



Call for Exhibitors & Sponsors 2023 Immunize Georgia Conference

Immunize
Georgia



May 5, 2023
Cobb Galleria Center
2 Galleria Pkwy SE
Atlanta, GA 30339

2023 Immunize Georgia Conference

May 5, 2023 Cobb Galleria Centre, Atlanta

Exhibitor Registration

The Immunize Georgia conference will be held on May 5, 2023 at the Cobb Galleria Center in Atlanta, Ga. The Georgia Department of Public Health's Immunize Georgia Conference is dedicated to providing the very latest updates and best practices regarding immunization services. This event and your participation continue to have an impact in the mission to immunize Georgia, and we hope you will consider exhibiting at this year's conference at one of the two levels outlined below. The audience will include pediatric practice managers, nurses, medical assistants, pharmacists, and pediatricians. Approximate participation is 200. The meeting will be held as a hybrid event.

Exhibits open at approximately 7:00 a.m. and close at approximately 2:30 p.m. Exhibitors are invited to begin their setup at 6:30 am on May 5, 2023. 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 6-ft tabletop display. If you have additional needs (Wall space, additional tables, free standing displays that are not tabletop, etc.) contact the office to make a request. We are unable to accommodate special requests without prior notification. Some requests may require additional fees.

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

Two levels of exhibitor participation are available: Platinum \$1500 & Basic \$750.

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

Wi-Fi Sponsor (\$2500)

Tote Bag Insert (\$500)

Break Sponsor (\$1500)

Program Ad ½ Page (\$350)

Program Ad Full Page (\$850)

Breakfast Sponsor (\$2000)

Satellite Symposium (\$2000)

Exhibitor spaces and 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 April 15, 2023. Also, please see the rules and regulations page.

If you have questions, contact Michelle Hudson at the Chapter office: 404-881-5091 or email: mhudson@gaaap.org. Thank you for your continued support and we look forward to your participation.

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Marketing Sponsorships

Wi-Fi Sponsor (\$2500)

Tote Bag Insert (\$500)

Break Sponsor (\$1500)

Program Ad ½ Page (\$350)

Program Ad Full Page (\$850)

Breakfast Sponsor (\$2000)

Satellite Symposium (\$2000)

Program Ad Full \$850 or Half Page \$350

Advertise your company with an ad in the meeting program booklet in color!

Wi-Fi \$2,500

Sponsor the Wi-Fi for meeting attendees and the Chapter will recognize you in the meeting program.

Tote Bag Insert \$500

Include a flyer or handout in the meeting tote bags to share information about your company with attendees. The first insertion is \$500 and additional inserts are \$250 each with a limit of three per company.

Breakfast (\$2000) & Break (\$1500) Sponsor

Generate network opportunities by having your company associated with a break. Your company will be included on signage acknowledging your support. Your company will also be listed on program and announcement prior to the sponsored break. Contact Chapter office to confirm availability.

Satellite Symposia/Product Theaters

Host an in-person symposium or product theatre Thursday evening before the conference! Symposia are education programs planned and implemented by an external organization and held outside of the Chapter's education program. These programs are not sponsored, endorsed or accredited by the Chapter. Email kaskew@gaaap.org for details.

Marketing Sponsorships do not include an exhibit.

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Exhibitor Registration

Select Exhibit Level:

Basic Level (\$750)

- Entry for two exhibitor attendees - includes a conference bag with materials, continental breakfast, lunch, afternoon snacks and beverages (all others must register and pay separately)
- Exhibit space – 6' table with tablecloth & two chairs

Platinum Level (\$1,500)

- Entry for two exhibitor attendees - includes a conference bag with materials, continental breakfast, lunch, afternoon snacks and beverages (all others must register and pay separately)
- Exhibit space – 6' table with tablecloth & two chairs
- Company logo on website & signage
- Premium table location for reserved table in exhibit space day of conference

Optional: Electrical Hookup (\$150) (included with Platinum level)

Additional Sponsorship Opportunities (may require a signed Letter of Agreement):

- | | | |
|--|---|---|
| <input type="checkbox"/> Wi-Fi Sponsor (\$2500) | <input type="checkbox"/> Tote Bag Insert (\$500) | <input type="checkbox"/> Break Sponsor (\$1500) |
| <input type="checkbox"/> Program Ad ½ Page (\$350) | <input type="checkbox"/> Program Ad Full Page (\$850) | <input type="checkbox"/> Breakfast Sponsor (\$2000) |
| | <input type="checkbox"/> Satellite Symposium (\$2000) | |

Company/Organization (will be used for Program listing): _____

Primary Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Representatives are limited to 2 per company. Please include their email information below.

Representatives Names: _____

Rep. Email Addresses: _____

INSTRUCTIONS: Complete all sections of this application. Return this application including payment made payable to Georgia Chapter/AAP, 1350 Spring Street, Suite 700, Atlanta, Ga. 30309. Keep a copy of this document for your records. This is your invoice and contract. If you have additional needs (Wall space, additional tables, free standing displays that are not tabletop, etc.) contact the office to make a request. We are unable to accommodate special requests without prior notification. Some requests may require additional fees. Please see rules & regulations for more details. The Commercial Interest agrees to abide by the rules and regulations of Georgia AAP. The Commercial Interest agrees to abide by all requirements of the Accreditation Council for Continuing Medical Education (ACCME) **Standards for Integrity and Independence in Accredited Continuing Education.**

Signature

Date

Return To:

Georgia Chapter/AAP Attn: Michelle Hudson
1350 Spring Street NW, Suite 700, Atlanta, GA 30309
Tax ID# 58-1164164

For more info contact: Michelle Hudson
mhudson@gaaap.org or 404-881-5091.

Return this form with payment.

Payment must be received by April 15, 2023.

Credit Card #: _____

Expiration: _____ CVV Code: _____

Total Amount Charged: \$ _____

Name on card (Please print)

EXHIBIT RULES & REGULATIONS

Georgia Chapter/American Academy of Pediatrics

- 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 email. 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.
- 4. Exhibit Space:** One skirted 6-foot table for table-top display and name badges for your representatives are furnished (Two for platinum exhibitors). **As exhibit hall space is limited, free-standing displays wider than 6 ft 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 and some requests may require additional fees.** Electrical outlets may be provided at your request for a fee. 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.
- 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 emailed to mHUDSON@GAAAP.ORG. 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 attended during the exhibit periods. No unattended exhibits 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 exhibit hall. 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.** Except to the degree of negligence or willful misconduct of 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.
- 17. ACCME Standards for Integrity and Independence in Accredited Continuing Education.** The Exhibitor agrees to abide by all applicable requirements for exhibitors of the ACCME Standards for Integrity and Independence in Accredited Continuing Education which can be found at <https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce>.
- 18. Exhibitor Social Events & Attendee Lists:** Exhibitor agrees to withhold sponsoring events during official conference and exhibition dates. Any social function or special event planned by an exhibiting company, to take place during the Georgia AAP dates, must be pre-approved by the Chapter. All exhibitors will receive a list of attendees in their exhibitor packet at the conference. Diamond & Platinum exhibitors will receive the attendee list prior to the conference but are not permitted to send event invitations without Chapter approval. Email addresses for attendees will not be offered.

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.