

DISPLAY REQUIREMENTS

Welcome and thank you for your interest in the Mid-Atlantic Monument Builders Convention Guidelines. Please read the following information carefully as strict adherence to these guidelines is crucial to the success of the Convention. Please note that the entire show is set up by the committee members' retail monument companies and their setting crews using hand trucks. A smooth set up process is mutually beneficial to all: therefore no exceptions will be made to the following guidelines:

Booth Size: Approx. 10' x 7' There will be 10 smaller booths (table top display only) along the entrance wall in the ballroom. Approx size 10'x5" Tables MUST be against the wall..

NO PASSES WILL BE SOLD TO MANUFACTURERS OR SUPPLIERS UNLESS THEY PURCHASE BOOTH SPACE.

NO EARLY TEARDOWN

Display Requirements

Information we need from you: Drawing and specifications for each unit (die and base or other) to be set up for display

If your units are not clearly marked, they will only be set up at the discretion of the committee.

Clearly mark crates: example: Unit 1 A top, Unit 1 B base. Your company name should appear on all pieces of crating. Mark the bottom of all bases with your company name. Mark all pieces of the crate with your company name.

Each exhibitor (manufacturers and suppliers) must supply the committee with an exact list of what they will be bringing to the show. Every unit must be pre approved by the committee, this includes backdrops and signs. Because this is a monument show, only items related to the cemetery monuments will be allowed. No ornamental landscape pieces will be accepted. Benches and statues related to cemetery monuments are acceptable but require prior approval. Set up will take place on Thursday.

NO ONE other than the committee members are allowed in the room on Thursday during the setup.

Table-top Exhibitors: Please provide a list of what you are bringing for approval by the committee.

You are responsible for the setup of your own display.

Please email the following information to:

exhibit@mid-atlanticconvention.com

Information we need from you:

1. Exact list of all items being brought to the show.
2. Detailed drawing of your display, to scale, showing location of each unit in your display.
3. Number and size of tables and number of chairs required. Tables are 6 foot rectangular or round.
4. Size and description of equipment that is free standing or too large to fit on a table.
5. Size of backdrop.
6. Request for electricity or internet access. These are additional charges for which you will be billed separately by the hotel. A request for either will result in a charge whether you actually use them or not, so consider carefully before making your request.

Monument size guidelines:

The maximum number of monuments per booth is 5

with base length not to exceed a total of 20 linear feet.

This year the amount of monuments per booth will be based on linear feet. Allow at least one foot of buffer space between each unit (side to side/back to back) in your display.

Regardless of number of booths, each exhibitor is allowed to bring one monument that is sized:

Die: 4-0 x 0-8 x 2-4 Base: 5-0 x 1-2 x 0-8

Acceptable sizes are as follows:

Dies up to 2' 4" (3' 2" max height)

Dies 2' 6" to 3' 0" (2' 10" max height)

Dies 3' 2" to 3' 6" (2' 8" max height)

8" max base height, 1' 2" max width

6" base may be 1' 4" wide

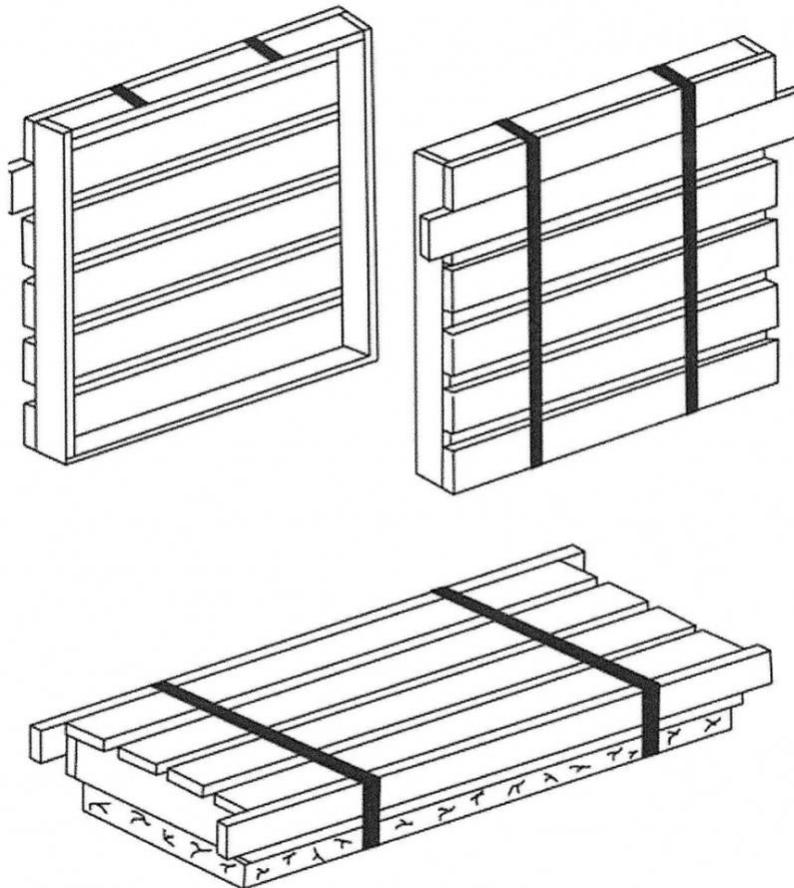
NO 10" bases allowed

NO 10" dies allowed

NO sub bases allowed

Statues up to 5' (Please consider stability, as they will be set up on carpet)

Cremation units, Benches, Statues and non standard monuments must be preapproved by the Exhibit Committee. All cremation units and benches must be preassembled with proper fastening and epoxy.



Crating Specifications

Split crates for dies

Top crating only for bases

All pieces must be marked with your company name and unit number and Mid-Atlantic Convention

Crating that does not follow these specifications will result in a fine for each monument payable immediately to ensure set up of your display.

If crating does not meet our specifications, the pieces will be packaged in cardboard for return shipment. We accept NO responsibility for damage due to poor crating.

Shipping

Monuments should be shipped via:

Bellavance Trucking (1-800-257-2828)

or

Darica Trucking (1-706-283-8915)

You are responsible for the shipping of granite to and from the convention. If for any reason you wish to change shipping companies during the convention you are responsible for making those arrangements. It is also your responsibility to make arrangements to ship any item you sell at the convention. Contact the appropriate shipping company in order to do so. The Mid-Atlantic committee is not responsible for any shipping costs incurred by switching to an alternate carrier and we are not responsible for changing carriers for you.

Remember, **every item must be approved. DO NOT** ship anything via truck that was not approved as it will NOT be set up for display.