

**WHEN:** May 11-12, 2022

**WHERE:** Georgia World Congress Convention Center  
285 Andrew Young International Blvd NW  
Atlanta, GA 30313

**HOUSING:** The Omni Hotel at CNN Center is the official RE+ Southeast hotel. The deadline to [make a reservation](#) is Friday, May 6, 2022 at 11:59 pm EST. Please note: The hotel room block is on a first-come, first-served basis, and room availability is limited.

**GENERAL CONTRACTOR:** GES, Phone: 1 (800) 801-7648

**MANDATORY FORMS**

Below is a list of MANDATORY forms that every exhibitor must submit. **The deadline to submit forms is Wednesday, April 27 (unless otherwise noted).**

- [Onsite Contact Information Form](#) (required for all)
- [Exhibitor Liability Insurance Form](#) (required for all)
- [Electrical Opt-IN Form](#)
- Show Management is providing basic electricity (power strip) for all booths. If you **DO** need electricity, please complete this form.
- [GES Freight Service Questionnaire](#) (required for all)
- [GES Credit Card Form](#) (required if ordering anything from GES)

**CERTIFICATE OF INSURANCE DUE:**

Wednesday, April 27, 2022

**LIABILITY INSURANCE**

RE+ Southeast requires ALL EXHIBITORS to carry commercial general liability insurance and to submit a copy to show management via the [Exhibitor Liability Insurance Form](#). Note that liability insurance is separate from [Exhibitor Appointed Contractor \(EAC\) insurance](#). A [sample insurance certificate](#) is available.

**HOW TO PURCHASE LIABILITY INSURANCE IF YOU DON'T ALREADY HAVE IT:**

If you do not have a preferred insurance vendor, we have made arrangements with TotalEvent to make an inexpensive policy available to exhibitors who need it. **If you choose to purchase your policy with TotalEvent you are still required to submit a copy via the [Exhibitor Liability Insurance Form](#).** This policy has all the coverages you need to meet the obligations in your space contract. Please buy your insurance using the same name you gave us on your exhibit space contract. **Note that this insurance option is included solely as a convenience and is not an endorsement.**

**EXPO HALL LOCATION:** A411-A412

**BOOTH PACKAGE INCLUDES:**

- (1) 6' draped table
- (2) chairs
- (1) wastebasket
- (1) electrical outlet ([upon request](#))
- (2) full conference registrations
- (5) guest passes

**CARPET:** The exhibit area is carpeted.

**EXHIBITOR MOVE-IN:** Tuesday, May 10 1:00 pm – 5:00 pm  
Wednesday, May 11 7:00 am – 9:00 am

**EXPO HOURS:** Wednesday, May 11 10:00 am – 5:00 pm  
Thursday, May 12 9:00 am – 1:00 pm

**EXHIBITOR MOVE-OUT:** Thursday, May 12 1:00 pm – 5:00 pm  
**All exhibitor materials must be removed by 5:00 PM.**

**ADVANCE SHIPMENT DATES:** Begins Wednesday, April 6, 2022 at 8:00 am, and must be received at the warehouse by Thursday, May 5, 2022 by 4:30 pm.

**Advance Shipment to Warehouse**

GES  
RE + Southeast  
Exhibiting Company Name  
Booth #  
885 Douglas Hill Road  
Suite 200  
Lithia Springs, GA 30122  
United States of America

**SHOW SITE SHIPMENT DATES:** Freight will be accepted at show site beginning Tuesday, May 10, 2022 at 8:00 am.

**Direct Shipment to Exhibit Site**

GES

RE + Southeast

Exhibiting Company Name

Booth #

Georgia World Congress Center

285 Andrew Young Intl Blvd NW

Atlanta, GA 30313-1513

United States of America

**REGISTRATION:**

Badge Pick-up Hours:

- Tuesday, May 10, 1:00 pm – 5:00 pm
- Wednesday, May 11, 7:00 am – 5:00 pm

With your booth, you receive 2 complimentary full conference registrations that include access to the networking event on Wednesday, May 11. In order to redeem your passes, you need to enter a unique promo code in the registration form. You will receive your codes shortly after you sign your booth space contract. If you cannot remember your registration promo codes, please contact Ben Simpson at [bsimpson@re-plus.com](mailto:bsimpson@re-plus.com) or 301-219-8677.

Any additional staff working the event must purchase a pass at the regular rate. **Prices increase after May 10. [REGISTER>>](#)**

**EXHIBITOR MARKETING TOOLKIT:**

Your best leads will come from those intentionally seeking out your services and products. We have taken the work out of it for you! The [Exhibitor Marketing Toolkit](#) includes various sizes of pre-designed banners, pre-written social media posts, and a customer invitation letter.