

Georgia Neurosurgical Society & Georgia Society of Otolaryngology Annual Fall Meetings



EXHIBITOR INFORMATION

OVERVIEW

The Georgia Neurosurgical Society and The Georgia Society of Otolaryngology/Head & Neck Surgery will join together again at The Ritz Carlton Reynolds for their Annual Fall Meetings. During this event the Physicians meet separately for their scientific sessions but share an exhibit hall.

An exhibit table (includes 2 reps) is \$1250 with additional sponsorship options available to help maximize your presence at the conference. You can register at:

1. The GNS website (http://www.ganeurosurgical.org/meeting_fall_exhibitors.php)
2. The GSO website (http://www.gsohns.org/meeting_fall_exhibitors.php)
3. Complete the attached registration form and email back to cathy@theassociationcompany.com

MEETING LOCATION

The Ritz-Carlton Reynolds (One Lake Oconee Trail, Greensboro, GA 30642)

The Ritz Carlton Reynolds, Lake Oconee is offering a group room rate. You can call 1-800-944-5884 and mention GNS/GSO. Room rates for Run of the House are \$249/night plus taxes and fees.

**Reservations must be made by Friday, November 20, 2020 in order to receive the group rate. Room rate only valid if there are rooms still in our block so book your rooms early.*

SPONSORSHIP ADD-ONS

If you have funds in your budget, please consider supporting by sponsoring add-ons >>

***NEW* Beverage Tasting Sponsorships** - We will feature Beer, Wine, and Bourbon tastings & Mocktail Mixology on Saturday evening in lieu of our traditional cocktail reception. Exhibitors are invited to sponsor and join these tasting events. (\$500/per tasting)

Lanyard Sponsor - provide attendees lanyards for their name badge with your logo. (\$1000)

Conference App Sponsor - Includes your company banner ad on the Meeting App. Attendees will see this on every page of the app (\$750)

Breakfast Sponsor - A sign noting your sponsorship will be displayed on the food tables. (\$500)

Coffee/Tea/Water Sponsor - A sign noting your sponsorship will be displayed on the beverage tables. You have the ability to provide napkins and coffee cups with your company logo. (\$750)

Product Theater - Host a Non CME product theater for attendees. Includes room rental, AV, and an email blast to attendees regarding the event. Company to provide the speaker and cover speaker fees. (\$7500)

Facemask Sponsor - provide facemasks for attendees with your logo. All Attendees must wear a mask when in the meeting space (\$750)

Hand Sanitizer Sponsor - provide mini hand sanitizers for attendees with you logo (\$750)

VIRTUAL EXHIBIT HALL

As an additional digital marketing benefit included in your exhibit fee, we are building a Virtual Exhibit Hall to give your company or product more exposure. We can include company/product logo, description, link to website(s) and videos, marketing materials, PDFs, social media info, representative names, titles, territories, headshots, etc. **You or your marketing team can upload materials at <https://www.dropbox.com/request/sgS8x30iYo39vFz7h6qG> until November 6, 2020.** If you or your marketing team will need a proof/rendering for internal approval, please contact Cathy Jones, cathy@theassociationcompany.com.

CONTACT INFORMATION

Company Name

Main Contact Name

Address

City

State

Zip Code

Email

Phone #

Fax #

NAME BADGES

Main Onsite Contact | Name Badge 1

Email (req.)

Name Badge #2

Email (req.)

Names of Additional Reps (Up to 2 reps per table, additional reps \$250/person)

PAYMENT INFORMATION

Check (make payable to GNS) AMEX MC VISA

Card Number

Exp. Date

CVV Code

Name as it appears on card

Billing Address

State

Zip Code

SUBMIT COMPLETED FORMS & PAYMENT

Online: www.ganeurosurgical.org or www.gsohns.org - Under the Patrons Tab

Email: Cathy@theassociationcompany.com

Fax: (305) 422-3327

Mail: GNS | 6134 Poplar Bluff Cir., Ste 101 | Norcross, GA 30092

SUBMISSION CHECKLIST

Registration Form Contract Payment

EXHIBIT APPLICATION

MARKETING:

Please let us know which associations you will be marketing to:

GNS GSO/HNS BOTH

VIRTUAL EXHIBIT HALL:

I will **NEED** a proof of my virtual exhibit booth and will provide my materials by Oct. 5

I do **NOT** need a proof of my virtual exhibit booth and will provide my materials by Nov. 6

EXHIBIT TABLE:

Table (includes 2 reps) \$1,250

Additional Table \$800

Pick Your Spot \$200

(The Exhibit Hall Layout will be sent to you prior to the event for you to make your selection)

ADDITIONAL REP:

Add'l Exhibit Representative* # _____ x \$250

ADDITIONAL SUPPORT:

Name Badge Lanyards \$1,000

Conference App Sponsor \$750

Breakfast or Break Sponsor \$500

Coffee/Tea/Water Sponsor \$750

Beer Tasting Sponsor \$500

Wine Tasting Sponsor \$500

Bourbon Tasting Sponsor \$500

Mocktail Mixology Sponsor \$500

Product Theater \$7,500

Face Mask Sponsor \$750

Hand Sanitizer Sponsor \$750

REGISTRATION TOTAL:

