



**Georgia Pediatric Nurses Association (GPNA)
&
Georgia Pediatric Practice Managers Association (GPPMA)
Joint Meeting
October 13, 2017
Cobb Energy Centre, Atlanta, Ga**

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 Energy Centre on October 13, 2017. The audience will include pediatric practice managers, billing staff, nurses, medical assistants, and pediatricians. Approximate participation is 80 - 90 practice administrators and 50 - 60 nurses.

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 am on Friday, October 13, 2017. Unfortunately, we are unable to 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.

Four levels of exhibitor participation are available:

Platinum	\$4,000
Gold	\$3,000
Silver	\$2,000
Bronze	\$1,200

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

Exhibitor spaces and additional support opportunities 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 September 29, 2017.** Also, please see the rules and regulations page.

If you have additional questions, contact Kasha Askew at the Chapter office: 404-881-5067 or email: kaskew@gaaap.org. Thank you for your continued support and we look forward to your participation.

Sincerely,

Alicia Senn

GPPMA Steering Committee Chair

Dorothy Agyepong, CPNP

GPNA Steering Committee Chair



Georgia Chapter

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&
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Exhibitor Registration Form

I am interested in exhibiting at the following level:

- ☐ **Bronze Level** (\$1,200) One 6-ft skirted table for table top display.
- ☐ **Silver Level** (\$2,000) One 6-ft skirted table for table top display, special badges, podium acknowledgment, signage, and program recognition.
- ☐ **Gold Level** (\$3,000) One 6-ft skirted table for table top display with prime positioning, half-page ad in the packets, signage, special badges, podium acknowledgment, and program recognition.
- ☐ **Platinum Level** (\$4,000) One 6-ft skirted tables for table top display with premium positioning, full-page ad in the packet, signage, special badges, attendee listing the week prior to the conference, podium acknowledgment, and program recognition.

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

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

Company/Organization Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Check item(s) needed: ☐ Electrical Connection (\$100) ☐ Internet (Fee Applies. Please call 404-881-5067 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 September 29, 2017.)**

Chapter Tax ID# 58-1164164

Return To: Georgia Chapter/AAP
ATTN: Kasha Askew
1330 West Peachtree Street, NW, Suite 500
Atlanta, GA 30309-2904
Phone: 404-881-5067 Fax: 404-249-9503

For more info contact: Kasha Askew at kaskew@gaaap.org
or 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 (fees may apply). Internet is available for an additional cost with the hotel. (If 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, and further the Exhibitor shall at all times protect, indemnify, save and keep harmless the Chapter 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 except where it has been determined the Chapter has acted in negligence. 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.