



## Georgia Association of School Facility Administrators

### Georgia Association of School Facility Administrators

Post Office Box 1665  
Sylvania, GA 30467

### William Bland, Executive Director

Phone (912) 690-7346

Email | [gasfa7@gmail.com](mailto:gasfa7@gmail.com)

Web | [www.gasfa.org](http://www.gasfa.org)

## TO: Vendors and Exhibitors

From: William Bland

Date: 03/15/2023

Greetings. This is the Exhibitor's packet for sponsoring and exhibiting at the GASFA 34rd Annual Conference and Trade Show on October 22-25, 2023. You may register and pay on-line or use this paper registration and mail a check to the address above. I can provide a W-9 for accounts payable if needed. Once you have reviewed this information and registration packet, please call if you have questions (912-690-7346).

### NEW FOR ALL VENDORS:

After input and deliberation among the GASFA Board, we have decided to do away with the Silver level. All booth spaces start at \$1500 (Gold Level), please see the top of page 3 of this packet for all the levels.

Our biggest news and change for 2023 is the addition of another Exhibit Area located in the Hotel Atrium, same location as the Sunday night Meet-n-Greet (see page 7 of this packet for a possible layout of tables). I think the Atrium is going to be a popular place to be. The Acoustics are not great, but I think we have the booths spread out enough for it to work. The other disadvantage will be the need to secure your area overnight since there is not way to lock this area up. However, you will have the advantage of being in a prime location during the Sunday Meet and Greet that gives you a captive audience for a couple of hours before anyone else. **We will** have refreshments here during the trade show which I think will help spread the people out.

There is no formal agenda item for Sunday after the Meet-n-Greet event or Monday after the Exhibit hall closes. Feel free to set up some evening dinner plans with your previous customers or new acquaintances.

We will continue to follow the 2023 year's schedule, with increased exhibitor visit time on Monday and 2-hour lunch breaks for Exhibitors to catch their breath or take participants out to lunch. The Continental Breakfast on Monday and Tuesday continues to be a success, so the Exhibit Hall will be opened 30 minutes earlier to provide for some additional social time with these continental breakfasts.

We continue to sell out every year very early. It is exciting to see this level of interest and it is our goal to make this conference and trade show a strong value-added to you. In 2023, we had over 250 school level administrators register which included Superintendents, Assistant Superintendents, and all other Director levels pertaining to school facilities. Between the Exhibitors and participants, we sold out the hotel block pretty early so be sure to get your room early. The Board of Directors' goal is to have representation from all of the counties in Georgia at this conference.

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



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### EXHIBITOR'S REGISTRATION: Application and Contract GASFA 34<sup>th</sup> Annual Conference and Trade Show

October 22-25, 2023 | Marriott Savannah Riverfront in Savannah, Georgia

2023 GASFA CONFERENCE Exhibitor Online Registration: [Click HERE](#)

For Hotel Reservation call 912-234-7722 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, see pages 6 and 7 of this packet. 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 34<sup>th</sup> 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 \_\_\_\_\_

Exhibitor's Signature

X \_\_\_\_\_

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 34<sup>th</sup> Annual Conference and Trade Show will be headquartered at the Marriott Savannah Riverfront In Historic Savannah, Georgia. Call 912-234-7722 or click here for online reservation: [HOTEL RESERVATIONS](#)

# Exhibitor/Sponsorship Calculation and Special Conditions

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

- Title (\$15,000+) allowed to provide Lanyards for participants
- Diamond (\$10,000+) allowed to provide Tote Bag for participants
- Platinum (\$5000-\$10,000)
- Gold (\$1500)
- Corporate (\$1000) - **no** booth space.

