



ACCG Annual Conference - County Buyers Mart

Exhibitor Information

The ACCG Annual Conference is the largest gathering of county officials in the state. At the 2015 Annual Conference, ACCG hosted over 1,500 attendees comprising of county officials from 155 of Georgia's counties along with representation from 180 exhibiting companies and organizations.

Our conference location is returning to the Savannah International Trade & Convention Center which offers expanded opportunities for vendors to showcase their products and services. ACCG looks forward to having your company participate in 2016!

Exhibitor Show Schedule:

(all events at the Savannah International Trade & Convention Center)

NEW SHOW SCHEDULE – 2016 exhibit days are Friday and Saturday

Thursday, April 28th

1:00 p.m. – 4:00 p.m.

Exhibitor Registration and
Installation of Exhibits

Friday, April 29th

9:00 a.m. – 3:00 p.m.

Exhibitor Registration and
Installation of Exhibits

3:30 p.m. – 6:30 p.m.

County Buyers Mart Open

*Welcome Reception held in the exhibit hall

Saturday, April 30th

8:30 a.m. – 11:15 a.m.

County Buyers Mart Open

*Breakfast will be served in the exhibit hall

11:15 a.m. – 4:00 p.m.

Exhibitor Booth Dismantle

6:00 p.m. – 10:00 p.m.

Dinner & Entertainment

(all attendees and exhibitors invited)

ACCG 2016 COUNTY BUYERS MART INFORMATION

Exhibit Dates: Friday, April 29 and Saturday, April 30, 2016
Location: Savannah International Trade & Convention Center
One International Drive, Hutchinson Island / Savannah, GA 31421

ATTENDEES: County commissioners, managers, administrators, clerks, attorneys and other key appointed officials will attend the Annual Conference. The 2015 ACCG Annual Conference had over 1,500 attendees comprising of county officials from 155 of Georgia's counties along with representation from 180 companies and organizations.

BUYERS MART EXHIBIT FLOOR SPECIFICS: The County Buyers Mart Exhibit Floor will be located in "Exhibit Hall A & B" on the ground floor of the Savannah International Trade and Convention Center.

All exhibits are located inside the Center. There are no outside exhibit spaces at this location.

The loading docks are covered. No vehicle will be allowed to stay parked in the loading dock except to load and unload, meaning all materials will be left at the loading doors while you are moving your vehicle.

Only the exhibit hall aisles will be carpeted.

Heavy and gas operated equipment is permitted into the exhibit hall, provided that gas tanks are less than ¼ full and taped shut or locked. No keys will be allowed in any vehicle.

Electrical food equipment is allowed (with the exception of a commercial fryer); however, the facility requires that all cooking locations be equipped with an ABC fire extinguisher that has current certification. It is the exhibitor's responsibility to have a fire extinguisher on site if you plan to cook (example: if you are bringing a popcorn machine, you must have a fire extinguisher in your booth).

EXHIBIT COST & BOOTH SPECIFICATIONS:

Interior Booths are available in 4 sizes:

- 10 feet wide by 10 feet deep = \$800
- 20 feet wide by 20 feet deep = \$2,000
- 20 feet wide by 30 feet deep = \$2,500
- 20 feet wide by 40 feet deep = \$3,500
- 30 feet wide by 40 feet deep = \$5,000

Purchase of Booth Space Includes:

- Backdrape & side rails
- Booth identification sign
- Name badges
- Breakfast & coffee on Saturday morning
- Invitation to a Saturday evening reception, dinner & entertainment event with all conference attendees
- Attendee Mailing Lists before and after the Annual Conference

Purchase of booth space does not include any furniture, electricity or internet access.

ACCG is offering a furniture package including, one gray booth carpet, a draped table (2ft wide x 6ft long), two chairs, and a trash can for \$200. The package **MUST** be reserved and paid for when you submit your reservation agreement.

Exhibitors may bring their own tables, chairs and other fixtures.

