

LEADINGAGE

Annual Meeting + EXPO

OCTOBER 24 - 27, 2021

Georgia World Congress Center | Atlanta, GA



EXHIBITOR

QUICK GUIDE



IN ORDER TO ASSIST YOU HERE IS THE NECESSARY INFORMATION ON:

- + Venue
- + EXPO Schedule
- + Registration
- + Hotel Reservations
- + Exhibitor Service Kits
- + Booth Shipments
- + Exhibit Terms and Conditions
- + Food and Beverage Services
- + Caravan from AHCA to LeadingAge
- + Vehicles in the EXPO

CONTACTS



**LeadingAge Booth Sales and
Promotional Opportunities**

sales@LeadingAge.org

Exhibitor Customer Service

bparker@LeadingAge.org

Shipping, Labor and Décor

Freeman

Email: exhibitorsupport@freeman.com

Phone: 888-508-5054

VENUE

LEADINGAGE
Annual Meeting + EXPO

OCTOBER 24 - 27, 2021

Georgia World Congress Center
285 Andrew Young International Blvd NW
Atlanta, GA 30313

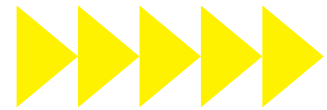
EXPO SCHEDULE

EXHIBITOR VEHICLE MOVE-IN ONLY	Friday, October 22, 2021	12:00 PM - 5:00 PM
EXHIBITOR MOVE IN	Saturday, October 23, 2021	8:00 AM - 5:00 PM
	Sunday, October 24, 2021	8:00 AM - 5:00 PM
	Monday, October 25, 2021	8:00 AM - 10:00 AM
Exhibitor Networking Breakfast	Monday, October 25, 2021	9:00 AM
EXPO HOURS	Monday, October 25, 2021	11:00 AM - 3:00 PM
	Tuesday, October 26, 2021	11:00 AM - 3:00 PM
	Wednesday, October 27, 2021	9:00 AM - 11:00 AM
EXHIBITOR MOVE OUT*	Wednesday, October 27, 2021	11:00 AM - 4:30 PM

*We will begin returning empty containers once aisle carpet is removed.



REGISTRATION/EXHIBITOR BADGES



Registration is now open. You may register online [here](#).

HOTEL RESERVATIONS

The LeadingAge hotel room block is now open.

You may now book your hotel reservations by registering [here](#).

EXHIBITOR SERVICE KITS -

[Click here](#) to access the Exhibitor Service Kit.

The following items and more are available in this kit:

- ▶ Lead Retrieval Equipment
- ▶ Audio Visual Rentals
- ▶ Floral Services
- ▶ Carpet and Furniture Rental (exhibitors are required to rent/provide carpet at their expense)
- ▶ Hard Wired Internet (Wi-Fi is complimentary throughout the Convention Center)
- ▶ Vehicles in the EXPO
- ▶ Electrical Services

Note: The booth space is not carpeted or furnished. Carpet, tables, chairs, wastebaskets, etc. are not included in the booth rental fee. You may rent carpet (required) and order furnishings from Freeman via the [Exhibitor Kit](#).

BOOTH SHIPMENTS

Freeman will accept crated, boxed or skidded materials beginning Monday, September 20, 2021. Material arriving after October 12, 2021 will be received at the warehouse with an additional after deadline charge.

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

LeadingAge Annual Meeting 2021

C/O FREEMAN

841 JOSEPH E LOWERY BLVD N W
ATLANTA, GA 30318

Freeman will receive shipments at the exhibit facility beginning Friday, October 22, 2021. Shipments arriving before this date may be refused by the facility.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____

LeadingAge Annual Meeting 2021

C/O FREEMAN

GEORGIA WORLD CONGRESS CENTER

285 ANDREW YOUNG INTERNATIONAL BLVD NW
ATLANTA, GA 30313



EXHIBIT TERMS AND CONDITIONS

It is extremely important that all of your exhibit personnel review the [Exhibitor Terms and Conditions](#) which includes important information on:

- + Cancellation Policies
- + Early Booth Tear-Down Rules and Penalties
- + Construction, Installation and use of Exhibits and Exhibit Facility
- + Vehicles in the EXPO

Hanging Banners/Signs

To hang a banner, an exhibitor must have purchased a booth with a minimum size of 20' x 20'. The maximum height a banner can be hung is 20 feet from the floor to the TOP of your banner. No banner's top edge may be higher than 20 feet from the floor. If your booth height and sign combined are higher than 20 feet, you will not be permitted to install a hanging banner above your booth. Also, hanging banners must not extend into the aisle, or outside the perimeter confines of your booth.

Vehicles in the EXPO

Vehicles on display shall have a full fuel tank. A gas cap must be in place, or the tank must be adequately sealed off. Trucks or other large vehicles will require a half tank or 10 gallons maximum, whichever is less. No fuel is allowed to be in the cargo tank. The cargo tank of the transport must be empty and purged of vapor before being brought into the building. Battery cables must be disconnected and taped to avoid sparking. This also applies to electric vehicles. If battery cables cannot be disconnected due to display request of the vehicle electronics, at a minimum, cables to the starter shall be disconnected and taped to avoid sparking. Please see full details [here](#).

FOOD AND BEVERAGE CATERING SERVICE

Levy is the official and exclusive caterer at the Georgia World Congress Center. The menu and services offered can be found [here](#). The order form can be downloaded [here](#). You are not permitted to bring outside food or beverages to distribute from your booth.

Linda Bordeaux, *Senior Sales Manager, Food and Beverage Services*

(P) (404) 223-4447

(C) (678) 548-0804

(E) LBordeaux@levyrestaurants.gwcc.com

285 Andrew Young International Blvd, NW, Atlanta, GA 30313

CARAVAN FROM AHCA TO LEADINGAGE

view rates and information [here](#)

VISIT THE [EXHIBITOR SERVICE CENTER](#) FOR
UPDATED INFORMATION AT ANY TIME.