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

### **All Levels** of sponsors | First come, First Serve:

SOLD\_ WI-FI, \$1000, 1 opportunity (Name listed in program and announced)

- Sunday Evening: Meet and Greet Reception ~ 6 opportunities at \$1000 each, poster on easel, can disseminate information and time at 7 p.m. on microphone.
- Breaks, \$1000 each
- Continental Breakfast in Exhibit Hall
  - Monday \$1000 multiple opportunities, poster display
  - Tuesday \$1000 multiple opportunities, poster display
- Tuesday Group Event
- Cocktail social before Tuesday event, \$1000
- Transportation to Tuesday Night group event, \$1000

## Special Conditions:

Door Prizes are welcomed to be given/won by participants. Please provide at GASFA Registration Desk.

- 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 (**\$75 per person/** if applicable\*).  
\*Gold Sponsors and above have 4 free seats, please indicate number attending for accurate meal preparation: \_\_\_\_\_ people attending.
- I will attend Wednesday morning breakfast (**\$30 per person /** if applicable\*).  
\*Gold Sponsors and above have 4 free seats, please indicate the number attending for accurate meal preparation: \_\_\_\_\_ people attending.

\$ \_\_\_\_\_ **Total Amount Due**

Send Application and check (payable to GASFA):

**OR**

Pay by credit card.

GASFA, PO Box 1665,  
Sylvania, GA 30467

# SPONSORSHIP LEVELS

## **Diamond \$10,000 +**

- 8 full Conference Registrations with double booth space in exhibit area
- Early Choice of Booth Space
- 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 before the show
- Chance to provide Tote bags w/LOGO or items for Registration Packets (First Come, First Serve)
- Opportunity to present a proposal for an educational training session
- 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
- Early Choice of Booth Space
- Up to 4 Participants at Tuesday Night Event and Wednesday Breakfast
- Opportunity to present Company at Opening Session
- Electronic Access to Complete Attendee List before the show
- Chance to provide Lanyards/Tote bags w/LOGO or items for Registration Packets (First Come, First Serve)
- Opportunity to present a proposal for an educational training session
- 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
- Up to 4 Participants at Tuesday Evening Group Event and Wednesday Breakfast
- Access to Electronic Attendee Complete List before the show
- Recognition on Conference Poster/Tabletop recognition /Name Badge identified with Sponsorship Level
- Website Sponsorship with LOGO and contact information

## **Corporate Sponsor \$1000 (No Booth Space Provided)**

- 2 full Conference Registrations, additional registrations \$75 each
- Poster display in pre-function area
- Website Sponsorship with LOGO and contact information



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## Exhibitor Guidelines and Regulations

**Show Dates** – Monday, 10/23/2023 - 7:30 AM to 5:00 PM, begins with Continental Breakfast in Exhibit Hall  
Tuesday, 10/24/2023 - 7:30 AM to 12 Noon, ends with door prize drawings

**Set-up-** The exhibit area will be available on Sunday 10/22/2023 after 1 p.m. for setup.

**Dismantle** - The exhibit space will need to be completely cleared by Tuesday, 10/24/2023 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."*

**MAILING:** All packages mailed to: Marriott Savannah Riverfront, 100 General McIntosh Blvd., Savannah GA, 31401,  
**ATTN: YOUR NAME/ ARRIVAL DATE AND GROUP NAME.**

**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 (each) | Storage (each) |
|---------------------------|-----------------|----------------|
| - Envelope                | \$5             | \$2            |
| - 1-25#                   | \$10            | \$5            |
| - 26-50#                  | \$20            | \$10           |
| - 51# over                | \$30 and up     | \$15           |
| - Golf Club/Display Cases | \$25            | \$20           |
| - Pallets ½ under 36"     | \$200           | \$100          |
| - Pallets Full            | \$250           | \$150          |
| - Crates under 150 lbs    | \$150           | \$100          |
| - Crates over 150 lbs     | \$200           | \$100          |

Storage for all packages is Complimentary for 72 hours. Storage charges apply preceding or following 72 hours pre and post event dates. 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.



