10. The floor has tweed carpet in booths and aisles. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not

designed to support anything heavier than 10 lbs. [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Dana Oglesby is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 2000. The phone number is 404-220-2143 or 404-220-2144.

Body & Soul - LUXE

This category is located in Building 3, Floor 3. For listing purposes, please use the following format: Building 3, Floor 3, Booth #. The standard booth size is 10x10. The floor has tweed carpet in booths and aisles. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. This is a [JURIED collection](#). [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Dana Oglesby is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 2000. The phone number is 404-220-2143 or 404-220-2144.

Boutique – Juried Collection

This category is located in Building 3, Floor 4. For listing purposes, please use the following format: Building 3, Floor 4, Booth #. The standard booth size is 10x10. The floor has white category border carpet. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. This is a [JURIED collection](#). [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Lecy Tighe is your category manager and can be reached in the show office during move-in. The show office is located on Aisle 2000. The phone number is 404-220-2171 or 404-220-2173.

Cash & Carry Jewelry

This category is located in Building 3, Floor 1. For listing purposes, please use the following format: Building 3, Floor 1, Booth #. The standard booth size is 10x10. The floor has red aisle carpet and bare concrete flooring in booths. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Exhibitors displaying within the Cash & Carry Jewelry area will be required to place jewelry cases and tables a minimum of one foot within the boundary of exhibit space in order to allow buyers the opportunity to view product without blocking aisles. Exhibitors in violation will be charged a penalty fee of \$50.00 per linear foot and may be ejected from the show with no refund.

Cash & Carry Merchandise Lock-Up

Special overnight security arrangements will be provided for Cash & Carry exhibitors for the storage of valuable merchandise. Security reserves the right to refuse service on the basis of size and fragility. Cash & Carry lock-up is provided as a courtesy accommodation; however, AmericasMart Real Estate, LLC assumes no liability for loss or damage. All stored items MUST be presented in a locked container. All exhibitors using the security lock-up will be required to show photo identification and sign a liability waiver. Showing photo identification will be required at drop off and pick up. For security purposes,

photos will be taken of exhibitors when dropping off containers. Pick-up of stored items will begin at 7:00AM opening day and 8:00AM every other day.

CASH & CARRY items may be presented for drop-off or pick-up during the following hours:

Tuesday, July 9	12:00PM – 7:00PM
Wednesday – Saturday, July 10-13	7:00AM – 9:00AM & 6:00PM – 7:00PM
Sunday, July 14	8:00AM – 9:00AM

Sallie Barrett is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 1100. The phone number is 404-220-2046 or 404-220-2133.

Children’s World

This category is located in Building 3, Floor 3. For listing purposes, please use the following format: Building 3, Floor 3, Booth #. The standard booth size is 10x10. The floor has tweed carpet in booths and aisles. Maximum height limitation is 8'. Standard booths will be provided with 8’ high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Dana Oglesby is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 2100. The phone number is 404-220-2143 or 404-220-2144.

DÉCOR | LIGHT & LIFESTYLES

This category is located in Building 1, Floor 7. For listing purposes, please use the following format: Building 1, Floor 7, Booth #. The floor has blue aisle carpet and exhibitor must provide flooring in booths. All booths are provided with hardwalls and electrical service. Only first time exhibitors receive complimentary painting of walls. This is a [JURIED collection](#).

Amy James is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle W of Building 1, Floor 7. The phone number is 404-220-2021 or 404-220-2023.

Emerging Artist – Juried Collection

This category is located in Building 3, Floor 2. For listing purposes, please use the following format: Building 3, Floor 2, Booth #. The standard booth size is 10x10. The floor has tweed carpet in booth and aisles. Maximum height limitation is 8'. Standard booths will be provided with 8’ high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. This is a JURIED collection; please refer to the [JURIED Collection requirements](#). [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Grace Creta is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 1200. The phone number is 404-220-2134 or 404-220-2142.

Fine Linens & Home Textiles

This category is located in Building 1, Floor 7. For listing purposes, please use the following format:

Building 1, Floor 7, Booth #. The standard booth size is 9x10. The floor has blue aisle carpet and bare concrete flooring in booths. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Amy James is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle W. The phone number is 404-220-2021 or 404-220-2023.

