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## GENERAL INFORMATION

Additional show information/rules can be found in the Terms & Conditions document in Section 1: General Information

No one under the age of 18 years will be allowed on the exhibit floor during move-in or move-out. During expo hours, all children under the age of 16 years must be accompanied by an adult.

### Expo Management Office

The Expo Management office will be located on the show floor across from booth 1201. The NRECA and Exhibition Management would like to make the Expo at PowerXchange and TechAdvantage 2025 a very rewarding opportunity for your company. However, in the unlikely event you experience any problems, please inform Exhibition Management. Most problems that do arise can be rectified quickly. Unfortunately, we are unable to assist in the resolution of problems not reported to us in the Expo Management Office. Novack Management, Inc., Exhibition Management for the The Expo at PowerXchange and TechAdvantage 2025, will be available throughout the entire on-site period to answer your questions and assist you in any way possible.

### Exhibitor Service Center

The Exhibitor Service Center will be located in the Hall B - Hall C Connector (escalator to the Service Center is behind the Tech Rooms at the back of the show floor) and will be in full operation beginning Sunday, March 9, 2025 at 8:00 am. Representatives from Shepard Exposition Services, the convention center and other show service providers will be available to assist exhibitors.

### Registration Area

Online registration will remain open throughout the event. Once an individual is registered, they will be able to pick up their badge starting on Sunday, March 9, 2025, at 7:00 am, in the Badge Pick-up Area located on the Main Lobby, Building B, of the convention center. Badge changes, reprints, etc., may be made at the Onsite Registration Area, Rooms 401/402, Level 4, Building B.

### Meeting with Clients on the Exhibit Floor During Off-Hours

If you wish to meet with clients on the exhibit floor during non-exhibit hours, you must make prior arrangements with expo management. Please notify us in advance by email at [mary\\_n@novackmanagement.com](mailto:mary_n@novackmanagement.com), or stop by the Show Management Office on-site during set-up hours.

### Public Address System Announcements

The public-address system in the exhibit hall is for medical emergency announcements and to announce winners of prizes sponsored by NRECA. Please do not ask us to make any other announcements.

### Business Center

FedEx Office is located in the Building B and C entrance lobbies, FedEx Office offers virtually everything to meet your convention and business needs. For more information about FedEx Office convention services at the Georgia World Congress Center and to place an order, please go to: [www.fedex.com/us/office/](http://www.fedex.com/us/office/). Phone: 404.223.4660, [usa1065@fedex.com](mailto:usa1065@fedex.com)

### Liability and Insurance

Exhibitors and exhibitors' contractors are required, according to the terms and conditions of The Expo at PowerXchange and TechAdvantage 2025 Exhibit Space Contract, to procure and maintain Commercial General Liability Insurance and Worker's Compensation and Occupational Disease Insurance.

Damage to property or equipment due to handling on-site should be reported immediately to a Shepard Exposition Services representative at the Exhibitor Service Center.

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## **GENERAL INFORMATION** (continued)

### **Exhibit Hall Badges/Work Passes**

During show hours, only attendee and exhibitor badges will be permitted on the exhibit floor. All personnel employed by your company may gain access to the exhibit floor with an official TechAdvantage 2025 exhibitor badge.

During move-in and move-out days, everyone must have a badge or wristband to gain access to the exhibit hall.

Exhibitor-Appointed Contractors (EAC) - a company other than the "general or official" service provider on the show responsible for the installation and dismantling of your display, who require access to your booth during installation and dismantling.

[All Exhibitor-Appointed Contractors \(EACs\) are required to submit the Exhibitor-Appointed Contractors \(EAC\) form found in the Shepard Exposition Services section along with the required proof of insurance. EAC's must also follow the convention center rules/instructions on how to gain access to the convention center.](#)

### **Alcoholic Beverages**

Alcoholic beverages may be served from exhibit booths, however exhibitors must provide proof insurance for "host liquor liability" and must purchase alcoholic beverages from the convention center caterer (see Section 7: Other Services).

### **Popcorn, Rice and Cooking in Booth Are Not Permitted**

The use or display of rice is prohibited in the expo halls. Popcorn and rice may not be distributed from exhibitors' booths.

### **Event Cancellation Insurance**

Should this Expo be cancelled or abandoned for any reason, the limit for claim of damages and/or compensation by the Exhibitor shall be the return of the amount already paid for space in this specific Expo. It is strongly recommended that exhibitors purchase event cancellation insurance from their insurance carrier to cover any other losses that may result from the cancellation of this Expo.

### **Selling on the Show Floor**

Any and all sales, involving the exchange of currency, credit cards, checks, money orders, or bartering of goods is strictly prohibited on the exhibit floor. Expo attendees may only place orders for merchandise for future delivery and invoicing to attendees' place of business or home.