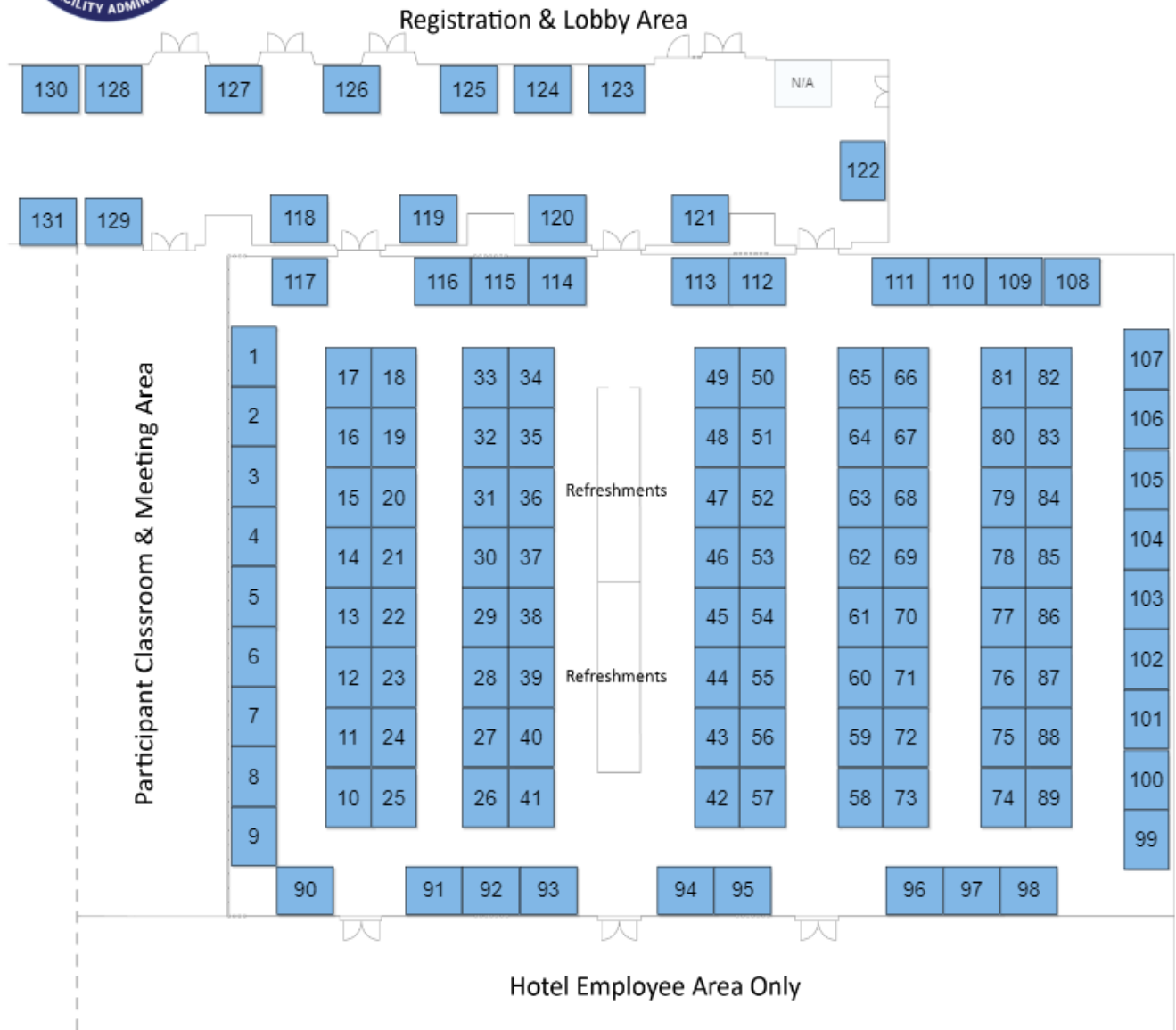
# 2022 GASFA Conference & Trade Show

Savannah Riverfront Marriott

Savannah, Georgia

October 23-26, 2022

## Ballroom Exhibit Area



Breakfast with Vendors in Exhibit Hall



Social with Vendors

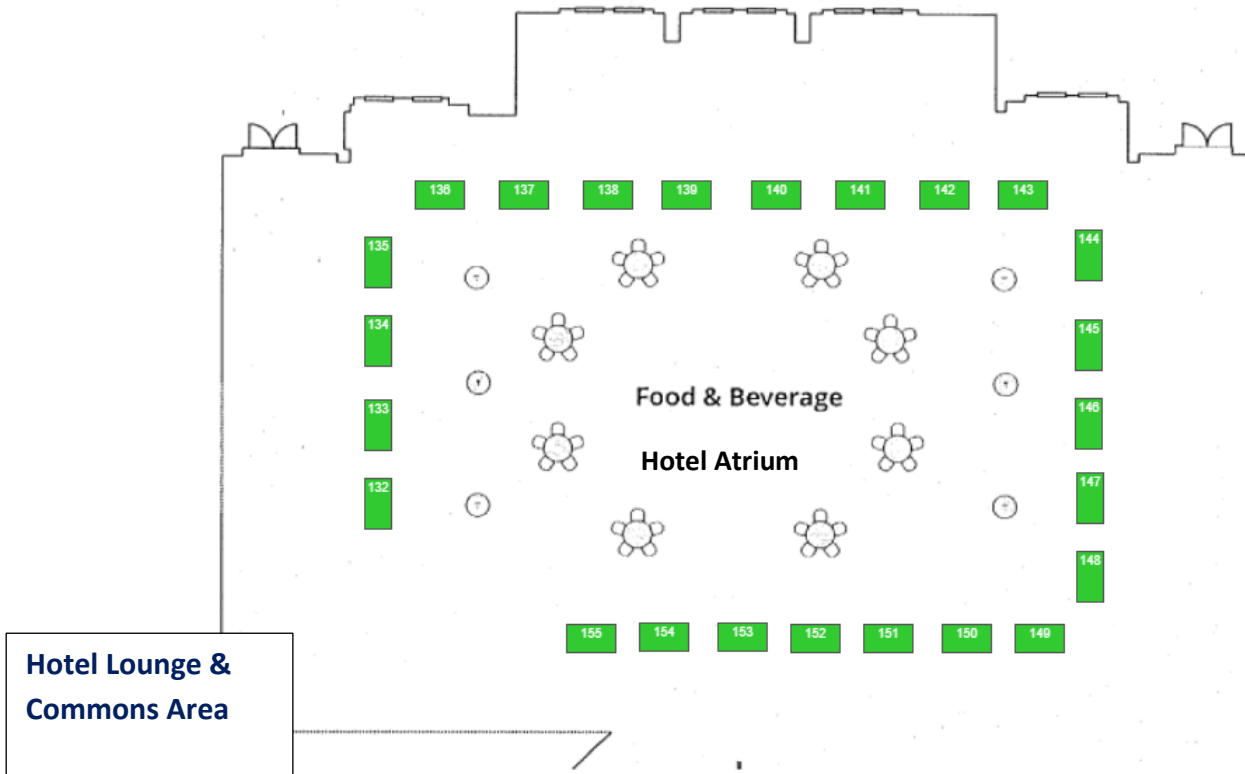


Trade Show Visits



# Atrium Exhibit Area

Savannah River



## Ballroom & Atrium Exhibit Halls Scheduled Hours

### Monday, Oct. 23

8:00-8:45am | Breakfast with Vendors

10:30am - 12:00noon | Exhibit Halls

3:00 – 5:00pm | Exhibit Halls

### Tuesday, Oct. 24

7:30-8:30am | Breakfast with Vendors

9:30am-12:00noon | Final Vendor Drawing



**Final Vendor Drawings & Giveaways** in the Ballroom Trade Show Tuesday starting at 11:45 a.m. Must be present to win.