General Gifts

This category is located in Building 3, Floor 5. For listing purposes, please use the following format: Building 3, Floor 5, Booth #. The standard booth size is 10x10. The floor has tweed carpet in booths and aisles. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. To promote visibility some of the aisles on this floor have short side walls and must abide by the [line of sight guidelines](#). Your invoice will indicate if your booth must abide by these guidelines. The pipe is not designed to support anything heavier than 10 lbs. [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Becky Kohr is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 1400. The phone number is 404-220-2179 or 404-220-2180.

Global Designs

This category is located in Building 3, Floor 2. For listing purposes, please use the following format: Building 3, Floor 2, Booth #. The standard booth size is 10x10. The floor has tweed carpet in booths and aisles. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Grace Creta is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 1200. The phone number is 404-220-2134 or 404-220-2142.

Gourmet Foods

This category is located in Building 2, Floor 3. For listing purposes, please use the following format: Building 2, Floor 3, Booth #. The standard booth size is 10x10. The floor has tweed aisle carpet and bare concrete flooring in booths. Maximum height limitation is 8'. To promote visibility within this collection, all side-wall drapes have been reduced to 3'. The back wall in this area will remain 8' high. End-cap booths and corner locations must use the interior wall as their primary 8' back-wall. The pipe is not designed to support anything heavier than 10 lbs. **NOTE: No cooking allowed on floor.** Special accommodations must be made in advance with show approval. [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

The Gourmet Food Prep Area is located in AmericasMart 2, Floor 3, at the end of the 800 aisle. Susannah Stewart is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 100. The phone number is 404-220-2774 or 404-220-2775.

Gourmet LUXE

This category is located in Building 2, Floor 3. For listing purposes, please use the following format: Building 2, Floor 3, Booth #. The standard booth size is 10x10. Your booth package includes hardwall booth with 3 spotlights, an electrical outlet and white carpet. The back and side walls go up to 10' high. The walls between the spaces will be 6' deep, with white carpeting extending the full size for the booth space. This is a JURIED collection; please refer to the [LUXE booth presentation requirements](#).

Susannah Stewart is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 100. The phone number is 404-220-2774 or 404-220-2775.

Handmade Design – Juried Collection

This category is located in Building 3, Floor 2. For listing purposes, please use the following format: Building 3, Floor 2, Booth #. The standard booth size is 10x10. The floor has tweed carpet in booths and aisles. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. This is a [JURIED collection](#). [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Grace Creta is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 1200. The phone number is 404-220-2134 or 404-220-2142.

Handmade Jewelry – Juried Collection

This category is located in Building 3, Floor 2. For listing purposes, please use the following format: Building 3, Floor 2, Booth #. The standard booth size is 10x10. The floor has tweed carpet in booths and aisles. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. This is a [JURIED collection](#). [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Grace Creta is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 1200. The phone number is 404-220-2134 or 404-220-2142.

High Design – Juried Collection

This category is located in Building 2, Floor 1. For listing purposes, please use the following format: Building 2, Floor 1, Booth #. The standard booth size is 10x10. The floor has white aisle carpet and bare concrete flooring in booths. All booths are provided with floorspace only. The height requirement for HIGH DESIGN is 10 feet. With the exception of the booths up against the windows – those booths are not to exceed 8 feet in height. Refer to the [HIGH DESIGN requirements](#).

Laura Dadisman is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 100. The phone number is 404-220-2772 or 404-220-2773.

High Design LUXE

This category is located in Building 2, Floor 1. For listing purposes, please use the following format:

Building 2, Floor 1, Booth #. The standard booth size is 10x10. Your booth package includes hardwall booth with 3 spotlights, an electrical outlet and white carpet. The back and side walls go up to 10' high. The walls between the spaces will be 6' deep, with white carpeting extending the full size for the booth space. This is a JURIED collection; please refer to the [LUXE booth presentation requirements](#).

Laura Dadisman is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 100. The phone number is 404-220-2772 or 404-220-2773.

