



**WinterGreen 2018  
EXHIBIT CONTRACT  
January 24-26, 2018**

Page 1 of 5  
This page **MUST**  
be returned to the  
GGIA Office

Infinite Energy Center (Formerly Gwinnett Center), Duluth, GA

THIS CONTRACT AGREEMENT IS MADE ON \_\_\_\_\_ BETWEEN  
THE GEORGIA GREEN INDUSTRY ASSOCIATION  
AND

**1** Company Name: \_\_\_\_\_  
*Name as it will appear in print, capitalization, abbreviation, and punctuation. Please type.*

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**2** It is understood that the per booth price includes booth space 10 feet wide by 10 feet deep, drapery consisting of a back wall 10 feet high and side rails measuring 36 inches high and 10 feet long, an identifying sign, two chairs and one table. Each booth rental entitles exhibitor to 4 trade show passes. (See official Trade Show Regulations and Exhibit information for additional details.)

**3** **Deposit of 50% of Total Booth Cost MUST accompany contract and is due by August 25; balance in full is due by October 31, 2017.** Our 2017 exhibitors have first opportunity to purchase booths for WinterGreen 2018. Unless we have a request from you for a booth upgrade or location change, you will be assigned the same booth as you occupied in 2017. **New exhibitor booths will be placed mid September.**

**GGIA MEMBER?**

YES - EXPIRES \_\_\_\_\_ / \_\_\_\_\_

No

**BOOTH IDENTIFICATION SIGN:**

I will need a sign for my booth

I will not need a sign for my booth

<b>Member Booth (Choose Size)</b>	<b>Non-Member Booth (Choose Size)</b>
<input type="checkbox"/> 10 x 10 Booth • \$675	<input type="checkbox"/> 10 x 10 Booth • \$950
<input type="checkbox"/> 8 x 10 Booth (LIMITED) • \$540	<input type="checkbox"/> 8 x 10 Booth (LIMITED) • \$790
<input type="checkbox"/> 6 x 10 Booth (LIMITED) • \$425	<input type="checkbox"/> 6 x 10 Booth (LIMITED) • \$675
<input type="checkbox"/> 6 x 8 Booth (LIMITED) • \$350	<input type="checkbox"/> 6 x 8 Booth (LIMITED) • \$600
<input type="checkbox"/> End of Aisle Additional \$125	<input type="checkbox"/> End of Aisle Additional \$200
<input type="checkbox"/> End Caps (2 Booths) • \$1,600 Total	<input type="checkbox"/> End Caps (2 Booths) • \$2,100 Total
# of Booths _____	# of Booths _____
<b>Total Due \$</b> _____	<b>Total Due \$</b> _____
<i>50% must be paid with contract submission</i>	

**PAYMENT SCHEDULE:** Payment is due in full by October 31, 2017. Any exhibitor not complying with the specified payment date forfeits all rights, claims and reservation(s) to the booth(s).

**CANCELLATIONS:** In the event an exhibitor finds it necessary to cancel its participation in the 2018 Georgia Green Industry Association Trade Show, a written notice must be received by the GGIA Office prior to October 31, 2017. **NO REFUNDS AFTER OCTOBER 31, 2017.**

Rules and regulations accompanying the contract are agreed to be part of this contract. **No booth reservation will be honored without completed contract, regulations, and deposit.**

**4 AUTHORIZED SIGNATURE:** \_\_\_\_\_

Make your check payable to: **GGIA and Mail to: P.O. Box 2568 | Blue Ridge, GA | 30513**  
Tel 706.632.0100, Fax 706.632.0300, jennifer@ggia.org

Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

*3 (back of MC/VISA/DISC)  
or 4 (front of AMX) digit security code: \_\_\_\_\_*

**CREDIT CARD CHARGE AMOUNT:**  
*(Please Check)*

50% Now & 50% Oct. 31

Full Amount Now

Call me to discuss payment terms

OFFICE USE ONLY			
Booth # _____	Contract Rec _____	Deposit Amt Pd _____	Ck# _____
Amt Due Oct. 31 _____	Balance Rec _____	Amt Pd _____	Ck# _____

### Move-In

Exhibitors are expected to arrive during assigned time. Booths not installed by 4 PM on Wednesday, January 24, 2018 will be resold unless GGIA receives notification from exhibitor regarding arrival time.

During move-in, a crew and equipment will be available at no charge to exhibitors from 6:30 a.m. to 4:00 p.m. on Wednesday, January 24.

