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**GEORGIA
ASSOCIATION OF
SCHOOL
FACILITY
ADMINISTRATORS**

GASFA

William Bland, Executive Director
Post Office Box 1665
Sylvania GA 30467
Phone (912) 690-7346
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Web www.gasfa.org

TO: Vendors and Exhibitors

From: William Bland
Date: 03/15/2020

Enclosed you will find the Vendor/Exhibitor's package for sponsoring and exhibiting at the GASFA 31st Annual Conference and Trade Show on October 25-28, 2020. You may register and pay on-line or use paper registration and mail a check, credit/debit card info. PLEASE make sure if you pay by check they are sent to the address above. I can provide a W-9 for accounts payable if needed. Once you've reviewed this registration package, please call if you have questions.

NEW FOR ALL VENDORS: We are using a software program called Map-Dynamics for you to reserve your table space. You will be prompted later to click here for a link to lead you to the site. This gives you live and immediate control on picking your table space and checking for those around you. For those that exhibited at A4LE, it is the same program. You **must** pick your table space thru this software (see page 6 of this document). If you are having problems, please contact me immediately (912-690-7346).

We will follow last year's schedule, with increased exhibitor visit time on Monday and provided a 2-hour lunch break for Exhibitors to catch their breath or take participants out to lunch. The Continental Breakfast on Monday and Tuesday was successful last year so, the Exhibit Hall will be opened 30 minutes earlier to provide for some additional social time with the continental breakfasts.

We plan to stagger the registration to give Diamond, Platinum, and Gold a little more preferential choice in table selection. Silver and Bronze levels will follow about a week later. Please consider your registration level. We sold out last year and began the conference with a waiting list for Exhibitors. It is exciting to see this much interest and it is our goal to make sure this conference and trade show is a strong value to you. Last year, we had almost 200 school level administrators register. We had Superintendents, Assistant Superintendents, and all other Director levels pertaining to school facilities. Between the Exhibitors and Participants, we had a Sell-out in the hotel block pretty early so be sure to get your room early. It is the Board of Directors' goal to have representation from most of the counties in Georgia participate in this conference.

Due to the Exhibitor waiting list last year, and request by some vendors to register but not necessarily desiring a table during the show, the Board approved for vendors to be allowed to register at the Bronze level with the Bronze benefits without having to take a booth space. There will be many opportunities for these vendors to choose to have their name listed as a sponsor such as: Wi-Fi, Breaks, Breakfasts, transportation, and others. A list is provided on page 3.

Again, it is exciting to see the enthusiasm, potential, and progress of this organization. We cannot do this without you. We look forward to your sponsorship and support as we continue to grow.

William J. Bland, Jr.

William Bland, Executive Director
912-690-7346



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**EXHIBITOR'S REGISTRATION: Application and Contract
GASFA 31st Annual Conference and Trade Show
October 25-28, 2020 ~ The Marriott Riverfront in Savannah Georgia**

2020 GASFA CONFERENCE Exhibitor Online Registration: [Click HERE](#)

For Hotel Reservation call 912-233-7722 or online: [Click HERE](#)

For Latest Draft of Conference Schedule: [Click HERE](#)

EXHIBITOR'S INFORMATION

Business Name: _____ Website: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Contact Person: _____ Title: _____
 Phone: _____ Email (required): _____

BOOTH SELECTION

If you have not already selected a table, [CLICK HERE](#), and follow the directions. Indicate the table selection number you chose in the blank _____. Choose a table **before** submitting this form.

Exhibitor will provide type signage that is needed. **Table top signage is recommended.** I agree to purchase exhibit space as noted above at GASFA 31st Annual Conference and Trade Show. In doing so, I agree to comply with all the provisions of the contract. I understand that this contract will be an agreement between the exhibitor and GASFA.

X _____ X _____
 Exhibitor's Signature GASFA Director's Signature

BADGE NAMES (number of attendees/ badges determined by Sponsorship Level) Gives us your best guess, but may provide or edit later.

Name _____ Name _____
 Name _____ Name _____

HOTEL RESERVATION INFORMATION

The GASFA 31TH Annual Conference and Trade Show will be headquartered at the Marriott Riverfront ~Savannah Georgia. Call 912-233-7722 or click here for online reservation: [HOTEL RESERVATIONS](#)

Exhibitor/Sponsorship Calculation and Special Conditions

Sponsorship Level (see descriptions of Sponsorship Levels in this package)

- Diamond (\$10,000+)
- Platinum (\$5000-\$10,000)
- Gold (\$1500)
- Silver (\$1250)
- Bronze (\$1000) - with booth space
- Bronze (\$1000) - without booth space, listed as sponsor for choice below (choose one)

Sponsorship Opportunities (your Business Name and Logo will be featured)

Pre-Conference (For **Gold Sponsors and above only** ~ First come, First serve)

- SOLD** Lanyards with LOGO provided by Exhibitor ~ \$1000
- SOLD** Tote Bags with LOGO provided by Exhibitor ~ \$1000

Conference (For **All Levels** of sponsors ~ First come, First Serve):

- Wi-Fi, \$1000, 1 opportunity (Name listed in program and announced)
- Golf, \$1000 each, 4 opportunities
- Sunday Evening: Meet and Greet Reception ~ 6 opportunities at \$1000 each, poster on easel and allowed time at 7 p.m. on microphone.
- Breaks, \$1000 each, 3 opportunities
- Continental Breakfast in Exhibit Hall
 - Monday \$1000 multiple opportunities, poster display
 - Tuesday \$1000 multiple opportunities, poster display
- SOLD** Tuesday Group Event, **SOLD Torrance Construction**
- Cocktail social before Tuesday event, \$1000, two opportunities
- Transportation if group event is outside of hotel, \$1000
- Wrap-up Breakfast sponsor, \$1000, two opportunities
 - poster on easel and allowed time to speak at breakfast

Special Conditions:

- I will donate a Door Prize & business card to be given/won by participants.
- I **do not** need the table in my booth space.
- I **do** need electricity in my booth space (**\$75 additional charge**).
- I will attend Tuesday evening group function (**\$50 per person/** if applicable*).
*Gold Sponsors and above have 4 free seats, but please indicate number attending for accurate meal preparation.
- I will attend Wednesday morning breakfast (**\$30 per person /** if applicable*).
*Gold Sponsors and above have 4 free seats, but please indicate number attending for accurate meal preparation.