Home Accents & Home Furnishings

This category is located in Building 1, Floor 7. For listing purposes, please use the following format: Building 1, Floor 7, Booth #. Your standard booth size is 9x10. The floor has blue carpet in aisles and bare concrete flooring in booths. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Amy James is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle W. The phone number is 404-220-2021 or 404-220-2023.

Jewelry, Fashion Accessories & Apparel – Order Writing Only

This category is located in Building 3, Floor 4. For listing purposes, please use the following format: Building 3, Floor 4, Booth #. The standard booth size is 10x10. The floor has tweed carpet in booths and aisles. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Lecy Tighe is your category manager and can be reached in the show office during move-in. The show office is located on Aisle 2000. The phone number is 404-220-2171 or 404-220-2173.

Made In America – Juried Collection

This category is located in Building 3, Floor 2. For listing purposes, please use the following format: Building 3, Floor 2, Booth #. The standard booth size is 10x10. The floor has tweed carpet in booth and aisles. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. This is a [JURIED collection](#). [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Grace Creta is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 2100. The phone number is 404-220-2143 or 404-220-2144.

Modern Child – Juried Collection

This category is located in Building 3, Floor 3. For listing purposes, please use the following format: Building 3, Floor 3, Booth #. The standard booth size is 10x10. The floor has tweed carpet in booths and aisles. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not

designed to support anything heavier than 10 lbs. This is a [JURIED collection](#). [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Dana Oglesby is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 2100. The phone number is 404-220-2143 or 404-220-2144.

The Museum Collective

This category is located in Building 3, Floor 2. For listing purposes, please use the following format: Building 3, Floor 2, Booth #. The floor has tweed carpet in booths and purple aisle carpet. Your booth will include hardwall booth package. [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Lecy Tighe is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 2100. The phone number is 404-220-2143 or 404-220-2144.

Museum Gifts & Fine Gifts

This category is located in Building 3, Floor 2. For listing purposes, please use the following format: Building 3, Floor 2, Booth #. The standard booth size is 10x10. The floor has tweed carpet in booths and aisles. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Grace Creta is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 1200. The phone number is 404-220-2134 or 404-220-2142.

On Trend Gifts –Juried Collection

This category is located in Building 3, Floor 5. For listing purposes, please use the following format: Building 3, Floor 5, Booth #. The standard booth size is 10x10. The floor has tweed carpet in booths and red in aisles. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. This is a [JURIED collection](#). [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Laura Dadisman is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 1400. The phone number is 404-220-2179 or 404-220-2180.

Outdoor Living

This category is located in Building 2, Floor 4. For listing purposes, please use the following format: Building 2, Floor 4, Booth #. The standard booth size is 10x10. The floor has tweed aisle carpet and bare concrete flooring in booths. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Kristen Harbin is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 100. The phone number is 404-220-2046 or 404-220-2133.

Outdoor Living LUXE

This category is located in Building 3, Floor 1. For listing purposes, please use the following format: Building 3, Floor 1, Booth #. The standard booth size is 10x10. Your booth package includes hardwall booth with 3 spotlights, an electrical outlet and white carpet. The back and side walls go up to 10' high. The walls between the spaces will be 6' deep, with white carpeting extending the full size for the booth space. This is a JURIED collection; please refer to the [LUXE booth presentation requirements](#).

Kristen Harbin is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 1100. The phone number is 404-220-2046 or 404-220-2133.

Seasonal/Gift

This category is located in Building 3, Floor 1. For listing purposes, please use the following format: Building 3, Floor 1, Booth #. The standard booth size is 10x10. The floor has tweed aisle carpet and bare concrete flooring in booths. Maximum height limitation is 8'. Standard booths will be provided with 8' high white drape along all back and side walls unless otherwise specified on your invoice/space confirmation. The pipe is not designed to support anything heavier than 10 lbs. [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Kristen Harbin is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 1100. The phone number is 404-220-2046 or 404-220-2133.

Tabletop LUXE

This category is located in Building 2, Floor 2. For listing purposes, please use the following format: Building 2, Floor 2, Booth #. The standard booth size is 10x10. Your booth package includes hardwall booth with 3 spotlights, an electrical outlet and white carpet. The back and side walls go up to 10' high. The walls between the spaces will be 6' deep, with white carpeting extending the full size for the booth space. This is a JURIED collection; please refer to the [LUXE booth presentation requirements](#).