Any material requiring carts, dollies, or hand trucks must enter through the freight entrance.

Exhibitors with material that can be hand carried into the exhibit area may bring it with them through the main entrance.

The directions and decision of the Trade Show Chairman with reference to move-in and move-out will be final and all exhibitors are expected to comply with these directions.

### Contract for Exhibit Space

The booth reservation form, the notice of booth confirmation, and the full payment of rental charges together constitute a contract between GGIA and the exhibitor for the right to use the assigned booth space and to comply with these Rules and Regulations.

### Cancellation of Booth Space by GGIA

GGIA reserves the right to cancel an exhibit space for the following reasons:

- Non-payment of deposit
- Non-payment of balance due upon receipt.
- Misrepresentation of products to be displayed.
- Subleasing of booth space.
- Exhibit not related to the horticulture industry.
- Exhibitor refusing to comply with "Exhibit Restrictions"

### Cancellation of Booth Space by Exhibitor

Refund Policy: ANY monies paid for exhibit space prior to October 31, 2017 are refundable, LESS a 10% handling fee. Cancellation notice must be received in writing.

**NO REFUNDS AFTER OCTOBER 31, 2017.**

### Sub-Leasing of Booth Space

Exhibitor may not assign, sublet or apportion the whole or any part of the booth space assigned to him or her nor permit any other party to exhibit 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 GGIA exhibitor contract.

### Exhibit Restrictions

Plant material and/or products in excess of 3' high must be confined to the rear 4' of each booth. The GGIA Executive Committee will be charged with the enforcement of this rule, and any violations will be immediately corrected or possible loss of booth space may result.

### Character of Exhibits

GGIA management retains the right to restrict exhibits to products and services of interest to and related to the nursery and horticulture trade. GGIA reserves the right to restrict exhibits which, because of noise, method of operation, or for any other reason become objectionable, and to prohibit or evict any exhibit which, in the opinion of GGIA, may detract from the general character of the show.

This reservation includes persons, things, conduct, printed matter, or anything of a character which the management determines objectionable.

In the event of such restriction or eviction, GGIA is not liable for any refunds on rentals or other exhibit expenses.

### Exhibit Contents

All exhibits shall have some relationship to the nursery-landscape-garden center industry; be arranged so that aisles are clear and unobstructed for pedestrian traffic at all times.

### Outside Exhibits

Under NO circumstances shall leasee place exhibits outside the Infinite Energy Center or in parking area.

### Demonstrations, Sales Activity

All demonstrations and other sales activities must be confined to the limits of the booth of each respective exhibitor.

Distribution of brochures, circulars, or other printed matter, and displaying of signs, posters, banners, etc., must be limited to the confines of the booth of each respective exhibitor and distributed and/or displayed in such a manner that will not interfere with other exhibits.

### Solicitation in Exhibit Hall

Solicitation in exhibit hall by persons other than exhibitors and authorized representatives is prohibited. Persons conducting unauthorized solicitations are subject to expulsion from the exhibit hall. There will be no exceptions.

### Sale of "Display Items"

The sale of material used as display items in the exhibit booth is permitted at WINTERgreen 2018. However, the purchasers will not be permitted to remove the items from the exhibit hall until 3:00 p.m. on the final day of the show. **NO DIRECT OR RETAIL SALES OF MERCHANDISE FROM THE BOOTH.**

### Equipment with Oil or Gasoline Engines

The operation of oil or gasoline engines is prohibited, and all engines must be free of all such fuels while on display in the exhibit hall.

### Electrical and Utility Service

All electrical installations and utility connections are to be made by the Infinite Energy Center which serves as its own electrical and utilities contractor. Their standard rate sheet/order will be in the Decorators Kit sent to you.

All Infinite Energy Center electrical equipment, i.e., extension cords, lights, etc., are not to be removed by exhibitors.

Should you require electrical service of any type, complete and return the electrical order form to the Infinite Energy Center.

Please note that orders for electrical service which are received less than 14 days prior to WINTERgreen will be subject to surcharges. If you plan to use any electrical services, please make certain you place your order as soon as possible.

### Fire Laws

Federal, state and city fire laws must be strictly enforced. All decorator booth decorations will be flameproof, as should any exhibitor's own booth decorations. Electrical wiring used by exhibitors must conform to National Electrical Code Safety Rules and the local fire department regulations.