MC² is the preferred service contractor for the exhibit show. A "service kit" will be emailed to you closer to the event date. Through the service kit, you'll be able to view shipping details, purchase additional furniture, electricity, internet access, booth cleaning services, etc...

BOOTH SELECTION & PAYMENT:

Visit www.accg.org to view the exhibit floor layout. Once booth selection has been made, ACCG will hold the reservation for three weeks or upon receipt of PayPal (credit card) payment or check. Payment must be received within three weeks or the booth is released.

The selection of an exhibit space online does NOT guarantee that the space will be reserved for your exhibit. Please select alternate choices. Email confirmation will be sent once the booth has been officially assigned.

Exhibit space is assigned at the sole discretion of ACCG. ACCG will make a good faith effort to assign exhibitors based upon their request, but may also consider the date that the space request and payment are received by ACCG and overall requirements.

CANCELLATIONS: A \$150 per booth non-refundable administrative fee is included in the booth price. Exhibitor may cancel the agreement and receive a refund of the rental fee minus the administrative fee only if a written notice is received by ACCG at least six (6) weeks prior to set-up day. Exhibitor shall not be entitled to a refund fee or of the administrative fee if notice of cancellation is received by ACCG less than six (6) weeks from the show.

EXHIBIT SERVICE CONTRACTOR: MC² is the preferred service contractor.

MC² Contact:
David Willis
Project Manager
678-398-2649 / dwillis@mc-2.com

JANITORIAL SERVICE: The aisles will be carpeted by ACCG. Booth carpet is the responsibility of the exhibitor and can be rented from MC². It is the responsibility of the show management to clean the aisle area only. It is the responsibility of each exhibitor to clean or have their booth cleaned, including emptying wastebaskets. Janitorial service arrangements can be made with the Center.

EXHIBITOR DOOR PRIZES: Door prizes are permitted; however, exhibitors are responsible for notifying ACCG of the winner. ACCG will have a display board in the exhibit hall where exhibitors can display their exhibitor door prize winners. Attendees will pick up door prizes directly from the exhibitors.

HOUSING: ACCG has a block of reduced rate rooms at several hotels in Savannah. Housing reservation information will be sent out in January, 2016.

PARKING AND TRANSPORTATION: ACCG will provide shuttle transportation from all hotels in the ACCG block to the International Trade and Convention Center. The Savannah Belles Ferry ferryboats operate daily from 7:00 a.m. – midnight. The Trade Center has 1500 free parking spaces in its lot.

