



MAY 4 -5, 2017
 Cobb Galleria Centre
 Hall C & D
 Two Galleria Parkway
 ATLANTA, GA 30339

Exhibitor Checklist

Below is a list of important deadlines and links to services for the East Coast Builder Show. Please call us at 404-863-6557 if you have any operational questions about your exhibit set-up requirements.

Show Schedule:

Exhibitor Move-in:	Wednesday, May 3	8:00 AM – 5:00 PM
Show Hours:	Thursday, May 4	10:00 AM – 5:00 PM
Show Hours:	Friday, May 5	10:00 AM – 3:00 PM
Exhibitor Move-Out:	Friday, May 5	3:00 PM – 8:00 PM

Services ordered through the convention center (Internet, Catering, Electrical) will require that you set-up an account and login before proceeding to the order form. If you have set up an account previously, your information should still be in the system.

Booth Equipment & Services		
<input type="checkbox"/>	Hotel: Book your hotel room needs – limited inventory so contact our hotel partners today!	Click here http://ecbcshow.com/housing-and-travel/hotel-information/
<input type="checkbox"/>	Catering: Order your in booth food and beverage to welcome your visitors with a treat – Cobb Galleria Centre catering	Click Here https://cobb Galleria.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f
<input type="checkbox"/>	Electrical/Internet: Order your electrical, internet from the Cobb Galleria Centre Building Services	https://cobb Galleria.boomerecommerce.com
<input type="checkbox"/>	Audio Visual: Order your audio visual services from SmartSource	Call Vicki 630-588-0200 x1805 (o) 630-770-1969 (c) 630-534-5037
<input type="checkbox"/>	Lead Retrieval: Order your lead retrieval units for badge scanning and lead follow up from QMS	https://www.prereg.net/qconnect
<input type="checkbox"/>	Booth Furnishings: Order any ancillary furnishings required for your booth needs from Shepard Convention Services	https://www.shepardes.com/G4/showInformation.asp?show=14981 or call 404 720 8600

<input type="checkbox"/>	Shipping: Confirm all shipping information with your shipping company and Shepard Convention Services	Shepard Help Desk 404 720 8600
<input type="checkbox"/>	Freight: Bringing in your own freight? No problem, let Shepard Convention Services know when to expect your arrival for a hassle free move in.	Shepard Help Desk 404 720 8600
<input type="checkbox"/>	Order your exhibitor badges and save time when you arrive!	Click Here http://ecbcshow.com/exhibitor/registration/
<input type="checkbox"/>	Banner Rigging: Make your exhibit stand out by hanging a banner over your exhibit. Rigging services are provided by Shepard Convention Services.	Shepard Help Desk 404 720 8600
<input type="checkbox"/>	Security – we provide hall security, if you require in-booth security, please order from our official Security partner.	Dupree Security Les Dupree 404-350-8355 X15 les@dupreesecurity.com