

GEORGIA NEUROSURGICAL SOCIETY **2019** ANNUAL MEETING

EXHIBITOR PROSPECTUS



**FRIDAY, MAY 24 -
SUNDAY, MAY 26**

THE CLOISTER | SEA ISLAND, GA



EXHIBITOR INFORMATION

AGENDA AT A GLANCE

Friday, May 24, 2019*

4:00 PM - 6:00 PM Exhibitor Registration & Setup
6:30 PM - 8:30 PM Opening Family Dinner
(tickets based on level)

Saturday, May 25, 2019*

6:30 AM - 7:00 AM Exhibitor Registration & Setup
7:00 AM - 1:00 PM Exhibitor Viewing
7:00 AM - 8:00 AM Breakfast & Exhibit Viewing
8:00 AM - 1:00 PM Scientific Assembly
10:00 - 10:45 AM Break & Exhibit Viewing

Sunday, May 26, 2019*

7:00 AM - 12:00PM Exhibitor Viewing
7:00 AM - 8:00 AM Breakfast & Exhibit Viewing
8:00 AM - 1:00 PM Scientific Assembly
10:00 - 10:45 AM Break & Exhibit Viewing
1:00 PM Exhibitor Breakdown

Note: Agenda times are subject to change.

HOTEL INFORMATION

Group room rates are available. Please mention 'Georgia Neurosurgical Society' when booking your room. To book your hotel reservation at The Cloister at Sea Island, go to: <https://book.passkey.com/e/49802954> OR call 855.235.4823.

• Group room rates:

- Main Wing River View Room: \$585.00/night (rate subject to prevailing taxes, currently 11%)
- Main Wing Cloister View Room: \$525.00/night (rate subject to prevailing taxes, currently 11%)

Please note there is a \$38 resort fee that will be charged nightly- Sea Island Club Resort Fee

*Reservations must be made by Thursday April 24, 2019 in order to be guaranteed.

SET-UP & BREAK-DOWN

The Exhibit Hall will be open for set-up from 4:00 PM until 6:00 PM on Friday, May 24, 2019. If you are unable to set up between these hours, you must set-up on Saturday morning, May 25, 2019 beginning at 6:30 AM and be ready to exhibit promptly at 7:00 AM. Only one table per exhibitor is allowed unless additional tables are purchased.

You may break down your exhibit at anytime; however, all exhibits must be fully broken down by 2:00 PM, Sunday, May 26, 2019. Due to strict rules and regulations all exhibit areas must be clean and free of debris before departing. If you wish, you may neatly leave additional materials for attendees to take on their own.

SHIPPING

The following information should be included on all packages to ensure proper delivery:

Georgia Neurosurgical Society Annual Spring Meeting - May 24, 2019
Your Company/Rep Name
Attention: Meetings and Special Events Manager
The Cloister at Sea Island
100 Cloister Drive
Sea Island, GA 31561

LOAD-IN

Please ship all deliveries to arrive no earlier than 3 days prior to the event. All deliveries must be cleared and scheduled with the Event Services Department. The Cloister at Sea Island takes no responsibility for delivered items and cannot inventory items when they arrive. Equipment must be loaded and unloaded at the loading dock or pre-loading dock in accordance with the Resort's rules and local ordinances. Exhibitors are responsible for covering the costs of their shipping fees.

LOAD-OUT

If items need to be shipped out after the meeting, representatives may leave their deliveries in the exhibitor room; however, all shipping materials must be labeled. Representatives should have all the necessary forms needed to ship out packages as they will not be provided.

PATRON LEVELS

GOLD LEVEL

\$6,000

- Complimentary registration for (4) company representatives- includes Friday night dinner
- Priority placement in exhibit hall
- One 6' exhibit table
- One month online banner on the GNS website (Includes your company's logo, clickable link to your company's website and a short 75-words or less "About Us")
- Company logo on the website noted as a Gold Patron with live link to company's website
- Company logo on patron signage throughout the activity
- 50-words or less company description in conference app
- Two (2) push notifications in conference app
- Recognition in conference app noted as a Gold Patron

SILVER LEVEL

\$4,000

- Complimentary registration for (3) company representatives- includes Friday Night Dinner
- Assigned placement in exhibit hall
- One 6' exhibit table
- Company name on GNS website noted as a Silver Patron
- Company name on patron signage throughout the activity
- 50-words or less company description in conference app
- One (1) push notification in conference app
- Recognition in conference app noted as a Silver Patron

BRONZE LEVEL

\$2,000

- Complimentary registration for (2) company representatives- includes Friday Night Dinner
- Assigned placement in exhibit hall
- One 6' exhibit table
- Company name on GNS website noted as a Bronze Patron
- Company name on patron signage throughout the activity
- Recognition in conference app noted as a Bronze Patron

TABLE/EXHIBIT LOCATION

All exhibits will be in one ballroom. Table placement will be based on exhibit level.