Susannah Stewart is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 100. The phone number is 404-220-2776 or 404-220-2778.

Tabletop & Entertaining / Housewares

This category is located in Building 2, Floor 2. For listing purposes, please use the following format: Building 2, Floor 2, Booth #. The standard booth size is 10x10. The floor has tweed aisle carpet and bare concrete flooring in booths. Standard height limitation is 8', with the exception of booths on main aisle. [These exhibitors are required to use either foam or hard walls extending to 10' in height](#). All booths will be provided with 8' high white drape along all back and side walls. Although, exhibitors are encouraged to have back walls and side walls that extend to a height of 10' high with Show Management approval, [see height restriction](#). The pipe is not designed to support anything heavier than 10 lbs. [Show package form](#) must be submitted by deadline date to receive your complimentary standard show package.

Susannah Stewart is your category manager and can be reached in the show office during move-in. The show office is located at the end of Aisle 100. The phone number is 404-220-2776 or 404-220-2778.

5.4 Furniture and Carpet Rental

Contact Fern Exposition at 800.201.1370 or 404.921.9904

5.5 Rental Exhibits

Contact Fern Exposition at 800.201.1370 or 404.921.9904

5.6 Foam Core / Wood Wall Rental

Contact Fern Exposition at 800.201.1370 or 404.921.9904

5.7 Open Flame

If you plan to have an open flame during the Atlanta International Gift & Home Furnishings Market®, you must obtain specific permission from the Atlanta Fire Marshal. To request permission, please complete [Open Flame Request form](#) and return to AmericasMart.

5.8 Tipping

Tipping of labor is prohibited and will result in the immediate termination of the employee accepting a tip, as well as loss of your seniority points! Please report any tipping to the Fern Expositions service desk on your exhibit floor.

5.9 [Exhibitor Appointed Contractors \(EAC's\)](#)

6. Shipping Information / AmericasMart Logistics

SHIP EARLY!!! Don't risk delays that could impact delivery of your freight and your show experience. AmericasMart strongly encourages **ALL** exhibitors to ship their freight into the advance warehouse as early as possible. The advance warehouse is open from May 13 until June 21, 2019.

Warehouse closed: May 27 and July 4, 2019.

AmericasMart Logistics is the official transportation carrier for The Atlanta International Gift & Home Furnishings Market®. As the official carrier, exhibitors are **entitled to waived drayage fees for shipments picked up by AmericasMart Logistics and delivered into the advance warehouse.** All shipments, including AmericasMart Logistics shipments received after June 21, 2019 are subject to drayage fees.

Due to elevator and building restrictions, all shipments must adhere to the following guidelines. Any single pallet and crate **must not exceed 600 lbs. and/or be larger the 8'L x 5'W x 5'H.** Pallets or crates that exceed these guidelines will be subject to additional fees. Click here for Fern's Material Handling and Freight Services Forms.

All shipments should be well protected and palletized or crated to avoid damage. Loose and unprotected shipments will be refused. Uncrated furniture will be accepted at the advance warehouse as long as each individual piece is fully protected, i.e. skidded and fully encased in secured bubble wrap with no exposed fabric/wood of any kind. Any materials that do not meet these standards will be refused or subject to additional handling fees. [Click here for Fern's Material Handling and Freight Services Forms.](#)

6.1 Inbound Advance Warehouse Shipments

Advance warehouse shipments must arrive between May 13 and June 21, 2019. Receiving hours are Monday – Friday - 8:00am – 4pm. **The warehouse will be closed on May 27 and July 4, 2019.**

Shipments coming to the advance warehouse should be labeled as follows:

TO: YOUR COMPANY NAME
FERN EXPOSITION & EVENT SERVICES
4361 INTERNATIONAL PARKWAY, SUITE B
ATLANTA, GA 30354
BUILDING# FLOOR# AND BOOTH#
[Click here for printable labels.](#)

All shipments that arrive to the advance warehouse after June 21, 2019 will be subject to drayage charges based on hundred weight (CWT.) [Click here for Fern's Material Handling and Freight Services Forms.](#) All shipments booked via alternate carriers are subject to Fern drayage fees.