### Insurance

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

### Pets or Animals

No animals or pets are permitted in the building except as an approved exhibit, activity, or performance legitimately requiring the use of animals. Seeing-eye dogs are exempt.

### Dismantling & Removal of Exhibits

Removal of exhibits must be made between 3 p.m. and 8 p.m. on Friday, January 26, 2018. All display units that have not been dismantled by this time will be dismantled by the decorator at the exhibitor's expense.

**FOR YOUR PROTECTION, NO MATERIALS ARE TO LEAVE THE EXHIBIT HALL AT ANY TIME DURING THE SHOW OR PRIOR TO 3 P.M. ON FRIDAY, JANUARY 26.**

### Security

GGIA will provide adequate security service for the exhibit hall during the hours of the show as well as when the show is closed. As further protection, GGIA management encourages exhibitors to have at least one employee in the booth during the hours of move-in and particularly during the hours of move-out so that each exhibitor will assist in the security of his individual materials. GGIA management also requires that the exhibit booths be staffed at all times during regular show hours by qualified regular employees of the exhibitor. However, in all cases, the ultimate responsibility of security lies with the exhibitor at all times and GGIA will not be held liable for the loss or theft of any or all items from an exhibit booth.

### Non-Compliance to Rules and Regulations

Each exhibitor, for himself and his employees, agrees to abide by the Rules and Regulations given herein and by subsequent amendments and additions considered by GGIA management to be in the best interest of all exhibitors. Upon non-compliance with the Rule formulated, GGIA management reserves the right to prohibit, reject, or eject any exhibitor, exhibitor representative, or exhibit, in whole or part, with or without giving cause. If cause is not given, liability shall not exceed the return to the exhibiting company of rental unearned at time of ejection. If an exhibitor

is ejected for violation of these Rules, or any other reason with cause, no return of rental fee shall be made.

### Exhibit Hall Liability

The exhibit hall is not liable to exhibitor for any damage to or for loss or destruction of any exhibit or the property of exhibitor by fire or other casualty covered by an extended coverage endorsement to a fire insurance policy.

### Limitation of Liability

It is expressly understood and agreed that by purchasing exhibit space at GGIA's WINTER-green trade shows, exhibitor agrees that he will make no claim of any kind against GGIA or any of its members 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 Green Industry Association, Inc., and the Association 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.

An Exhibitor's Kit, complete with booth diagram, will be sent upon receipt of completed contract.

**I certify that I have read the Exhibit Regulations and agree to comply with all regulations set forth by the Association.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**Return signed Regulations Form along with 2018 Exhibit Contract Form to:**

GGIA

P.O. Box 2568

Blue Ridge, GA 30513

706-632-0100 (Phone) • 706-632-0300 (FAX) • jennifer@ggia.org



# Exhibitor Information

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This page SHOULD  
be returned to the  
GGIA Office

You will find listed below the description of your business as listed in last year’s Exhibitor Directory. If you would like to update your description, please use the space provided below. If you would like to change your entire description, please write out a new one in the space below.

**Check one:**

- Use Description Above**
- Update My File Using the Information Provided Below**

Please keep company description to **30 WORDS OR LESS**.

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2018 ADVERTISING INSERTION CONTRACT

GGIA JOURNAL & TRADE SHOW DIRECTORY Printed & Electronic Version

Page 5 of 5 This page MAY be returned to the GGIA Office

ADVERTISER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

AGENT (IF DIFFERENT FROM ABOVE): \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WE MUST HAVE ARTWORK BY OCTOBER 31ST, 2017!

Full Page Size Half Page Size Quarter Page Size

7"w x 9 5/8"h 7"w x 4 3/4"h 3 3/8"w x 4 3/4"h

I am sending a camera ready ad

Finished publication size is 8 1/4"w x 10 3/4"h (for bleed purposes)