### **Security**

Show security is most effective when everyone works cooperatively. Exhibitors must take steps to secure their own display equipment and products. Never leave personal items (cameras, handbags, briefcases, laptop computers, etc.) unattended. You are urged to secure belongings in lockable containers or use in-booth guard service.

Neither the NRECA, Exhibition Management, its official contractors, nor the Convention Center can assume liability for equipment, materials or personal items. Lost or stolen property must be reported to a uniformed security officer as soon as possible. Security will send an officer to your booth to take a report, which will be required to be submitted with an insurance claim to your insurance provider.

### **WiFi in the Exhibit Hall**

There will be complimentary wifi in the exhibit hall throughout the show.

## EXHIBIT DISPLAY RULES

### Georgia World Congress Center: Exhibit Halls B1, B2 and B3

For additional display rules please see Terms and Conditions document in Section 1: General Information the Exhibitor Manual.

See **Booth Construction** document in Section 1: General Information of the Exhibitor Manual for illustrated examples of booth construction rules.

All machinery, equipment and vehicles must be placed at least one foot (1') in from the edge of your booth. No exhibited product may extend out over the aisle in the air or at floor level.

### Booth Construction and Display Materials

All booths shall be of either non-combustible material, fire retardant treated wood or any other materials fire treated in an approved manner.

All decorative materials such as loose fibers, board, curtains, hangings, table covers, etc., must be fire retardant treated in an approved manner. Materials used in display construction or decorating shall be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for inspection. Exhibitors must dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

**Standard or Inline booths:** One or more standard units in a straight line (minimum booth size is 10'x10' = 100 square feet.) Backwall height may not exceed eight feet (8'). Side dividing walls height may not exceed eight (8') for more than five feet (5') from the backwall of the booth. The remaining 5 feet (5') to the aisle line may not exceed four feet (4') in height.

**Perimeter Wall Booths:** Standard booths located on the outer-perimeter wall of the exhibit floor. Back wall height may not exceed 14 feet (14'). Side dividing walls height may not exceed eight (8') for more than five feet (5') from the backwall of the booth. The remaining 5 feet (5') to the aisle line may not exceed four feet (4') in height.

**Island Booths:** Exhibit with one or more display levels 400 square feet or greater with aisles on all four sides. Height of display walls and material may not exceed 20 feet (20').

### Booth Floor Carpet/Covering

All exhibitor booth spaces must be carpeted/covered. You may provide your own floor covering or rent floor covering from Shepard Exposition Services. An order form can be found in this manual in Section 5: Shepard Forms.

### Hanging Signs

For island booths 400 square feet and larger. An exhibit component may be suspended above an island of 400 square feet or more for the purpose of displaying graphics or identification. The component may not exceed twenty feet (20') in height. Rigging information may be found in Section 7 of this manual.

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## **Exhibit Display Rules** (continued)

### **Multiple-Story Booths and Enclosed Booths**

These are allowed for booths 400 square feet and over.

Multiple Story Booth plans must be submitted with a licensed structural engineer's stamp of certification and a completed credit card authorization form to Exposition Management for review 2 months prior to the first move-in day. Charges are applied prior to submitting to the Fire Marshal.

The upper deck of a multi-level exhibit with 300 square feet or more shall have at least two remote means of egress. Spiral stairways are permitted if specifically approved by the Fire Marshal. However, spiral stairways are not recommended.

Covered and enclosed areas should be furnished with acceptable smoke detectors that emit alarms audible outside of the covered or enclosed areas.

The Exhibitor is required to provide Fire Watch (through GWCC DPS) within the booth space. Personnel providing Fire Watch services must be supplied with a Class 2A10BC Fire Extinguisher in each covered or enclosed area. Personnel must be trained in the use of extinguishers.

Areas within the exhibit booth that are totally enclosed (i.e. walls and roof/ceiling) must be served by a battery-powered emergency lighting source when such areas lead to exit access from the space (i.e. stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space.) Enclosed areas of the booth shall have at least two (2) remote means of egress.

## **Convention Center and Fire Marshall Rules**

### **Vehicles on Static Display**

Liquid-fueled or gaseous-fueled vehicles, boats or other motor craft shall not be located indoors except as follows:

1. Batteries are disconnected except where the fire code official requires that the batteries remain connected to maintain safety features.
2. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least).  
The amount of fuel for Diesel, Propane, Compressed Natural Gas (CNG) or Liquid Natural Gas (LNG) is limited to 5 gallons or less. These vehicles are required to have a shut-off valve on the storage container. For Hydrogen Vehicles, the fuel valve must be in the off position but no requirement on amount of hydrogen fuel.
3. Fuel tanks and fill openings are closed and sealed to prevent tampering.
4. Vehicles, boats or other motor craft equipment are not fueled or defueled within the building. Separate batteries that are used for auxiliary equipment are allowed to remain connected. Visqueen or another floor protector must be placed under the vehicle.

