

# Exhibitor Registration Form

## Georgia Neurosurgical Society's Annual Spring Meeting

May 28-30, 2010 - The Ritz-Carlton, Amelia Island, FL

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### CONTACT INFORMATION

Company Name \_\_\_\_\_

Office Contact \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (Required) \_\_\_\_\_

Email Address (Required) \_\_\_\_\_

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### EXHIBITOR ATTENDEES & ACTIVITIES

Main Attendee/Name Badge 1 \_\_\_\_\_

Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Additional Name Badges (Maximum of 3 Total Unless Additional Representative Fees are Included or Purchased with Patron Levels. Excludes Bronze Level.) \_\_\_\_\_

### ACTIVITIES

We will attend the Friday Night Barbecue  
\_\_\_\_\_ Number Attending (Tickets Must Be Purchased)

We will attend the Saturday Night Cocktail Reception  
\_\_\_\_\_ Number Attending

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### PATRON LEVELS

#### On or Before March 8, 2010

- Platinum - \$2,800
- Gold - \$2,100
- Silver - \$1,700
- Bronze\* - \$1,000

#### After March 8, 2010

- Platinum - \$2,900
- Gold - \$2,200
- Silver - \$1,800
- Bronze\* - \$1,100

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### ADD-ONS

Additional Representatives - \$200 each\*

\*Additional company representatives may not be purchased at the Bronze patron level

Additional Table(s) - \$500 each

Adult Barbecue Tickets - \$75 each

Children Barbecue Tickets (Ages 6-17) - \$35 each

Quantity \_\_\_\_\_

Total \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

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### FOOD & BEVERAGE SUPPORT

Coffee/Tea - \$1,000

Soft Drinks/Water - \$600

Pastries/Fresh Fruit - \$400

Mid-Morning Snacks - \$400

Cocktail Reception - \$1,250

Cocktail Hors d'oeuvres - \$500

Barbecue - \$5,000

## 6 PRINT & ONLINE ADVERTISING/TECHNICAL SUPPORT ADD-ONS

A/V & Technical Support- \$1,500

### Conference Program Advertisement

Full Page (5.5" x 8.5") - \$200

Half-Page (4.25" x 5.5") - \$125

Quarter-Page (4.25" x 2.75") - \$75

Add Color - \$125

### Online Company Logo & Clickable Link on Website

Main Page Banner (7.5" x 1") - \$500/mo.

Main Page Column (2" x 1.5") - \$400/mo.

Single Page Banner (7.5" x 1") - \$300/mo.

Single Page Column (2" x 1.5") - \$200/mo.

### Online Company Spotlight/Editorial

Main Page (3.5" x 4.5") - \$500/mo.

Single Page (3.5" x 4.5") - \$350/mo.

### Electronic Mail Campaigns

Full Page (8.5" x 11") - \$400/ea.

Half-Page (5.5" x 11") - \$250/ea.

Quarter-Page (4.25" x 5.5") - \$125/ea.

Eighth-Page (4.25" x 2.75") - \$75/ea.

## 7 REGISTRATION TOTAL

### Package Add-On Description

Package Add-On Description	Total
Number 3 Total - Patron Level .....	\$ _____
Number 4 Total - Food & Beverage Support .....	\$ _____
Number 5 Total - Additional Fees .....	\$ _____
Number 6 Total - Print & Online Advertising .....	\$ _____
<b>TOTAL \$</b>	<b>_____</b>

## 8 COMPANY DESCRIPTION

Descriptions must be 50-words or less and will be published in activity program for meeting attendees. Excludes Bronze Patrons.

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### WHAT DO I GET WITH REGISTRATION?