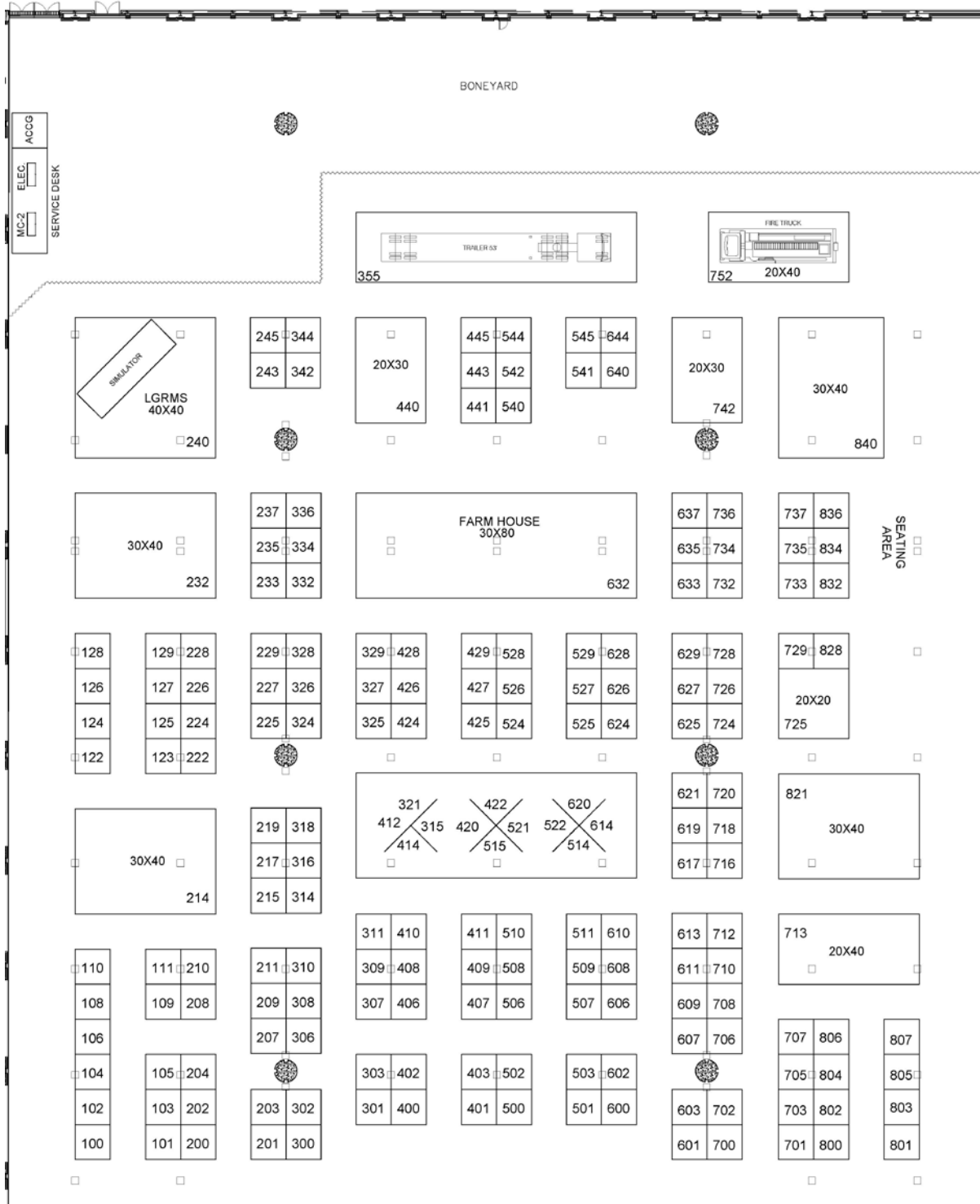
ACCG DOOR PRIZE: Each exhibiting company will be given twenty-five (25) door prize tickets. These tickets may be given to ACCG members that express an interest in your product/service. On Friday and Saturday, we will have a special drawing and the winner must be present to win. Only attendees who have received a door prize ticket from an exhibitor will have an opportunity to win.

EXHIBITOR NAME BADGES: The ACCG County Buyers Mart Show Manager will ask for the names of the exhibitor representatives a month out from the show. ACCG will print name badges for as many exhibitor representatives as you plan to have in attendance.

County Buyers Mart Show Manager:

Kathleen Bowen
ACCG External Relations Director
404-589-7850 / kbowen@accg.org

2016 County Buyers Mart Layout Savannah International Trade and Convention Center



- Entrances to exhibit hall are located by Booth #300 & #301 and by Booth #600 & #601.
- All heavy equipment is displayed inside. The 20 x 30, 20 x 40 and 30 x 40 booth spaces are intended for heavy equipment.
- The Georgia Association of County Agricultural Agents' Farm House, located in the center of the floor in Booth Space 632, provides samples of Georgia grown food products throughout the exhibit hours.