Please use my Regular GGIA Journal Ad

JOURNAL/TRADE SHOW DIRECTORY ADVERTISING RATES

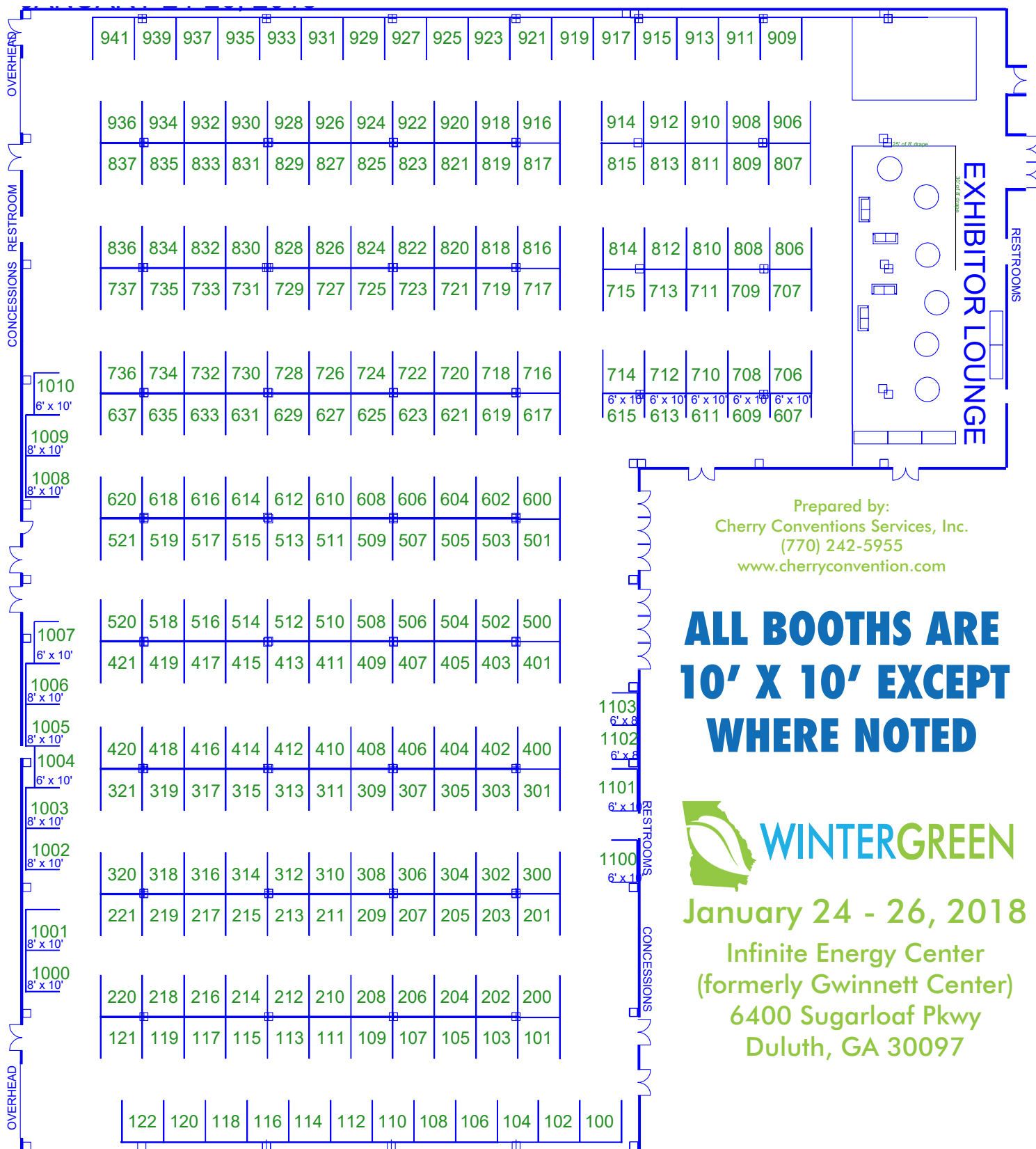
Table with columns: Ad Size, Member Color, Member B/W, Non-Member Color, Non-Member B/W. Rows include Inside Front Cover, Inside Back Cover, Outside Back Cover, Full Page, 1/2 Page, 1/4 Page, 1/6 Page, Classified Ad.

I would like to advertise in GGIA's Journal. Insert my ad in the WinterGreen Trade Show Issue. The ad size will be \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Payment information box containing fields for payment method (Check, Credit Card, Visa, MasterCard, Discover, Am. Ex.), total amount, credit card number, expiration date, and security code.

# BOOTH LAYOUT



Prepared by:  
 Cherry Conventions Services, Inc.  
 (770) 242-5955  
[www.cherryconvention.com](http://www.cherryconvention.com)

**ALL BOOTHS ARE  
 10' X 10' EXCEPT  
 WHERE NOTED**



**WINTERGREEN**

**January 24 - 26, 2018**

Infinite Energy Center  
 (formerly Gwinnett Center)  
 6400 Sugarloaf Pkwy  
 Duluth, GA 30097