- 6-foot table with tablecloth (30" x 6')
- Assigned booth space
- Carpeted exhibit hall
- 1-time list of attendees prior to meeting and after
- Company name on GNS website
- Recognition in meeting program and signage
- Complimentary registration for (3) representatives
- Invitation to the GNS Cocktail Reception
- Invitation to the GNS Barbecue Dinner

### REGISTRATION CHECKLIST

- Registration Form & Contract(Pages 9-11)
- Company Logo (High-Res, 300 DPI)
- (Email to Amber@TheAssociationCompany.com)
- Company Description (50-words or less)
- Shipping/Electrical Form
- Payment

### HOW CAN I REGISTER?

1. **Fax** (305) 422-3327
2. **Phone** (770) 613-0932
3. **Online**  
<http://www.GAneurosurgical.org/>
4. **Mail\***  
GNS  
6134 Poplar Bluff, Suite 101  
Norcross, GA 30092

\*Please make checks payable to GNS

## 9 METHOD OF PAYMENT

\_\_\_\_\_  
Name on Card (Required)

CASH  
\$ \_\_\_\_\_

\_\_\_\_\_  
Billing Address (Required)

CHECK  
# \_\_\_\_\_

\_\_\_\_\_  
Billing City, State, Zip (Required)

\_\_\_\_\_  
Credit Card Number (Required)

\_\_\_\_\_  
Expiration Date (Required)

\_\_\_\_\_  
CVV Code (Required)

# Contract

## EXHIBITOR CONTRACT TERMS

1. If purchased, each company will have one (1) table for the Annual Georgia Neurosurgical Society Annual Spring Meeting.
2. Exhibitors are required to have a representative at their table at all times during exhibit hours.
3. A maximum of three (3) sales representatives are allowed to exhibit at the meeting upon payment for each patron level. Each additional representative is \$200.
4. Exhibitor set-up begins on Saturday, May 29, 2010 at 7:00 AM. You may break down your exhibit at anytime; however, all exhibits must be fully broken down by 1:00 PM, Sunday, May 30, 2010.
5. All sound equipment must be regulated so that it does not disturb neighboring exhibits. Georgia Neurosurgical Society (GNS) reserves the right to determine at what point sound constitutes interference with others and must be discontinued. 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. Exhibitors will not be permitted to assign, sublet or share with others any part of the space allotted to them.
6. GNS 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.
7. 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.
8. Use of electrical current is confined to lighting or the operation of such equipment that is harmless, noiseless and does not release undesirable odors.
9. Objectionable practices by exhibitors or official suppliers should be reported immediately to GNS management and not after the show is completed.
10. No children under 16 years of age will be allowed in the exhibit area at any time, unless accompanied by an adult.
11. It is agreed that GNS 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.
12. The exhibitor agrees to indemnify and hold harmless GNS 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.
13. GNS 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.
14. Neither GNS nor The Ritz-Carlton, Amelia Island 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.
15. Exhibitors will not offer educational/training programs within the show facility simultaneous to the GNS and related programs.
16. This agreement includes a one-time list of pre-meeting and post-meeting attendees.

## BOOTH CONSTRUCTION

19. 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.
20. No construction will be allowed at the sides or above the booth that may obscure the view of any adjacent booths.
21. All materials used for decorating must be flameproof.
22. Construction and signs that are above 8 feet in height must be approved by the GNS.
23. All applicable cities, county and state codes and ordinances must be complied with as well as those of the host facility. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.
24. In order to meet the set-up deadline, the GNS 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, May 29, 2010. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 1:00 PM, Sunday, May 30, 2010.
25. The interpretation of all rules and regulations is the responsibility of the GNS Executive Committees or their designated representative. All decisions of said group or representatives are final.

## REFUND POLICY

Cancellations for all registered exhibitors 30+ days prior to May 28, 2010 are eligible for 50% refund. Cancellation 29 days or less before May 28, 2010 are not eligible for a refund.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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 2010 GNS Annual Meeting 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 May 28, 2010. Cancellations 29 days or less before May 28, 2010 are not eligible for a refund. Must allow 6-8 weeks for refund processing.