



# 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 from December 3 - 5, 2021.

During this event the Physicians meet separately for their scientific sessions but share an exhibit hall.

An exhibit table (includes 2 reps) is \$1500 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](http://www.ganeurosurgical.org/meeting_fall_exhibitors.php))
2. The GSO website ([http://www.gsohns.org/meeting\\_fall\\_exhibitors.php](http://www.gsohns.org/meeting_fall_exhibitors.php))

## 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. Once we receive your exhibit registration, you will be emailed the information to make your room reservation at The Ritz.

*Note: our room block is for meeting reps and attendees only. Please do not make rooms for families or guests within our block. We will be monitoring the block and will move those not associated with our meeting to the rack room rate at the hotel.*

## SPONSORSHIP ADD-ONS

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

- **Cocktail Reception Sponsor** - A sign noting your sponsorship will be displayed on the beverage tables. You have the ability to provide napkins with your company logo. (\$1000)
- **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)
- **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)
- **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)
- **Hand Sanitizer Sponsor** - provide mini hand sanitizers for attendees with you logo (\$750)

# VIRTUAL SPONSORSHIP OPTION

For those unable to attend in person at the annual fall meeting of The Georgia Neurosurgical Society & The Georgia Society of Otolaryngology/Head & Neck Surgery but still want to show support for the societies, we are offering the following virtual sponsorship options.

## BRONZE VIRTUAL LEVEL \$2,000

Virtual Level to include:

- 1 Pre-meeting/1 Post meeting attendee list
- 1 Logo on our website
- Logo displayed at meeting
- Recognition in conference app

Choice of one:

- 1 Pre-Meeting (EXCLUSIVE) Email blitz\*

OR

- 1 Post-Meeting (EXCLUSIVE) Email blitz\*

\*Email blitz content will need to be supplied for submittal/approval

## VIRTUAL LEVEL ADD-ONS

Choose and additional add on for \$500 per item:

- 1 “clickable” Banner Ad on the website for 1 month
- 1 additional pre/post meeting email blitz
- 1 Company Spotlight for 1 month (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”)

All add-on items will need to be supplied for submittal/approval

## EXCLUSIVE WIFI PASSCODE

**\*NEW\* WIFI PASSWORD SPONSOR**

Your COMPANY NAME will be the customized WIFI PASSWORD. Every attendee and exhibitor will be using the meeting WIFI, your company name will be displayed at the registration table, on the meeting slides and all users will be required to use your company name every time they log into the WIFI.

- \$2,000  
ADD onto any virtual or in-person package
- \$3,500  
If purchased without a package



# HEALTH ATTESTATION & CANCELLATION POLICY

## HEALTH ATTESTATION

By registering for this meeting, I agree to the following:

- To follow all CDC and state guidelines for COVID-19 at the time of the meeting
- To not attend the meeting if feeling sick or showing any symptoms of COVID-19
- Assume the risks associated with attending an event

## COVID-19 VACCINATION

I agree that in order to attend this meeting, I must be fully vaccinated for COVID-19.

## CANCELLATION POLICY

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 3, 2021. Cancellations 29 days or less before December 3, 2021 are not eligible for a refund. Must allow 6-8 weeks for refund processing.

If for any reason, the Annual 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

This form must be acknowledged in the the online registration page to complete your exhibitor registration



# 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 3 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 5.
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.
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 4, 2021. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 2:00 PM, Sunday, December 5, 2021.
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.

## REFUND POLICY

Cancellations for all registered exhibitors 30+ days prior to December 3, 2021 are eligible for 50% refund. Cancellation 29 days or less before December 3, 2021 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 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 3, 2021. Cancellations 29 days or less before December 3, 2021 are not eligible for a refund. Must allow 6-8 weeks for refund processing.*