6.2 Small Package Shipments

Small package shipments weighing less than 50 lbs. arriving at the advance warehouse via, USPS, UPS, FedEx or any other small package carrier will be received free of charge. A small package shipment is defined as a shipment containing 1 or more boxes or packages. Collectively, all of the boxes or packages in the shipment must weigh less than 50 lbs. If the collective weight of the boxes and packages exceed 50 lbs. standard drayage fees apply. [Click here for Fern's Material Handling and Freight Services Forms.](#)

6.3 Perishable Food

Perishable gourmet food products can be sent direct to show site and will not incur drayage charges since the advance warehouse is not temperature controlled. Perishable items are those that are considered liable to spoil or decay and must clearly be labeled as such on your bill of lading. Fixtures or other items going into the same booth that are not perishable **CANNOT** be combined with perishable items. All non-perishable items should be sent to the advance warehouse and are subject to the same freight guidelines detailed in this manual.

6.4 Direct To Show Site Shipments

Direct to show site shipments should arrive on July 3 and/or 5, 2019 between 9am and 4pm. You will need to instruct your carrier to check in at the marshalling yard to receive a dock pass. Carriers without a dock pass will be refused and instructed to go to the marshalling yard to obtain a dock pass.

All direct to show site shipments including AmericasMart Logistics shipments and small package shipments will incur drayage charges. [Click here for Fern’s Material Handling and Freight Services Forms.](#)

Direct to show site shipments should be labeled as follows. Please make sure you label your freight for the correct building.

TO: YOUR COMPANY NAME
 BOOTH# AND FLOOR#
AMERICASMART BUILDING 1
 C/O FERN EXPOSITIONS
 240 PEACHTREE ST. NW
 ATLANTA, GA 30303
[Click here for printable labels.](#)

TO: YOUR COMPANY NAME
 BOOTH# AND FLOOR#
AMERICASMART BUILDING 2
 C/O FERN EXPOSITIONS
 235 Williams Street NW
 ATLANTA, GA 30303
[Click here for printable labels.](#)

TO: YOUR COMPANY NAME
 BOOTH# AND FLOOR#
AMERICASMART BUILDING 3
 C/O FERN EXPOSITIONS
 75 John Portman Blvd. NW
 ATLANTA, GA 30303
[Click here for printable labels.](#)

6.5 Inbound Privately Owned Vehicles (POV’S)

All POV’s including those that come to the advance warehouse are subject to drayage fees. [Click here](#) for FERN drayage fees for POV’s.

A “Load” is defined as any single pallet, crate or cart load that is moved into the facility. The carts utilized are 2.5 feet wide by 5 feet long and can be stacked up to 4 feet tall.

Exhibitors who elect to deliver exhibit materials to the Show via Privately Owned Vehicle (POV) are advised that the term POV is exclusive to privately owned cars, trucks or vans. Smaller vehicles will be given priority access to the loading dock throughout move-in and move-out. U-Hauls and trailers will follow the POV schedule but will be accommodated AFTER smaller vehicles.

All other POV’s (Sunday thru Tuesday) **MUST check in at the marshalling yard** to receive a dock pass. [Marshalling Yard is located at 4361 International Pkwy Atlanta, Ga 30354-3905](#), click on link for map or refer to map in form section.

INBOUND POV DATES AND TIMES:

<u>Day</u>	<u>Time</u>	<u>Floors Served</u>
Sunday, July 7, 2019	7:00am - noon	Building 1 – Floor 7
	7:00am - noon	Building 2 – Floors 1 and 2
	7:00am - noon	Building 3 – Floors 1, 2 and 3
	1:00pm – 5:00pm	Building 2 – Floor 3 and 4
	1:00pm – 5:00pm	Building 3 – Floor 4 and 5
Monday, July 8, 2019	7:00am - noon	Building 1 – Floor 7
	7:00am - noon	Building 2 – Floors 1 and 2
	7:00am - noon	Building 3 – Floors 1, 2 and 3

	1:00pm – 5:00pm	Building 2 – Floor 3 and 4
	1:00pm – 5:00pm	Building 3 – Floor 4 and 5
Tuesday, July 9, 2019	7:00am – 11:30am	ALL Buildings – Premium Time Fees Apply.

