



# Convention Center Decorating Room Request

## Form Due April 29, 2022

### Eligibility:

IDDBA 2022 exhibitors may be approved to use space for decorating and prep purposes. Deco rooms are not an extension of exhibit space. No selling or displays are permitted in the deco rooms.

### Guidelines & Requirements:

- Room users must comply with all venue rules and agree to pay charges for services
- Any fee for room resets, rekeying, food & beverage, or security are the renter's responsibility
- If a deco room needs to be secured, whether required by the center or the preference of the company, guards must be rented through IDDBA security at the exhibitor's expense
- Personal belongings, computers, etc. may not be left in rooms without security
- The exhibitor must protect the carpet and room features (visqueen) at exhibitor's expense
- AV equipment must be ordered/rented from the venue
- Nothing may be hung, taped, nailed, or affixed to the walls, floors, furniture, etc.
- Deco rooms are to be used only for decorating/prep purposes
- No meetings with retailers, attendees, or other exhibitors are allowed in deco rooms
- Deco room shipping labels must be used for product or equipment intended for the deco room

### Approvals:

- A completed form must be submitted to IDDBA by deadline
- Room availability is on a limited basis, first-come, first-served
- Forms must be complete with contact information and signature
- Convention hotels and the center are required by contract to contact IDDBA for approval before assigning space
- After your application has been approved by IDDBA, you will be notified. IDDBA will send a copy of the approval to the venue to receive booking options
- Convention Center rooms require an insurance certificate naming International Dairy Deli Bakery Association, IDDBA 2022, Global Experience Specialists (GES), Levy, and Georgia World Congress Center as additionally insured

## RESERVE YOUR ROOM

To reserve a room, submit completed form by April 29, 2022 to Kay Faherty at [kfaherty@iddba.org](mailto:kfaherty@iddba.org). Once processed and approved, we will e-mail the confirmation.

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Company Name

Booth #

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Contact Name

Phone #

Cell Phone #

Email

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Date(s) Room Needed

Time:

Estimated Occupancy

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Signature

Printed Name

For IDDBA Use Only: Approved: \_\_\_\_\_ Rm Assigned: \_\_\_\_\_ Date: \_\_\_\_\_