\$ _____ **Total Amount Due**

Send Application and check (payable to GASFA):

GASFA, PO Box 1665,
Sylvania, GA 30467

OR

To pay by credit card, [Click here](#) to pay online.

SPONSORSHIP LEVELS

Diamond \$10,000 +

- 8 full Conference Registrations with double booth space in exhibit area
- 1st Choice of Booth Space
- 2 Free Golf Registration
- Up to 6 Participants at Tuesday Night Event and Wednesday Breakfast
- Special Recognition on GASFA Conference Material: Program, Posters, & Website
- Individual Company Display Poster Recognizing Sponsorship Level
- Opportunity to present Company at Opening Session
- Electronic Access to Complete Attendee List (available after show)
- Chance to provide Lanyards/Tote bags w/LOGO or items for Registration Packets (First Come, First Serve)
- Tabletop recognition /Name Badge identified with Sponsorship Level
- Website Sponsorship with LOGO and contact information

Platinum \$5000 - \$10,000

- 6 full Conference Registrations with double booth space in exhibit area
- 1st Choice of Booth Space
- 2 Free Golf Registration
- Up to 4 Participants at Tuesday Night Event and Wednesday Breakfast
- Opportunity to present Company at Opening Session
- Electronic Access to Complete Attendee List (available after show)
- Chance to provide Lanyards/Tote bags w/LOGO or items for Registration Packets (First Come, First Serve)
- Recognition on Conference Poster
- Tabletop recognition/Name Badge with Sponsorship Level
- Website Sponsorship with LOGO and contact information

Gold \$1500

- 4 full Conference Registrations with booth space in exhibit area
- 2nd Choice of Booth Space after Platinum
- 2 Free Golf Registration
- Up to 4 Participants at Tuesday Evening Group Event and Wednesday Breakfast
- Access to Electronic Attendee Complete List (available after show)
- Opportunity to present a proposal for an educational training session
- Chance to provide Lanyards/Tote bags w/LOGO or insert item in Registration Packet (First Come/First Serve)
- Recognition on Conference Poster/Tabletop recognition /Name Badge identified with Sponsorship Level
- Website Sponsorship with LOGO and contact information

Silver \$1250

- 2 full Conference Registrations, with booth space in exhibit area, additional registrations \$75 each
- 1 Free Golf registration
- Recognition on Conference Poster/Tabletop recognition/Name Badge identified with Sponsorship level
- Website Sponsorship with LOGO and contact information

Bronze \$1000 (May choose a booth if available or choose another sponsorship listed on page 3)

- 1 full Conference Registration, with booth space in exhibit area, additional registrations \$75 each
- Website Sponsorship with LOGO and contact information



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Exhibitor Guidelines and Regulations

Show Dates – Monday, 10/26/2020 - 7:30 AM to 5:00 PM, begins with Continental Breakfast in Exhibit Hall
Tuesday, 10/27/2020 - 7:30 AM to 12 Noon, ends with door prize drawings

Set-up- The exhibit area will be available on Sunday 10/25/2020 after 1 p.m. for setup.

Dismantle - The exhibit space will need to be completely cleared by Tuesday, 10/27/2020 by 3:00 PM.

EXHIBIT BOOTH AREA: The Exhibit booth area contains a 6' table, two chairs, a wastebasket, and the floors are carpet since it is in the Grand Ballroom of the Hotel. Exhibits should remain within the assigned space. There are NO Drapes or backdrops or booth dividers.

DIRECT SALES: Direct sales of any item from the booth while the show is in progress are strictly prohibited.

EXHIBITOR'S CONTRACT: A signed Exhibitor Registration Document shall be evidence of acceptance of these rules and regulations and ensures that the hotel is protected.

Please read carefully the Hotel's "Hold Harmless Clause" below:

"The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its agents, servants and employees from any and all such losses, damages and claims."

PACKAGE STORAGE/DELIVERY/SHIPPING SERVICES: All incoming packages should be specifically labeled and addressed to the Exhibitor or guest receiving package and marked with the conference name (GASFA) your name and date of the Conference. Additional fees will apply for any door drops and room deliveries. Because there is limited storage space, boxes can be accepted no more than three (3) working days prior to the meeting. Storage fees may apply if outside the three (3) day time.

Package Size Handling Fees:

- 1-25# \$10
- 26-50# \$20
- 51# over \$50 and up
- Pallets ½ under 36", \$200
- Pallets Full, \$250

Storage for all packages is Complimentary for 72 hours. Storage charges apply preceding or following 72 hours. All UPS pickups must be scheduled by shipper directly. UPS pickup fees may apply.

SECURITY: The Hotel cannot ensure the security of items left unattended in function rooms.

CANCELLATIONS/REFUNDS: Cancellations must be received 60 days prior to conference for a full refund. After 60 days, refunds and/or partial refunds will be dependent upon a replacement exhibitor.

Exhibit Hall Layout

To choose a table space , [Click here](#) and follow directions



Breakfast with Vendors in Exhibit Hall



Social with Vendors



Trade Show Visits