ACCG Buyers Mart Terms of Contract - Rules and Regulations

1. ACCG shall have full authority to reject a proposed exhibit not in keeping with the tenor of the County Buyers Mart. If the proposed exhibit is rejected, all monies paid shall be returned to the Exhibitor, except the non-refundable administrative fee.
2. Exhibit space is assigned at the sole discretion of ACCG. ACCG will make a good faith effort to assign exhibitors based upon their request, but may also consider the date that the space request and payment are received by ACCG and overall requirements. Exhibitor acknowledges that there is no guarantee that Exhibitor shall receive either the first or second choice.
3. Payment of the rental fee and non-refundable administrative fee must be received by ACCG within fifteen (15) business days of submission of an original of this agreement executed by the Exhibitor in order to secure assignment of exhibit space.
4. Exhibitor may cancel the agreement and receive a refund of the rental fee only if a written notice is received by ACCG at least six (6) weeks prior to set-up day. The administrative fee of \$150 is not refundable. Exhibitor shall not be entitled to a refund fee or of the administrative fee if less than six (6) weeks notice of cancellation is provided.
5. (a) Exhibitor may not sublet his space or any part thereof, nor shall permit personnel of a non-exhibiting company to use his booth to conduct activities relating to the promotion of products or services not available from Exhibitor. To ensure conformity with these regulations, rulings of ACCG shall in all instances be final.

(b) If Exhibitor desires to utilize in his booth the products of another manufacturer for the proper showing of his goods, he must obtain written consent from ACCG. Courtesy cards are not permitted on any borrowed equipment. This does not, however, apply to name plates permanently attached to machines.
6. Standard booth equipment will be furnished without cost. This includes a curtain backdrop eight feet tall, side dividing rails approximately three feet tall and a sign designating Exhibitor's name. At the additional expense of Exhibitor, additional equipment or display materials may be brought by Exhibitor or rented from ACCG's service contractor.
7. Exhibitors may install displays Thursday, April 28, 2016 from 1:00 p.m. to 4:00 p.m. and on Friday, April 29, 2016 from 9:00 a.m. – 3:00 p.m. Installation of exhibits and removal of all boxes and crates must be completed before 3:00 p.m. on Friday, April 29, 2016 prior to the County Buyers Mart opening. Unless other arrangements are made with ACCG, a booth left vacant one hour prior to the opening of the show shall result in the following: (1) If exhibit material is on-site, at ACCG's discretion, the County Buyers Mart service contractor may install the exhibit at the additional expense of Exhibitor; (2) ACCG may lease the space to another exhibitor.
8. Exhibitors may not dismantle displays until the close of the final session of the County Buyers Mart 11:15 a.m. on Saturday, April 30, 2016. **Exhibitors that dismantle displays prior to 11:15 a.m. on Saturday, April 30, 2016, will incur a penalty fee of \$500 per hour dismantled early.** All exhibits and display material must be removed from the exhibit hall by 4:00 p.m. on Saturday, April 30, 2016, unless Exhibitor has made arrangements with ACCG for extended time. Any rental cost incurred after the deadline must be paid by the Exhibitor. ACCG is authorized to remove display material after the April 30, 2016 deadline at Exhibitor's additional cost.

