

## Conference Exhibit Information

### Exhibit Space Request for 2019 Summer Conference at the Savannah Hyatt

Businesses are encouraged to support GSBA by being an exhibitor or sponsor at the GSBA Summer Conference. For sponsorship opportunities, contact [pharrison@gsba.com](mailto:pharrison@gsba.com).

### What Exhibiting Includes:

Exhibit Fee of \$800 includes two badges, a standard furniture set-up (CHOOSE between a 6' rectangle table OR a 30" round table, 2 chairs, trash can), listing in the Connections Magazine, one lunch ticket for Thursday and one lunch ticket for Friday, listing in the GSBA App and website, link to the exhibitor's website.

**There are only 40 spaces - Spaces 41 and 45 are for the waiting list.**

### Who Will Attend?

Approximately 700+ Georgia school board members, superintendents and other education officials.\* Usually 140-150 of the 180 school districts are represented during the pre-conference days (6/6/2019) or the conference days (6/7-8/2019).

*\* Attendees (school board members, superintendents, etc.) register to attend a Thursday workshop AND/OR the Friday and Saturday conference. Therefore, some attendees will be there for both days of exhibits, while other attendees may only be there only Thursday or Friday.*

### What are the important times?

Load in: Wednesday, June 5, 2019, 1:00 p.m. until Thursday, June 6, 2019, 9:30 a.m.

Exhibits Open: Thursday, June 6, 2019 - 9:30 a.m. - 4:30 p.m.

Exhibits Continue: Friday, June 7, 2019 - 7 a.m. – 12:30 p.m.

Attendee break times are mid-morning, lunch and mid-afternoon.

Exhibitors are welcome to attend the Friday afternoon sessions (TBA) and continue to network even though they have taken down their exhibits.

GSBA has contracted with **HostSouth Exhibit Services** again this year. They will set up June 5, Wednesday morning, and breakdown the Exhibit Area starting at 1:00 p.m. on Friday, June 7.

**Exhibit spaces are** approximately 8' x 4' spaces along the banister on the second level of the Savannah Hyatt and on the lower level. See diagram.

**Hotel Restrictions:** You are encouraged to be creative and arrange or design your space any way you like as long as hotel restrictions are observed. No balloons, please. Do not hang anything on the railing. Any extraordinary machinery or appliances must have prior approval. Outside food other than individually wrapped candy requires prior approval. Contact Pam Harrison, [pharrison@gsba.com](mailto:pharrison@gsba.com), for more details.

### How to Request an Exhibit Space:

1) Enter the email address of the person who should receive the invoice via email. If the email address is already in our database, it will populate the contact information on the next page. This person will receive all

correspondence so please verify their information is correct. This person does not have to be on-site. There is a place to list those representatives who will be on-site.

2) Select the number of spaces you want. **You may request up to 2 spaces.**

3) Click on "Select Preferences" and chose the "booth" numbers in the list that you prefer and indicate whether it is 1st and 2nd preference. If you have requested 2 spaces, it will be assumed they are adjacent. You may clarify your preferences in the comment section.

4) On the right of the form, be sure to check whether or not you want to **pay \$75 extra for electricity. Electricity is not included in the exhibit fee.**

5) Be sure to select the furniture you will need GSBA to provide. You may also bring your own furniture. Choose between:

- a standard package of a 6' rectangular draped table or a 30" round table.
- specify something else at an additional cost.
- NONE - only the space will be provided.

6) Enter the information of each person(s) staffing your exhibit. Keep in mind that your space is limited. Even if everyone does not attend at the same time, they must be listed. For security reasons, everyone must wear a conference badge.

7) Enter a short company description of a sentence or two. You do not have to mention the company name as it will be apparent in the listing.

8) **Please enter at least one cell phone number of the on-site team** so your team can receive notices and alerts during the conference. This is not optional. This is the best way for exhibitors to be aware of essential information.

#### **Amenities:**

- **Wi-Fi** - Free.
- **Banner Kit** - Do you need to hang something on a horizontal pole between two uprights? For a nominal charge, HostSouth will provide the poles and hang it for you.
- **Additional Exhibit Area Only Badges** - \$25 each.
- **Valet Parking** for the usual fee for hotel guests only. City parking is nearby.

#### **PLEASE READ - Space Assignments and Payments**

AFTER your registration has been processed **and your space has been assigned on or after March 29**, then and only then will the person who is the BILLING CONTACT receive an EMAIL with your SPACE NUMBER on an INVOICE. There will be the option to pay ONLINE (using VISA or MasterCard only) or indicate payment will be sent by check. Sorry, we do not accept AMEX. **Payments are due by April 30, 2019 to hold the reservation.**

All checks should be submitted to:

**Georgia School Boards Association  
2019 GSBA Summer Conference Exhibit  
5120 Sugarloaf Pkwy, Lawrenceville, GA 30043**

## Helpful Tips

[Click HERE for Conference Web page](#)

## Host Hotel - [Hyatt Regency Savannah's general website](#)

- <https://savannah.regency.hyatt.com/en/hotel/home.html>

**The Hyatt has sold out of rooms.** Check back later or plan to stay at one of the following

**[Click to view Overflow Hotels with links and phone numbers:](#)**

- Hotel Indigo
- Holiday Inn Express Historic District
- Hampton Inn Historic District
- Homewood Suites Savannah Historic District
- Hilton Garden Inn Historic District
- Doubletree Hotel Historic District

**NOTE: To attend as a business representative without an exhibit space...** Register for a Business Representative badge (**\$450 per person**). [Click Here to Register as a Business Representative without an exhibit space.](#) This badge provides access to the Thursday/Friday exhibit area and the Friday/Saturday conference sessions.