

Exhibitor Registration Form

GEORGIA EMERGENCY MEDICINE LEADERSHIP & ADVOCACY CONFERENCE

Thursday, November 29 - Friday, November 30, 2018 | Ritz-Carlton Reynolds, Lake Oconee

Your registration includes the following:

- 6-foot table with tablecloth (30" x 6') and chairs
- Assigned booth space
- Recognition in meeting app and on signage
- List of attendees prior to meeting and after
- 2 tickets to the Thursday night dinner

1 CONTACT INFORMATION

Company Name:	Name:	
Address:	Suite:	
City:	State:	Zip:
Phone:	Fax:	
E-mail Address:		

EXHIBITOR NAMES

Rep #1 Name:	E-mail Address:
Rep #2 Name:	E-mail Address:
Names of additional Representatives (<i>Up to 2 reps per table, \$200 per additional rep</i>):	

2 EXHIBITOR TABLE

On or before Thursday, November 1:

- Exhibit Table - \$1350
(includes 2 reps & 2 dinner tickets)

After Thursday, November 1:

- Exhibit Table - \$1450
(includes 2 reps & 2 dinner tickets)

3 ADD ONS

- Additional Rep \$200.00
- Meeting App Sponsor \$1,000.00
(Includes banner ad on the app)
- Evening Dinner Sponsor \$2,000.00
(includes 4 additional tickets to the dinner, signage and recognition in welcome comments)
- Breakfast Sponsor \$750.00
- Break Sponsor \$500.00



PACKAGE ADD-ON SUBTOTAL \$ _____
 EXHIBITOR BOOTH SUBTOTAL \$ _____
TOTAL \$ _____

4 METHOD OF PAYMENT

- CHECK VISA MC AMEX

Name on Card: _____ Signature: _____

Billing Address: _____

City, State, Zip: _____

Credit Card No.: _____ CVV Code: _____ Expiration Date: _____

PLEASE FAX THIS FORM AND CONTRACT TO **(305) 422-3327** OR EMAIL TO **CATHY@THEASSOCIATIONCOMPANY.COM**
 IF PAYING BY CHECK, MAIL YOUR REGISTRATION AND PAYMENT TO:
 GCEP, 6134 POPLAR BLUFF CIRCLE, SUITE 101, NORCROSS, GA 30092

Contract

TERMS OF THE CONTRACT

1. If purchased, each exhibitor at the Georgia Emergency Medicine Leadership & Advocacy Conference held at The Ritz-Carlton Reynolds, Lake Oconee will have a booth.
2. Exhibitors are required to have a representative at their booth at all times during exhibit hours.
3. Exhibitor set-up is 12:00 PM on Thursday, November 29, 2018
4. All sound equipment must be regulated so that it does not disturb neighboring exhibits. GCEP 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.
5. Exhibitors will not be permitted to assign, sublet, or share with others any part of the space allotted to them.
6. GCEP 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 GCEP 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 GCEP 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 GCEP 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. GCEP 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 GCEP nor the Ritz Carlton Reynolds maintains insurance covering property brought onto or stored on the hotel'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 Georgia Emergency Medicine Leadership & Advocacy Conference related programs.
16. This agreement includes a one-time list of pre-show and post-show attendees.

BOOTH CONSTRUCTION

17. 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.
18. No construction will be allowed at the sides or above the booth that may obscure the view of any adjacent booths.
19. All materials used for decorating must be flameproof.
20. Construction and signs that are above 8 feet in height must be approved by the GCEP.
21. All applicable cities, county and state codes and ordinances must be complied with as well as those of the host facility.
22. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.
23. In order to meet the set-up deadline, the GCEP management reserves the right to order labor to set-up any exhibit that is not in the process of being erected by 2:00 PM, Thursday, November 29. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 2:00 PM, Friday, November 30, 2018.
24. The interpretation of all rules and regulations is the responsibility of the GCEP Executive Committees or their designated representative. All decisions of said group or representatives are final.

REFUND POLICY

Cancellation for all registered exhibitors 30+ days prior to Thursday, November 29, 2018 are eligible for 50% refund. Cancellation 29 days or less before Thursday, November 29, 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. If for any reason, the Georgia Emergency Medicine Leadership & Advocacy Conference 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. If an exhibitor decides to cancel this agreement and not exhibit at the event, a 50% refund will be issued if cancelled 30+ days prior to the meeting date. Cancellations 29 days or less before the meeting date are not eligible for a refund. Must allow 6-8 weeks for refund processing.