



**Georgia Pediatric Nurses Association (GPNA)  
&  
Georgia Pediatric Practice Managers Association (GPPMA)  
Joint Meeting Fall 2010  
November 5, 2010  
Cobb Galleria Centre, Atlanta**

Dear Sir or Madam:

The Georgia Pediatric Nurses Association (GPNA) and the Georgia Pediatric Practice Managers Association (GPPMA) will hold their annual Fall Meetings at the Cobb Galleria Centre on November 5, 2010. The audience will include pediatric practice managers, billing staff, nurses, medical assistants, and pediatricians.

**Exhibitors are welcome and we cordially invite your participation.** Exhibits open at approximately 7:15 a.m. and close at approximately 3:00 p.m. Exhibitors are invited to begin their setup at 6:30 a.m. on Friday, November 5, 2010. Unfortunately, we can not offer set-up on the day prior to the meeting. Exhibitors please note at each level you will receive a standard 6ft table for a 6ft table top display.

Ample break time will be provided during the meeting and attendees will be encouraged to visit your exhibits.

**Five levels of exhibitor participation are available:**

Platinum	\$3,500
Gold	\$3,000
Silver	\$2,000
Bronze	\$1,500
Basic	\$1,000

**In addition to exhibit opportunities, we offer the following additional support opportunities (may require a signed Letter of Agreement):**

Breakfast	\$1,000
Break	\$750
Lunch	\$2,500
Tote Bags	\$1,000 (Company logo will be included in layout)

Exhibitors are placed on a first-come, first-served basis. **Therefore, we encourage you to respond as soon as possible. Please complete the enclosed form and submit with payment to the Chapter office by October 1, 2010.** Also, please see the rules and regulations page.

If you have additional questions contact Kasha Sumpter at the Chapter office: 404-881-5067 or email: [ksumpter@gaaap.org](mailto:ksumpter@gaaap.org). Thank you for your continued support and we look forward to your participation.

Sincerely,

*Linda Rickey, FACMPE*  
GPPMA Steering Committee Chair

*Noreen O'Connor Peyatt, RN*  
GPNA Steering Committee Chair



Georgia Chapter

**Georgia Pediatric Nurses Association (GPNA)  
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**Exhibitor Registration Form**

**I am interested in exhibiting at the following level:**

- Basic Level** (\$1,000) One 6-ft skirted table for table top display
- Bronze Level** (\$1,500) One 6-ft skirted table for table top display, special badges, signage, & podium acknowledgment.
- Silver Level** (\$2,000) One 6-ft skirted table for table top display with prime positioning, special badges, podium acknowledgment, signage, and program recognition.
- Gold Level** (\$3,000) One 6-ft skirted table for table top display with premium positioning, half-page ad in the packets, signage, special badges, podium acknowledgment, and program recognition.
- Platinum Level** (\$3,500) One 6-ft skirted table for table top display with premium positioning, full-page ad in the packet, signage, special badges, podium acknowledgment, and program recognition.

**I am interested in supporting (may require a signed Letter of Agreement):**

- Breakfast - \$1,000       Break - \$750       Lunch - \$2,500       Attendee Tote bags - \$1000  
(Company logo will be included in layout)

Company/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Check item(s) needed:  Electrical Hookup (complimentary)  Internet (Fee Applies. Please call for details.)

*(If you have additional needs (ie. Wall space, additional tables, free standing displays (space for displays that are not table top), etc), contact the office to make a request. We are unable to accommodate special requests without prior notification. Some requests may require additional fees. Be sure to review the exhibitor rules and regulations for details.)*

**Representatives Attending:** Please include the email address of company reps in case the Chapter needs to contact the reps prior to the meeting.

Rep 1 Name: \_\_\_\_\_ email: \_\_\_\_\_

Rep 2 Name: \_\_\_\_\_ email: \_\_\_\_\_

Rep 3 Name: \_\_\_\_\_ email: \_\_\_\_\_

Rep 4 Name: \_\_\_\_\_ email: \_\_\_\_\_

\_\_\_\_ Payment Enclosed \_\_\_\_ Payment will be mailed. (Payment must be received by October 1.) Chapter Tax ID# 58-1164164

**Return To:** Georgia Chapter/AAP **ATTN:** Kasha Sumpter  
1330 West Peachtree Street  
Suite 500  
Atlanta, GA 30309-2904  
Fax: 404-249-9503

For more info contact: Kasha Sumpter, 404-881-5067.

Type of Card: _____
Credit Card#: _____
Expiration: ____/____
Code on the back of the card _____
Name on Card: _____

## ***EXHIBIT RULES AND REGULATIONS***

- 1. General.** The word "Chapter" shall mean the Georgia Chapter of the American Academy of Pediatrics, its officers, committees, agents, or employees acting for them in the management this meeting.

The Chapter shall have full power in the interpretation and enforcement of all rules and regulations governing Exhibitors. All matters and questions covered by the Rules and Regulations as well as those not covered by these Rules and Regulations shall be subject to the final judgment and decision of the Chapter. The Chapter reserves the right to amend these regulations at any time.