Any vehicles inside the building must be included on the floor plan and EAP plan and are subject to State Fire Marshal approval. A vehicle handling charge will be assessed at prevailing rates for each vehicle to be placed on any upper level of the GWCC. The GWCCA Engineering Team will guide vehicles to their final placement location. Vehicles that are non-compliant with Vehicle on Display are required to use Fire Watch.

### **Equipment/Machinery/Trailers**

Demonstrations of operating equipment/machinery with moving parts or debris that may cause injury, or trailers must be set back in the booth one foot (1') from the aisle line.

### **Exhibitor Materials and Crate Storage**

No packing containers, wrapping materials or display materials may be stored under tables or behind booths. Exhibitors must make arrangements with Shepard Exposition Services for storage of crates and other packing materials.

No equipment, booths, signs, displays, or other items can block or obstruct any emergency fire extinguishers, fire hoses, sprinkler closets, alarms and emergency phones and emergency aisles.

### **Helium Balloons**

Helium-filled balloons are not permitted in the expo facility. Additionally, the use of liquid petroleum and gases is strictly prohibited, and no helium or propane tanks, full or empty, are allowed in the expo facility.

### **Flammable Liquids and Compressed Gases**

The use of liquefied petroleum gas within the building is prohibited.

Combustible or flammable liquids may not be used or brought into the building without the prior approval from the Fire Marshal. Compressed gas cylinders are prohibited unless approved by the Fire Marshal. Cylinders must be secured in an upright position.

The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited.

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## **Convention Center and Fire Marshall Rules (continued)**

### **Lasers and Fog Machines:**

Lasers and fog machines may not be used in the exhibit hall.

### **Open Flames**

The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited.

These items include: Welding or cutting equipment for demonstration purposes, Barbeque Grills, lit candle/lanterns

### **Firearms, Weapons and Fireworks**

Firearms, weapons and fireworks are prohibited in the exhibit hall or meeting rooms. The only exception are law enforcement officials.

### **Confetti and Glitter**

Confetti and glitter are not allowed in any area of the convention center or Lila Cockrell Theater.

### **Building Damage**

Painting of any kind within the convention center is strictly prohibited. Nothing may be glued, taped, tacked, nailed, or in any way affixed to any interior or exterior surface of the convention center. Nothing may be attached to exhibit floor columns, even within booths; drilling into the expo hall concrete floor is prohibited.

Glitter and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the convention center.

### **Gratuities**

The Georgia World Congress Center, Shepard Exposition Services and most reputable contractors specifically prohibit any employee from accepting gratuities. Exhibitors should be aware of this policy and refrain from any such activity.

### **Animals**

All live animals are prohibited, with the exception of guide and service animals.

### **Outside food or beverages**

No outside food or beverages are permitted in the convention center. Levy Restaurants is the exclusive concessionaire and caterer. Please contact their offices at 404-223-4500 for any catering needs.

### **Drones**

The operating of drones of any kind inside the convention center or around the perimeter is prohibited.

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**Convention Center and Fire Marshall Rules (continued)****Freight and Deliveries**

The convention center cannot accept freight shipments or packages for exhibitors. Freight must be consigned through Shepard Exposition Services, the designated General Service Contractor. There are no exceptions to this policy.

Exhibitors carrying in their equipment and displays must use a freight gate. Loading and unloading through the Lobby glass doors are prohibited.

Exhibitor-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through Shepard Exposition Services. The convention center does NOT provide carts, dollies, pallet jacks, labor etc., for exhibitors' use.

**In-Booth Food Service**

In-booth food and beverages (including bottled water) must be ordered through the convention center caterer (see Section 7: Other Services).

**Hazardous Materials**

All containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.

All hazardous materials require Fire Marshal approval.

Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

**Pools, Fountains, Ponds, Landscapes, Etc.**

Exhibitors will be required to protect the exhibit hall floor underneath any booths containing display pools, ponds or other water features. These must be approved in advance by Exposition Management.

**Waste Disposal**

No oils, combustibles, or any liquids other than water may be poured in the convention center drainage or sewer systems. No tools, machines, or other items may be emptied, washed, or rinsed in convention center restrooms.

**Copyright Fees**

All ASCAP, BMI, SESAC or other copyright fees applicable to music or entertainment used as part of an exhibit are the sole responsibility of the exhibitor. The exhibitor must make required payment directly to the applicable copyright agency.