9. Use of Space:

- (a) Exhibitor may operate electrical machinery during the County Buyers Mart so long as all such equipment meets standard safety requirements. No gasoline or diesel powered equipment may be used unless prior approval from the local Fire Marshal is received. Electrical food equipment is allowed (with the exception of a commercial fryer); however, the facility requires that all cooking locations be equipped with an ABC fire extinguisher that has current certification. It is the exhibitor's responsibility to have a fire extinguisher on site if you use food equipment.
 - (b) Heavy and gas operated equipment is permitted into the exhibit hall, provided that gas tanks are less than ¼ full and taped shut or locked. No keys will be allowed in any vehicle.
 - (c) The use of helium balloons is not allowed in the facility.
 - (d) Display material must be placed within the boundaries of the Exhibitor's booth and not project into aisles or otherwise obstruct traffic or view of other exhibits.
 - (e) Any unusual means, methods or devices for attracting attention, entertainment, instruction, gifts for visitors or other attractions must be so placed and conducted that the aisles will not be congested or the view of other displays obstructed. Sound devices will not be permitted if they annoy neighboring exhibitors.
 - (f) Contests, prize drawings or other extreme promotional activities must receive pre-approval by ACCG prior to the opening of the County Buyers Mart. ACCG reserves the right to reject anything that is not in keeping with the overall character of the County Buyers Mart in the opinion of ACCG.
 - (g) Exhibitor personnel wearing distinctive costumes or uniforms or carrying promotional material may not appear in the County Buyers Mart outside their own booths. Samples, handouts or other promotional material may be distributed only from the Exhibitor's booth.
- 10. Exhibitor accepts full responsibility for compliance with national, state and local regulations in regard to flammable fluids, decorations, materials of any nature and the operation of equipment, but ACCG shall have the right to compel compliance.
 - 11. Exhibitor agrees to obey all rules of the Savannah International Trade and Convention Center, as well as all laws and regulations of building, fire, law enforcement, public works, health and any other department with the duty to regulate exhibits, buildings or safety.
 - 12. Exhibitor is responsible for ensuring that the booth, space and exhibit are Americans with Disabilities Act compliant.
 - 13. Professional decorators other than those hired by ACCG are prohibited.
 - 14. Exhibitor's booth representatives shall be restricted to owners, executives or employees of exhibiting companies. Booth representatives shall wear proper badge identification furnished by ACCG at all times they are on the exhibit floor. ACCG may limit the number of booth representatives present at any one time.
 - 15. Exhibitor agrees to indemnify and hold ACCG harmless from any and all claims arising out of any negligent act, error, omission or intentional misconduct of Exhibitor, its agents or employees.

16. Exhibitor shall be responsible for keeping the booth clean and tidy. Exhibitor is responsible to the Savannah International Trade and Convention Center for any damage other than normal wear to floors, wall coverings or other furnishings inflicted by Exhibitor's agents or employees.
17. Exhibitors who would like to visit their displays during the time the County Buyers Mart is closed shall notify ACCG. Security guards may not admit anyone after the County Buyers Mart closes each day without specific instructions from ACCG.
18. ACCG reserves the right to prohibit the entrance of and to remove from the premises anything or person, the presence of which or whom, in the opinion of the ACCG, is inimical to the interest of other exhibitors and/or viewers.
19. Exhibitor acknowledges that ACCG carries no insurance on Exhibitor's property and covenants and agrees that ACCG shall not be liable for loss or damage from any cause. ACCG will employ reputable and competent guards during the course of the County Buyers Mart, but assumes no liability for losses suffered by Exhibitor from any cause.
20. Exhibitor covenants and agrees to indemnify and hold ACCG harmless, to the extent allowable by law, from any claim of copyright infringement involving live or pre-recorded music presented by Exhibitor. Any use of live or pre-recorded music on the part of Exhibitor shall be approved in advance of set-up day by ACCG. Upon being invoiced by ACCG, Exhibitor shall be responsible to ACCG for any music copyright licensing fees payable to ASCAP or BMI as a result of a live or pre-recorded presentation of any music subject to licensing fees.
21. In the event all or part of the space leased to Exhibitor is damaged by strikes, riot, civil insurrection, fire, earthquake, storm, disaster or other act of God or other similar cause beyond the control of ACCG so as to prevent the use of the premises for the purpose and for the time specified in the agreement, this agreement shall terminate and Exhibitor shall receive a refund of a prorated share of the rental fee for said premises, less reasonable deductions for overhead expenses incurred by ACCG. ACCG shall not be liable for any damages or compensation arising as a result of such termination of this lease.
22. ACCG reserves the right to make or amend rules and regulations as it deems proper, to waive same in its discretion where same does not affect the general purpose of the County Buyers Mart or restrict rights of other exhibitors, and to make exclusive and final determination of all matters of interpretation and enforcement of these rules and regulations and any amendments thereto.