Companies who wish to exhibit at this Chapter meeting must use the Exhibitor Registration Form provided by the Chapter, which, when properly executed shall be considered a binding agreement between the two parties.

- 2. Eligibility.** The Chapter reserves the right to determine the eligibility of any exhibit and to require the modification or removal of any exhibit at its sole discretion.
- 3. Assignment of Space.** Acceptance will be on a first come-first served basis by Sponsor level and postmark date of registration form via mail or fax. Exhibit space is limited. The Chapter will make all final decisions pertaining to booth assignment. The Chapter reserves the right to rearrange the exhibit floor plan at any time and warrants that due consideration will be paid to previous booth space preferences.
- 4. Exhibit Space:** One skirted 6-foot table for table-top display and name badges for your representatives are furnished. **As exhibit hall space is limited, free-standing displays are not permitted unless prior approval by the Chapter office is received. Due to space considerations, the Chapter reserves the right to deny a request for additional exhibit space to accommodate free standing displays.** Electrical outlets may be provided at your request. Internet is available for an additional cost with the hotel. (f you have additional needs (e.g. wall space, additional tables, etc.) you must contact the Chapter office to make a request. We are unable to accommodate special requests without prior notification. **Some requests may require additional fees.**
- 5. Exhibitor's Services and Information.** Upon acceptance as an exhibitor and assignment of space, you will be sent a confirmation email.
- 6. Payment.** The Exhibitor registration deadline is listed on the registration form. The Chapter must receive payment in full by that date unless other arrangements are made in writing.
- 7. Cancellation of Space.** If the Exhibitor, after acceptance of their application, must cancel plans to exhibit, it must be in writing. All cancellations must be faxed to the Chapter office at 404-249-9503. No refunds will be made; however exhibitor funds may be used at any one of the Chapter meetings within one year. Please note that prices may vary for each event.
- 8. Set-Up and Breakdown Times of Exhibits.** For specific set-up and breakdown times of exhibits, please refer to the exhibitor prospectus. Please observe the specified times allotted.
- 9. Restrictions in Operation of Exhibits.** The exhibit is to be manned at all times during the exhibit periods. No unmanned exhibits will be allowed.
- 10. Security.** There will be no special exhibit security provided other than the normal hotel security. The Chapter is not responsible for the loss of any material by or for any reason, and urges the Exhibitor to exercise normal precautions to discourage pilferage.
- 11. Registration.** Each Exhibitor will be listed in the conference program provided their application is received and approved by the

Chapter by the deadline listed on the application form.

- 12. Property Damage.** Nothing shall be tacked, nailed, screwed or otherwise attached to columns, walls, floors and other parts of the building or furniture. Exhibitors will be held responsible for any damage they incur.
- 13. Hotel Accommodations.** The Exhibitor is responsible for their own hotel accommodations. A list will be provided upon request.
- 14. Cancellation of Meeting.** Should any eventuality cause cancellation of the meeting or exhibition, the Chapter shall not be liable for any expenses incurred by the Exhibitor other than the rental cost of exhibit space, which shall be refunded.
- 15. Business Activities & Literature Distribution:** All business activities of the exhibitor must be within the exhibitor's assigned space. Distribution of product literature or promotional items is limited to the exhibitor's assigned table and is **not permitted** in the meeting rooms or registration area. The Chapter reserves the right to immediately dispose of any unauthorized materials found outside of the exhibitor assigned table or area. .
- 16. Liability.** The Exhibitor agrees to protect, save and keep the Chapter forever harmless from any damage or charges imposed for any violation of any law or ordinance whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between hotel and the Chapter regarding the exhibit premises; and further the Exhibitor shall at all times protect, indemnify, save and keep harmless the and The against and from any and all loss, costs, damage, liability, or expense arising from or out of any accident or other occurrence to anyone, including the Exhibitor, its agents, employees and invitees which arise from or out of or by any reason of said Exhibitor's occupancy and use of the exhibition premises or a part thereof. Exhibitors are required to insure themselves against property loss or damage, and against liability for personal injury.

THESE REGULATIONS SHALL BECOME A PART OF THE CONTRACT BETWEEN THE EXHIBITOR AND THE CHAPTER. THE CHAPTER REQUESTS FULL COOPERATION OF EXHIBITORS IN THEIR OBSERVANCE. ALL POINTS NOT COVERED IN THE PROSPECTUS & THESE RULES AND REGULATIONS ARE SUBJECT TO DISCRETION OF THE CHAPTER.

THE CHAPTER RESERVES THE RIGHT TO RESTRICT EXHIBITS WHICH FOR ANY REASON BECOME OBJECTIONABLE AND ALSO TO PROHIBIT OR EVICT ANY EXHIBIT WHICH, IN THE OPINION OF THE CHAPTER, DETRACTS FROM THE CHARACTER OF THE MEETING. IN THE EVENT OF SUCH RESTRICTIONS OR EVICTIONS, THE CHAPTER IS NOT LIABLE FOR ANY REFUNDS OF RENTALS OR OTHER EXHIBIT EXPENSES OF ANY KIND OR NATURE.