



**AmericasMart Atlanta**

**IMPORTANT INFORMATION**  
**January Market 2012**  
**AMERICASMART ① – MERCHANDISE MART**

***AMERICASMART – HOLIDAY SCHEDULE***

***Monday, December 26, 2011 – Closed in observance of Christmas***  
***Monday, January 2, 2012 – Closed in observance of New Year's***

Property Management: ext. 2340  
Security: ext. 2553

**CATERERS**

**Reminder** on the delivery procedures for caterers, and please make a note to communicate this information to your caterer:

Upon arrival at AMERICASMART, caterers will be required to unload product in a designated area in the loading docks, remove their vehicle immediately (allow for parking in the immediate area), and return to the loading dock to pick-up or deliver your food order.

AMERICASMART recommends requesting two persons per delivery. One to unload the product/be responsible for delivery; while the other will remove the vehicle immediately from the loading dock, parking off-site if required.

No parking is permitted on the loading dock other than to unload product.

**ENGINEERING DEPARTMENT / PROPERTY MANAGEMENT**

Pre-Market air-conditioning schedule for the upcoming January Market is attached for reference. Weekend and holiday A/C must be requested by the Request Deadline. There are times AMC, Inc. offers A/C at no charge and times when AMC, Inc. will charge. (See Chart on the last page)

We need your assistance conserving energy. Please turn off showroom lights off before leaving.

Construction type projects are prohibited in the hallways which include painting, drilling, and sawing.

**Common area corridors must be clear of boxes, displays, etc. by 5:00 p.m. on Tuesday, January 10<sup>th</sup> (the night before the Market).**

**ORDER TIL' EIGHT**

Buyers will be able to order until 8:00 p.m. on Friday, January 13<sup>th</sup>, and Saturday, January 14<sup>th</sup>.

**REGISTRATION**

Registration's normal open hours are 8:30 a.m. to 5:30 p.m. Monday through Friday.

Registration in Building ① and ② will be open the weekend before Market, Saturday, January 7th, and Sunday, January 8<sup>th</sup> from 8:00 a.m. to 5:00 p.m.

## **SECURITY**

Bridges are open two weeks prior to Market.

Please notify Property Management as soon as an employee terminates its employment with your company.

## **SHIPPING AND RECEIVING**

- Please refer to your Shipping and Receiving Manual for any information that you need. Schedules are posted in this manual. You can view the manual online at: <http://www.americasmart.com/media/uploads/pdfs/shippingGuidelines.pdf>
- Loading Dock – Hours of Operation: Monday – Friday (7:00 a.m. – 6:00 p.m.)

## **AMERICASMART LOGISTICS**

We are pleased to bring to you a very user friendly, end-to-end electronic freight solution to streamline and automate your shipping needs. Complete on-line transportation booking services through the secured AmericasMart Logistics Web site. You can view our web site at:

<http://www.americasmart.com/exhibitors/logistics/>

# AMERICASMART ① – MERCHANDISE MART

## January Market 2012

### Steps to Order Pre-Market A/C

Please note there are times AMC, Inc. offers A/C at no charge and times AMC, Inc. will charge.

1. Required to order through property management
2. Must contact by “Request Deadline” time (See below)
3. Pre-Order HVAC Form – Please Contact Customer Service at 404.220.2590

<b>Date</b>	<b>Request Deadline</b>	<b>Cost</b>	<b>Notes</b>
Saturday December 24, Sunday December 25, and Monday December 26	3:00pm; Thursday December 22	8am – 5pm; No Charge  5pm – 8am; \$75/hr 3hr min. Must call to request.	3 weekends prior to Market
Tuesday December 27 Thru Friday December 30	3:00pm; Prior Business Day	8am – 5pm; No Charge  5pm – 8am; \$75/hr 3hr min.	2 Weeks prior to Market
Saturday December 31, Sunday January 1 (New Year’s Day) & Monday January 2	12:00noon; Thursday December 29	8am – 5pm; No Charge Must call to request.  5pm – 8am; No Charge. Must call to request.	2 Weekends prior to Market
Tuesday January 3 Thru Friday January 6	3:00pm; Prior business day	8am – 8pm; No Charge  8pm – 8am; No Charge Must call to request.	Week prior to Market
Saturday January 7 & Sunday January 8	3:00pm; Thursday January 5	8am – 8pm; No Charge  8pm – 8am; No Charge. Must call to request.	Weekend Prior to Market
Monday January 9 & Tuesday January 10	3:00pm; Prior business day	8am – 8pm; No Charge  8pm – 8am; No Charge Must Call to Request	Weekdays prior to Market
Wednesday January 11 Thru Wednesday January 18	3:00pm; Prior business day	8am – 10pm; No Charge  10pm – 8am; No Charge – Must Call to Request	<b><i>The Atlanta International Gift, Home Furnishings Market &amp; Rug Market</i></b>

**AMERICASMART ① – MERCHANDISE MART**  
**PROPERTY MANAGEMENT OFFICE**  
**PHONE NUMBER**  
**(404) 220-2340**