



June 21-25 Annual Convention  
Savannah International Trade & Convention Center  
**EXHIBIT HALL OPEN JUNE 22-23**

Make plans today to spend the weekend of June 21<sup>st</sup> in Savannah exhibiting at the 86<sup>th</sup> GMA Convention & Expo and expose your company to approximately 2000 decision makers. Sign up today! We encourage you to create an educational, fun and interactive demonstration on your products and/or services.

***GMA booth spaces do not include furniture or power. These items have to be ordered separately. We are allowing you to pay only for the items you need. Please only use our approved providers.***

All accommodations can be made online.

**Online Hotel Reservations and Name Badges** –Once your booth is assigned you will receive a confirmation that includes your **booth number** and a **password**, you will use this password to go online to make your housing reservations and order name badges. Housing reservations are made real time, and you will receive an email confirmation within 5 minutes. This year, your name badges will be placed in your booth, so that you do not have to report to the registration desk when you arrive in Savannah. This year, Exhibitor housing opens March 5, the week before the attendee registration.

**Online Service Kits** – Service kits will also be accessed online using your password. If you would like a paper service kit mailed to you, you must request it. Pre-ordering will ensure that you have all things in place when you arrive in Savannah.

**Interactive online floor plan** - As a part of your booth space rental, your company name and basic information will be listed on our online floor plan. For a small fee, you will be able to upgrade your listing with your logo and link and to your website. Information on this opportunity will be included in your email confirmation.

**Additional Exposure Opportunities:**

- ❖ Become a part of our Business Alliance Program
- ❖ Sponsor events while in Savannah at the convention.
- ❖ Advertise in The Georgia's Cities Newspaper

## EXPO INFORMATION

### GMA 86<sup>th</sup> Annual Convention & Expo - Show Dates June 22-23, 2019 Savannah International Trade and Convention Center

**GMA DELEGATES:** Approximately 2,000 mayors, city councilmembers, city managers, city clerks, finance officers and other key municipal officials will attend the GMA's 86th Annual Convention & Expo. Since this is the largest meeting of elected and appointed officials in the state, it is your best opportunity to make the most contacts under one roof.

**GMA EXHIBIT HALL:** The GMA Exhibit Hall will be located on the ground floor of the Savannah International Trade and Convention Center. The loading docks are covered. No vehicle can stay parked in the loading dock except to load and unload, meaning all materials will be left at the loading doors while you move your vehicle. **Heavy and gas operated equipment is permitted into the exhibit hall, provided that gas tanks are full and taped shut or locked.** Please be sure to remove keys from the vehicle. The use of helium balloons, and/or electrical food equipment is not allowed in the facility.

**EXHIBITOR DOOR PRIZES:** Door prizes are permitted.

**EXHIBIT COST, SCHEDULE & SPECIFICATIONS:** We offer two different booth types, 10 X 10 spaces and equipment spaces. See Booth Reservation sheet for pricing. A standard 10 X 10 will include a space 10-foot-deep, 10-foot-wide and 8-foot-high, back draperies, 3-foot high side drapery dividers, and company identification sign with company's name. An equipment space will include a marked area with company identification sign. **Power and furniture are not included!** Exhibit set-up will be Saturday, June 22 from 9:00 am until 3:00 pm unless you have equipment that will not fit after the aisles have been set. All exhibit installations must be made before show opening. The show will be open Saturday, June 22 from 4:00 pm-5:30 pm; and Sunday, June 24 from 8:30 am until 1:30 pm. Breakfast and lunch will be served in the exhibit hall on Sunday - **No** exhibit may be dismantled before 1:30 pm.

**EXHIBIT SERVICE CONTRACTOR:** Shepard Exposition Services is the preferred service contractor. They are located in Atlanta at 1531 Carroll Drive, NW and their phone number are 404.720.8600. Remember, your booth rental **does not include power or furniture**. Shepard will offer the "GMA Furniture Econo Package" which will include one gray booth carpet, one 6ft table (white or blue drape), two chairs and a wastebasket for **\$195.00** plus tax, if ordered **before** Friday, June 1. After Friday, June 1, the "GMA Furniture Econo Package" will be \$240.00. This **does not** include cleaning carpet after move-in or emptying wastebaskets.

**JANITORIAL SERVICE:** GMA will carpet the aisles. Booth carpet and furniture is the responsibility of the exhibitor and can be rented from the contractor. It is the responsibility of the show management to clean the aisle area only. It is the responsibility of each exhibitor to clean or have cleaned their booth, including emptying wastebaskets. Make arrangements with Shepard by using the **Cleaning Order Form** provided in the Service Kit.

**SHIPPING:** All freight deliveries to the center must be shipped on designated move-in/out days and must be sent to the attention of Shepard Exposition Services; a drayage fee will apply. See and complete the forms in the service kit and return them to Shepard if you plan to ship your materials. The trade center **cannot** accept freight deliveries on behalf of GMA, Shepard, exhibitors, etc. Please make sure you have made arrangements with your company of choice to pickup your materials before 5:00 pm on Sunday, June 23. **NO** freight will be shipped out on Monday, June 24. We will reroute all freight at 6:00 pm on Sunday, June 23.