- Notes:**
- 1 - The loading docks are closed from 12:00pm until 1:00pm for lunch.
 - 2 - All POV's must check in at least 1 hour before your move-in time ends.
 - 3 - Parking is prohibited at the marshalling yard and on the loading docks.
 - 4 - All POV freight will incur a material handling fee.

6.6 International Shipments

AmericasMart Logistics has partnered with Phoenix International Business Logistics to handle international shipments. All international shipments booked thru Phoenix are considered AmericasMart Logistics shipments and are entitled to waived drayage fees. To qualify for waived drayage, the shipment must arrive in the advance warehouse between May 13 and June 21.

Please note that you will not be able to use our Federal Tax Identification number when importing your shipments.

NOTE- Warehouse closed: May 27 and July 4, 2019.

Phoenix International Business Logistics can be contacted via the following information:

Phoenix International Business Logistics
 1201 Corbin Street
 Elizabeth, NJ 07201
 Tel# 908-355-8900
 Contact: Phil Hobson or Veronica Gomez
 E-Mail: phobson@phoenixlogistics.com or vgomez@phoenixlogistics.com
 Website: www.phoenixlogistics.com

Phoenix has prepared Shipping Guidelines that provide easy to follow, step-by-step shipping instructions to prepare you for international transportation to the United States. These guidelines can be e-mailed to you directly. It is complete with all necessary forms, a rate tariff, required shipment arrival dates, and labeling instructions for your cargo.

The guidelines will help foreign exhibitors and U.S. importers to prepare their shipments for transportation to Atlanta, GA by air or sea.

We strongly recommend that you prepare your shipment early and create accurate documentation for U.S. Customs purposes. Phoenix's overseas partners and agents are available to assist you with the shipping process. Please contact Phoenix International Business Logistics at the above contact information for further details regarding the Phoenix local office or agent in your country.

6.7 Close of Show

Upon show closing at 2:00PM on Sunday, July 14th, Fern Expositions will begin the process of returning empty crates and boxes to begin the move-out process. Exhibitors should not place ANYTHING in the aisles that might impede this process!

Exhibitors are **STRONGLY ADVISED** not to schedule out-bound flights on the evening of move-out as the return of empty crates can take between 6-8 hours. Crates will be delivered to the back of the exhibit hall first. Exhibitors near the entrance of the show and nearest elevators and escalators should expect longer delays in empty return. Please be patient.

Exhibitors using temporary labor for packing up must meet laborers at the security office on the respective loading dock to obtain a "manual labor" badge. Labor should be prepared to provide the security office with the company name, booth number and contact person for the exhibiting company they will be assisting.

All shipments, including POV shipments must have a "Bill of Lading." The Exhibitor Service Desk will supply a copy of the Bill of Lading as a pass to enter the marshalling yard. The GREEN copy of the Bill of Lading travels with the vehicle as a pass for entrance to the Fern Expositions marshalling yard. It is suggested that (1) person remains with the freight. The POV Supervisor will pick up the necessary loading document from the "Exhibitor Service Desk" (YELLOW copy). The exhibitor will retain the GOLD copy for their records.

Tippling of labor is prohibited and will result in the immediate termination of the employee accepting a tip, as well as loss of your seniority points!

6.8 Outbound Privately Owned Vehicles

All outbound POV's are subject to material handling fee - [Click here](#) for FERN drayage fees for POV's. A "Load" is defined as any single pallet, crate or cart load that is moved out of the facility by Fern. The carts utilized are 2.5 feet wide by 5 feet long and can be stacked up to 4 feet tall.

All POV vehicles should report to the marshalling yard, where they will be staged and dispatched to the loading dock area. Access to the loading dock area will be determined by the movement of freight within the building. Cars will NOT be given access to the loading docks based on the position they occupy in the marshalling yard! Therefore, the amount of time an exhibitor waits in the marshalling yard will NOT determine the sequence of access to the loading dock.

No POV or R.V. parking will be allowed in the marshalling yard.

