



EXHIBITOR REFERENCE



GENERAL INFORMATION

SHOW HOURS

Monday, February 6	10:00 AM - 5:00 PM
Tuesday, February 7	10:00 AM - 5:00 PM
Wednesday, February 8	10:00 AM - 5:00 PM
Thursday, February 9	10:00 AM - 3:00 PM

EXHIBITOR HOURS Exhibitors will be admitted to the hall 8:00 AM-5 PM on all days.

Exhibitors will be admitted to the hall during set-up days with exhibitor badges or a labor set-up badge. Set-up badges will be available at Exhibitor Registration from Wednesday, February 1 to Sunday, February 5. Set-up badges are only good during set-up and tear down, not during show days.

EXHIBITOR REGISTRATION You may register for exhibitor badges or make changes to your exhibitor badge order at the exhibitor registration desk in the lobby of Hall C in the Georgia World Congress Center.

EXHIBITOR REGISTRATION HOURS

Wednesday, February 1—Wednesday, February 8	8:00 AM-5:00 PM
Thursday, February 9	8:00 AM-3:00 PM

EXHIBITOR SERVICES All other exhibitor services desks will be located in Exhibitor Services in the B/C Connector. From the show entrance go straight back and up the escalator. The desks for the florists, telephone rental, electric, labor, booth rentals, photography, etc. will be located there.

RESTAURANTS Concession areas are located on the show floor during show hours. The MODEx Bistro will also operate from 11:00 AM - 2:30 PM on show days. The MODEx Bistro is located at the front of the show floor by the show entrance. Restaurants are also located throughout the Georgia World Congress Center including Food World on Level 2 of Building C.

LEAD RETRIEVAL Reader/printer units can be obtained at the EPIC Counter in Exhibitor Services.

The desk will be open:

Saturday, February 4	8:00 AM - 5:00 PM
Sunday, February 5	8:00 AM - 5:00 PM
Monday, February 6	8:00 AM - 5:00 PM
Tuesday, February 7	8:00 AM - 5:00 PM
Wednesday, February 8	8:00 AM - 5:00 PM
Thursday, February 9	8:00 AM - 5:00 PM

All reader/printer units must be returned by 4:00 PM on Thursday, February 9, 2012. Exhibitors will be billed for each missing or damaged unit.

ATTENDEE REGISTRATION HOURS Attendee Registration will be open the following days/hours:

Monday, February 6	8:00 AM - 5:00 PM
Tuesday, February 7	8:00 AM - 5:00 PM
Wednesday, February 8	8:00 AM - 5:00 PM
Thursday, February 9	9:00 AM - 3:00 PM

BADGE COLOR CODES

Green Stripe	Press
Red Stripe	Attendee
Blue Stripe	Exhibitor
Purple Stripe	Speaker

FOR INSURANCE PURPOSES AND SAFETY REASONS no one younger than 16 will be allowed on the show floor at any time during the event, including set-up or tear-down.

SET-UP HOURS

Wednesday, February 1, 2012—Sunday, February 5, 2012
from 8:00 AM - 5:00 PM

No entry after 5:00 PM. Exhibitors may enter the show floor on Sunday, February 5, 2012 but no labor will be available. Exhibitors may set-up their booth without labor within the restrictions of the MODEX 2012 Work Rules printed in the MODEX 2012 Exhibitor Manual.

OFF-HOURS ENTRANCE Exhibitors who need access to their booth after the regular set-up or show hours will need to obtain permission from show management at the Show Office.

EMPTY CRATES & BOXES Once you have emptied your crates, boxes, and other storage containers, you should fill out and place an "empty" sticker on them. "Empty" stickers are available in GES Exhibitor Services in the B/C Connector. From the show entrance go straight back and up the escalator. Please be sure to place stickers on all containers that you would like to keep, otherwise they will be thrown away.

LABOR ORDERS Any exhibitor who ordered advance labor must check in at the GES Service Desk (located in Exhibitor Services). No labor will be sent to your booth until you notify GES that you are ready for it. No labor will be available on Sunday, February 5, 2012.

WORK RULES All exhibit and display work in the Georgia World Congress Center must be done in accordance with the GWCC Guidelines in the MODEX 2012 Exhibitor Manual. Please refer to your MODEX 2012 Exhibitor Manual for a description of the work rules.

TEAR DOWN INFORMATION

DELIVERY OF CRATES Once the show breaks, the aisle carpet will be rolled up. No crates will be delivered until all the carpet has been removed.

ENTRANCE INTO THE HALL DURING TEAR DOWN All exhibitors must have their material out of the hall by 2:00 PM, Saturday, February 11, 2012. Set-up badges or exhibitor badges will be permitted as a method of entrance into the hall during tear down.

MHIA STAFF

All Material Handling Industry of America (MHIA) Staff members will be wearing black jackets with a staff badge during the show.

Show Management/Exhibitor Assistance

George Prest, Chief Executive Officer, and **Jeff Woroniecki**, Executive Vice President of Business and Operations lead the MHIA Staff. You'll find them on the show floor or in the MODEX 2012 Show Office located in the lobby of Hall C in the Georgia World Congress Center. **Donna Varner** will be assisting them in the Show Office along with **Paula Apone**.

Tom Carbott, our Senior Vice President of Exhibitions, acts as a liaison between contractors, unions and exhibitors. He will be on the show floor or in the Sales Booth #3123

Hal Vandiver, our Executive Consultant, can answer your questions about MODEX hotels. You'll find him on the show floor or in the show office.

Cathy Moose will coordinate international visitor relations. You'll find her in the International Visitors' Center in the lobby of Hall C in the Georgia World Congress Center.

Membership Services

Ray Niemeyer will manage the Industry Resource Booth 5406 on the MODEX show floor. **Amy Gray-Cunningham** will be assisting him. Ray and Amy can answer any questions you have about MHIA membership.

Jay Traylor will manage the MHIA Bookstore. If you need information on Industry literature or resources, he will be happy to assist you. The Bookstore is located in the Industry Resource Booth 5406.

Lead Retrieval

Lead retrieval will be located in Exhibitor Services. Personnel will be there to coordinate reader/printer unit distribution and collection and will answer any questions you have about it.

Public and Press Relations

Carol Miller and Devon Birch will handle public and press relations. They will be able to answer your questions about public relations, press conferences, social media or photography at the show. They will also handle exhibitor press materials.

Networking Lounge

Joey Holt and Amy Shelton will answer your questions regarding the Networking Lounge, mhia.org, modexshow.com, social media and Product Locators.

Educational Conference

Gary Forger, Senior Vice President of Professional Development, organized the educational conference. Please see Gary if you have any questions about the Conference Sessions, educational tracks or the Keynotes.

ProMat 2013 Sales Office

Tom Carbott, Greg Baer, Andy Revels, Melissa Auer and Weldon Morris will handle show sales for ProMat 2013 to be held January 21 - 24 at Chicago's McCormick Place.

Please stop by the ProMat 2013 sales booth located in Booth 3123 take a look at the floorplan and learn how you can reserve your booth. For more information on ProMat 2013 visit www.ProMatShow.com.

Registration Services

Joan Comerford will supervise the Show's registration services. Attendee registration is located in the lobby of Hall C in the Georgia World Congress Center.