ADD'L EXHIBIT REP

\$300 per rep over number included with selected exhibit level. This price includes a ticket to the Friday night dinner.

NOT INCLUDED IN EXHIBIT FEE

Power, internet and shipment handling fees are NOT included in the exhibit fee and are subject to additional charge if needed

EXHIBITOR SUPPORT

FOOD & BEVERAGE STATIONS

Your exhibit booth will be strategically placed next to your selected food or beverage station. This is a great opportunity to ensure that your sales representatives will be able to interact and establish relationships with physicians and speed up the buying process.

Food & Beverage Station Perks:

- Ability to provide cocktail napkins with your company logo on them
- Ability to provide coffee mugs with your company logo on them (*Available to Coffee/Tea Hosts only*)
- Company signage will be provided at a station

FOOD & BEVERAGE	
Coffee/Tea*	\$1,000
Break	\$500

**Only two available*

Dinner Party Sponsor

Sponsor the Georgia Neurosurgical Society's Friday night opening Dinner Party. Signs will be displayed at the events.

SOCIAL EVENT	
Friday Night Dinner	\$3,000

NAME BADGE LANYARDS

Because every attendee is required to wear a name badge during all meeting times — they will be wearing your brand around their necks at all times! Sponsor will produce and provide 85 lanyards.

NAME BADGE LANYARDS	
Lanyard Sponsor	\$1,000

AUDIO/VISUAL & TECHNICAL SUPPORT

When you support audio & visual, company signage (printed or electronic) will be on display for all attendees to see noting your support.

AUDIO/VISUAL	
A/V & Technical Support*	\$1,500

**Included in Platinum Patron Level*

ONLINE MARKETING

Online Banner*

(7.5" x 1") Your advertisement will be featured on our website. Includes a clickable link to your website.

**Limited availability. Included in Platinum and Gold Levels.*

Company Spotlight

Features your logo, clickable link to your website, headshot of your local sales representative, contact information, and a short 50-words or less "About Us".

COMPANY LOGO & CLICKABLE LINK	
Home Page Banner (7.5" x 1")	\$400/mo.
Single Page Banner (7.5" x 1")	\$300/mo.
COMPANY SPOTLIGHT	
Home Page (3.5" x 4.5")	\$500/mo.
Single Page (3.5" x 4.5")	\$350/mo.

CONTACT INFORMATION

Company Name

Main Contact Name

Address

City

State

Zip Code

Email

Phone #

Fax #

NAME BADGES **see patron levels for # of badges included*

Main Onsite Contact | Name Badge 1 Email (req.)

Name Badge #2 Email (req.)

Names of Additional Reps for Silver/Gold levels:

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 ZipCode

SUBMIT COMPLETED FORMS & PAYMENT

Email: Cathy@theassociationcompany.com

Fax: (305) 422-3327

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

Online: <http://ganeurosurgical.org/>

SUBMISSION CHECKLIST

Registration Form Contract Payment

EXHIBIT APPLICATION

SELECT EXHIBIT LEVEL:

- Gold \$6,000
 Silver \$4,000
 Bronze \$2,000

ADD ONS:

Add'l Exhibit Representative* # ____ x \$300

*See # allowed by exhibit level selected

Additional Rep includes a ticket to dinner.

Additional Saturday Night Dinner Tickets:

- Adult Ticket # ____ x \$75
 Child Ticket # ____ x \$35

ADDITIONAL SUPPORT:

- Name Badge Lanyards \$1,000
 Friday Night Party \$3,000
 Coffee/Tea Sponsor \$1,000
 Break Sponsor \$500
 AV Support \$1500

REGISTRATION TOTAL:

Exhibit Level Subtotal \$ _____

Add On Subtotal \$ _____

Add'l Support Subtotal \$ _____

TOTAL \$ _____

CONTACT INFORMATION

Cathy Jones

GNS Director of Marketing

/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

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. The number of sales representatives allowed to exhibit at the meeting is based upon the number assigned in patron level. Each additional representative is \$200.
4. Exhibitor set-up begins on Friday, May 25, 2018 at 4:00 PM. You may break down your exhibit at anytime; however, all exhibits must be fully broken down by 2:00 PM, Sunday, May 27, 2018.
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.
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 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 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 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 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.
15. 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.
16. 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.
17. Exhibitors will not offer educational/training programs within the show facility simultaneous to the GNS and related programs.
18. 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.
24. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.
25. 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 26, 2018. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 2:00 PM, Sunday, May 27, 2018.
26. 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 25, 2018 are eligible for 50% refund. Cancellation 29 days or less before May 25, 2018 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 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 25, 2018. Cancellations 29 days or less before May 25, 2018 are not eligible for a refund. Must allow 6-8 weeks for refund processing.

GNS OFFICE

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www.GAneurosurgical.org