Smaller vehicles will be given priority over rental vehicles and/or trailers. U-Hauls and trailers should adhere to the POV move-out schedule but will be accommodated AFTER smaller vehicles. It is unlikely that U-Hauls and larger POV's will move-out before Tuesday, July 16; please make travel arrangements accordingly.

Exhibitors able to hand carry small items out of the building may utilize the passenger elevators to exit the building at the close of the show. Dollies, floats and carts will NOT be permitted on the passenger elevators or escalators. No exceptions!

First day the show closes – Sunday, July 14th

Exhibitors that choose to move-out using the POV process on the first night of move-out will be directed to a marshalling yard in a nearby downtown location. These individuals will need to follow the bill of lading process and ensure that the proper paperwork is in the vehicle for access into the downtown designated marshalling yard.

Monday, July 15th

Exhibitors that choose to move-out using the POV process on Monday will be directed to the Fern marshalling yard in Hapeville, GA. The address of the marshalling yard is 4361 International Parkway, Atlanta, GA 30354. These individuals will need to follow the bill of lading process and ensure that the proper paperwork is in the vehicle for access into the marshalling yard.

6.9 Outbound Shipments

All outbound shipments, regardless of carrier selection or where the freight is going must have a Fern Material Handling Agreement (MHA) filed at the service desk. This MHA will become the bill of lading for transport and a copy will be given to your carrier of choice.

All AmericasMart Logistics shipments will require a MHA agreement from the Fern service desk and will begin moving out on Sunday, July 14, 2019 beginning with caravan shipments and continue on Monday, July 15, 2019.

All alternate carrier shipments (non-AmericasMart Logistics shipments) require that the exhibitor set up a pick-up appointment with their chosen carrier. It is solely the exhibitor's responsibility to schedule the pick-up. You must instruct your carrier that they must first check in at the marshalling yard prior to going downtown to pick up the freight. The marshalling yard address is 4361 International Parkway, Atlanta, GA 30354. Trucks showing up at the facility downtown without a dock pass will be turned away.

Alternate carriers must check in at the marshalling yard on Tuesday, July 16, 2019 between 7am and 4pm.

All freight not picked up within this window will be re-routed at the exhibitor's expense. Re-routed freight will experience delivery delays as the process will not begin until Wednesday, July 17, 2019.

6.10 Storage

AmericasMart Logistics offers long and short term storage at our off-site warehouse facility between shows. Click for [AmericasMart Logistics storage contract](#) which contains pricing as well as all terms and conditions of the storage contract.

6.11 Temporary Freight Bound for Permanent Showrooms

The transfer of temporary freight from a temporary booth to permanent showrooms must be scheduled in advance. Freight CAN NOT be transferred between the AmericasMart buildings by any employee of AmericasMart or Fern Expositions. These moves are the responsibility of the exhibitor. Movement of freight between buildings is also the responsibility of the exhibitor. No exceptions!

6.12 Multi-Booth/Multi-Floor/Individual Product Pick-Ups

POV exhibitors removing merchandise from more than one floor will be handled on an individual floor/booth pick-up basis. This could require multiple trips to the marshalling yard. Due to the volume of POVs, coordinating a one-trip, multiflorous pick-up is unlikely. Exhibitors selling entire booths of product for pick-up at the close of Market must advise the purchaser of this regulation.

Multi-booth POVs should plan to pick-up freight on Monday, July 15th, and should coordinate their pick-up with Fern Expositions at the Exhibitor Service Center. It is suggested that all products and exhibit materials that are to be picked-up be boxed or crated as soon as possible at the close of market. Any uncrated freight scheduled for pick-up will be taken at the risk of the exhibitor.



7. AmericasMart Service Forms

7.1 AmericasMart Logistics Credit Card Form

7.2 AmericasMart Logistics Inbound Transportation

7.3 AmericasMart Logistics Outbound Transportation

7.4 AmericasMart Logistics Storage

7.5 Electrical/Lighting/Cleaning Order Form

7.6 Open Flame Request Form

7.8 United Way Of Greater Atlanta

7.9 Floral Services - TLC Flowers

7.10 Lead Retrieval - EXPO LOGIC

7.11 Map to Marshalling Yard