Exhibit Table Subtotal \$ _____

Add On Rep Subtotal \$ _____

Add'l Support Subtotal \$ _____

TOTAL \$ _____

CONTACT INFORMATION

Cathy Jones

Director Corporate Support

6134 Poplar Bluff Circle, Suite 101

Norcross, GA 30092

Office: 770.613.0932

Cell: 404.295.1525

Fax: 305.422.3327

cathy@theassociationcompany.com



EXHIBIT CONTRACT

EXHIBITOR CONTRACT TERMS

1. If purchased, each company will have one (1) table for the GNS & GSO/HNS Annual Fall Meetings.
2. Exhibitors are required to have a representative at their table at all times during exhibit hours.
3. The number of sales representatives allowed to exhibit at the meeting is based upon the number assigned in patron level. Each additional representative is \$250.
4. Exhibitor set-up begins on Friday, December 4 at 5:00 PM. You may break down your exhibit at anytime; however, all exhibits must be fully broken down by 2:00 PM, Sunday, December 6.
5. All sound equipment must be regulated so that it does not disturb neighboring exhibits. GNS & GSO/HNS reserves the right to determine at what point sound constitutes interference with others and must be discontinued.
6. Due to regulations by the music industry regarding music at public meetings, conventions and shows, exhibitors may not play music during the trade show, either live or recorded.
7. Exhibitors will not be permitted to assign, sublet or share with others any part of the space allotted to them.
8. GNS & GSO/HNS authorizes exhibitors to make retail sales of tangible personal property or service subject to sales tax. The exhibitor shall be solely responsible for any local, state or federal tax liability resulting from this contract or other tax implication arising from activities while exhibiting at the meeting.
9. Booths must be kept clean. The floor and display areas of the booth must be clear of debris. Exhibitors will be liable for any extra clean-up costs incurred due to displays, food machines and other means.
10. Use of electrical current is confined to lighting or the operation of such equipment that is harmless, noiseless and does not release undesirable odors.
11. Objectionable practices by exhibitors or official suppliers should be reported immediately to GNS & GSO/HNS management and not after the show is completed.
12. No children under 16 years of age will be allowed in the exhibit area at any time, unless accompanied by an adult.
13. It is agreed that GNS & GSO/HNS and the host facility shall not be liable for any damage to, or destruction of, any exhibit from any cause or for the theft or disappearance of any exhibit or any property contained in or about the exhibit booth area.
14. The exhibitor agrees to indemnify and hold harmless GNS & GSO/HNS and the host facility or their employees or their representatives against any and all liabilities for damage, injury or loss to all persons and any and all claims arising out of acts or omissions of exhibitors, their employees or their representatives.

REFUND POLICY

Cancellations for all registered exhibitors 30+ days prior to December 4, 2020 are eligible for 50% refund. Cancellation 29 days or less before December 4, 2020 are not eligible for a refund. If the event should be executed in full virtual format, 40% of your exhibit fee will go towards your virtual exhibit booth.

Signature: _____

Date: _____

15. GNS & GSO/HNS will only refund exhibitors who are pre-registered the cost of booth space and will not be held responsible or liable for charges or damages for any failure of performance due to acts of nature, labor disputes, and shortage of materials, governmental authority, or other circumstances beyond reasonable control of either party.
16. Neither GNS & GSO/HNS nor the host hotel maintains insurance covering property brought onto or stored on the resort's premises by exhibitors and it is the responsibility of the exhibitor to obtain or maintain such coverage at their own expense.
17. Exhibitors will not offer educational/training programs within the show facility simultaneous to the GNS & GSO/HNS and related programs.
18. This agreement includes a one-time list of pre-meeting and post-meeting attendees.

BOOTH CONSTRUCTION

1. All electrical work and electrical wiring must be approved and installed in accordance with regulations established by the officials of the Fire Marshal's Office.
2. No construction will be allowed at the sides or above the booth that may obscure the view of any adjacent booths.
3. All materials used for decorating must be flameproof.
4. Construction and signs that are above 8 feet in height must be approved by the GNS & GSO/HNS.
5. All applicable cities, county and state codes and ordinances must be complied with as well as those of the host facility.
6. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.
7. In order to meet the set-up deadline, the GNS & GSO/HNS management reserves the right to order labor to set-up any exhibit that is not in the process of being erected by 7:00 AM Saturday, December 5, 2020. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 2:00 PM, Sunday, December 6, 2020.
8. The interpretation of all rules and regulations is the responsibility of the GNS & GSO/HNS Executive Committees or their designated representative. All decisions of said group or representatives are final.

VIRTUAL EXHIBIT HALL

1. I understand that if I do not get my materials in for my virtual exhibit booth by the designated due dates, I will not be included in the virtual exhibit hall.

By signing this document, I agree and adhere to all policies and regulations. I guarantee payment in full due to the amount indicated on the exhibitor registration form before or on the date of the meeting or I understand that my company will not be able to exhibit. If for any reason, the Annual Fall Meetings must be cancelled, management is not liable for any costs other than entry space fees that are already pre-paid. If the date or location must be changed for any reasons beyond management's control, it is agreed that the booth fee is non-refundable as a date or location change will be provided. Should my company decide to cancel this agreement and not exhibit at the event, a 50% refund will be issued if cancelled 30+ days prior to December 4, 2020. Cancellations 29 days or less before December 4, 2020 are not eligible for a refund. If the event should be executed in full virtual format, 40% of your exhibit fee will go towards your virtual exhibit booth. Must allow 6-8 weeks for refund processing.