

## **IACL CONFERENCE INFORMATION FOR EXHIBITORS**

### 1. Booth Style and Size:

The hotel provides each exhibitor with a **6'x30" clothed table** with 2 chairs. However, this is not a full convention-style booth.

If you want to have a convention-style booth, you can contact any of the following Exposition Companies for more information on booth size and cost.

- Freeman Expo Services – 404-235-6471  
<https://www.freeman.com/>
- Cherry Convention Services – 770-242-5955  
<https://cherryconvention.com/>

### 2. Set up/ Dismantle Schedule:

- Set-up can start as early as **Thursday, 9/13/18 after 6:00pm**
- Tear down/clearing must be **COMPLETED** by **Saturday, 9/15/18 by 3:00pm**

### 3. Package Shipment:

See attached for shipping exhibit items to the hotel



ATLANTA  
IN BUCKHEAD

**EXHIBITOR REQUEST FORM**  
GRAND HYATT ATLANTA in BUCKHEAD  
3300 PEACHTREE ROAD, NE  
ATLANTA, GA 30305 Fax: 404-364-3873

EXHIBITOR NAME/COMPANY: \_\_\_\_\_

EXHIBITOR BOOTH NUMBER:: \_\_\_\_\_

GROUP/SHOW NAME: \_\_\_\_\_

CONTACT PERSON & PHONE NUMBER \_\_\_\_\_

**PACKAGE HANDLING:**

A \$3.00 fee per package or \$125 per pallet/crate will be applied to all packages received into GHA. This fee does not include prevailing shipping fees.

Exhibit boxes should arrive no more than (3) days prior to schedule set up day. Items could be turned away at shippers expense.

Place the name of the on-site contact who will receive the boxes on the freight. Refrain from placing any Grand Hyatt Associates as the recipient.

Address packages to: Grand Hyatt Atlanta in Buckhead  
3300 Peachtree Road, NE  
Atlanta, Georgia 30305

On-site Contact \_\_\_\_\_

In-Bound Packages # \_\_\_\_\_ \$ 3.00 per piece / \$125 pallets \_\_\_\_\_

**BILLING INFORMATION:**

**CREDIT CARD:** (Circle One) **VISA** **MASTERCARD** **AMERICAN EXPRESS** **DISCOVER**

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

I hereby authorize the Grand Hyatt Atlanta to utilize my credit card for the detailed billing as noted above.

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

**Please return this completed form to fax number: 404.364.3873**

GHA is not responsible for the safe or timely arrival of any package sent to the hotel by or for the group. The GHA accepts no liability for lost, stolen or damage goods.

**To check if your package has been received at hotel, please contact: Shipping/Receiving Department @ 404-364-3878. Packages delivery cannot be verified without tracking numbers.**

The on-site contact should contact the Banquet Department after arriving in the exhibit area to confirm delivery time of items. You must have tracking numbers available and please track your items to make sure they have been delivered to the hotel before time.



# 2018 IAKL EXHIBITOR TABLE LAYOUT:

## GRAND HYATT HOTEL

**TABLES ARE SELECTED FIRST COME, FIRST SERVED.**

**PLEASE SPECIFY THE TABLE YOU WANT, AND**

**EMAIL: [BONNIEYOUNIAKL@GMAIL.COM](mailto:BONNIEYOUNIAKL@GMAIL.COM)**



