

GEORGIA NEUROSURGICAL SOCIETY **2022** ANNUAL MEETING

EXHIBITOR PROSPECTUS



**FRIDAY, MAY 27 -
SUNDAY, MAY 29**

THE CLOISTER | SEA ISLAND, GA



Exhibitor Information

AGENDA AT A GLANCE

Friday, May 27, 2022*

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

Saturday, May 28, 2022*

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 29, 2*

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 rate available at The Cloister and The Inn at Sea Island. Once you register for the meeting, you will receive the information to book your hotel room in the event confirmation email. **IMPORTANT: Our rooms available in the room block are designated for our registered attendees and registered exhibitors directly involved in their booth representation. Please do not reserve additional rooms for family/friends or colleagues not attending the meeting. Any additional rooms that are reserved within the meeting block will be removed from the block and placed into the rack rate/full-priced reservation list with the hotel.**

Group Rates:

Main Wing River View Room: \$595.00/night plus taxes & fees
Main Wing Cloister View Room: \$535.00/night plus taxes & fees
The Inn at Sea Island: \$225/night plus taxes and fees

*The nightly rate at The Cloister is subject to a \$38.00 nightly Sea Island Club Resort Fee.

Reservations must be made by Thursday April 25, 2022 to be guaranteed the room rate. (*room rate only good while rooms are still available in the block)*

SET-UP & BREAK-DOWN

The Exhibit Hall will be open for set-up from 4:00 PM until 6:00 PM on Friday, May 27, 2022. If you are unable to set up between these hours, you must set-up on Saturday morning, May 28, 2022 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 29, 2022.

SHIPPING

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

Georgia Neurosurgical Society Annual Spring Meeting - May 27, 2022
Your Company/Rep Name
Attention: Meetings and Special Events Manager
The Cloister at Sea Island
100 Cloister Drive
Sea Island, GA 31561

LOAD-IN & LOAD-OUT

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.

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

\$2,500

- 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 Cloister II & III ballroom. Table placement will be based on exhibit level.

ADD'L TABLE/6ft SPACE

\$800/per 6ft table

*If you plan on bringing any device/equipment that could encroach into your neighboring exhibitor's space or the foot traffic in the aisle, we require that you purchase an additional 6 ft space (equivalent to having an extra table) that would allow optimal space for attendee demonstrations and display.

ADD'L EXHIBIT REP*

\$300/per rep* (See # allowed by exhibit level selected. Additional Rep includes a ticket to dinner)

If your company requires more than 2 additional representatives in your desired sponsorship level, we request that you select the next highest tier sponsorship

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



**CLICK HERE
TO REGISTER**

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*

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 \$300.
4. Exhibitor set-up begins on Friday, May 27, 2022 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 29, 2022.
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 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. Exhibitors will not offer educational/training programs within the show facility simultaneous to the GNS and related
17. programs.
This agreement includes a one-time list of pre-meeting and post-meeting attendees.

18.

BOOTH CONSTRUCTION

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.

No construction will be allowed at the sides or above the booth that may obscure the view of any adjacent booths.

All materials used for decorating must be flameproof.

Construction and signs that are above 8 feet in height must be approved by the GNS.

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.

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 28, 2022. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 2:00 PM, Sunday, May 29, 2022.

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 27, 2022 are eligible for 50% refund. Cancellation 29 days or less before May 27, 2022 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 27, 2022. Cancellations 29 days or less before May 27, 2022 are not eligible for a refund. Must allow 6-8 weeks for refund processing.

GNS OFFICE

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