**HOUSING:** GMA has blocked reduced rate rooms at several hotels in Savannah. Upon receipt of your booth reservation, GMA will email you a reservation form and a link to the online reservation system. For immediate reservations, follow the link provided to make your reservation online. In an attempt to provide every company with sleeping rooms, we will be limiting the number of rooms per booth to five (5).

**PARKING AND TRANSPORTATION:** GMA will provide shuttle transportation from all hotels to the Trade Center beginning at 7:00 am. The International Trade and Convention Center has 1500 FREE parking spaces.

**SERVICE KITS:** Service Kits can be accessed online following the link in your confirmation email as well as the online map dynamics portal. Remember, if you **DO NOT** want to order online you must request to receive a service kit in the mail! Check the service kit to order furniture, carpet, electricity, phone lines and any other extra service you may need. **Remember, ordering before arrival saves money.**

**PLEASE, RETURN THE TERMS AND RULES PAGE  
SIGNED WITH YOUR PAYMENT**

**TERMS OF CONTRACT RULES AND REGULATIONS-EXHIBITOR'S INFORMATION**

***I TERMS OF CONTRACT***

**PAYMENTS.** If the exhibitor fails to make either of said payments at the time set forth on the face of the contract, all rights of the exhibitor herein shall cease and terminate, and any payments by an account hereof prior to said time shall be retained by The Georgia Municipal Association, Inc. as liquidated damages for the breach of this agreement as aforesaid, and Georgia Municipal Association, Inc. may thereupon recall said space for resale. Payments are not refundable except as subsequently stated in this contract.

**LIABILITY.** The Georgia Municipal Association, Inc. will not be liable for any and all claims, debts, demands, liabilities, or causes of action of every kind or character, whether in law or in equity, by reason of any injury, or damage to any person or persons or damage or destruction of property or loss of use thereof, whether it be the person or property of exhibitor, its agents, or employees, or of any third persons, from any cause or causes whatsoever arising from any event or occurrence in or upon the leased space or building. Exhibitor shall indemnify and hold harmless The Georgia Municipal Association, Inc., its officers, directors, agents, employees and members against and from any and all such claims, demands, debts, liabilities, and causes of action (including attorney's fees and costs) of any persons whomsoever arising out of acts or omissions of Exhibitors, its employees and/or agents.

**TERMINATION OF CONTRACT.** This contract may be terminated by The Georgia Municipal Association, Inc. at any time on the breach of any of the terms of contract by the exhibitor, and thereupon all rights hereunder shall cease and terminate, and any payments made by the exhibitor on account hereof prior to said termination shall be retained by The Georgia Municipal Association, Inc. as liquidated damages for such breach, and Georgia Municipal Association, Inc. may thereupon resell said space.

**DESTRUCTION OF PROPERTY.** In the event that, for any reason, the show is not held as proposed, the Exhibitor shall receive a refund of any amounts paid on exhibit space, less reasonable deductions for overhead expense incurred by The Georgia Municipal Association, Inc. This refund shall release all claims or damages against GMA.

**SUBLETTING.** Subletting or donation of space, partially or in its entirety, is not permissible without the written consent of the Show Manager at least three (3) days prior to the opening of the Expo.

**INSURANCE.** Exhibitors shall furnish their own general liability insurance. Proof of such insurance shall be submitted to the Show Manager at time of execution of this contract. Such insurance shall have a loss limit of at least one million dollars per occurrence.

**CANCELLATION POLICY.** Written notification is required for cancellation. Any cancellation received on or before April 30, 2019 will be refunded in full. A partial refund of fifty percent (50%) will be issued for cancellations received May 1 through May 31, 2019. There will be no refunds made for cancellation received after May 31, 2019. The date of the postmark will be the effective date of receipt of the notice of cancellation for purposes of refunds.

**BUILDING RULES AND CITY ORDINANCES.** The Exhibitor agrees to obey all rules of the Exhibition Hall which may now be in existence or which hereafter may be made, and to abide by the rules and regulations of the local Departments of Buildings and Inspections, Fire, Police, Public Works and Health and such other Departments whose duties embrace regulations of exhibits, etc.

**GENERAL.** The management of The Georgia Municipal Association, Inc. reserves the right to decline or prohibit any exhibit or portions thereof, and to permit only such matters or conduct as shall be approved by it. Show management reserves the right to make location/space changes with no advance notice to the exhibitor that will, in the opinion of show management, be of benefit to the show.

**AMERICANS WITH DISABILITY ACT (ADA).** Exhibitor is responsible for ensuring that exhibitor's booth, space and exhibit complies with the ADA. Exhibitor shall immediately notify Exhibit Manager in writing any Expo attendee requesting accommodation or complaining of inaccessible exhibits or facilities. If Exhibitor or any of Exhibitor's agents or employees working on the Expo or Exhibitor's behalf are a "disabled individual" as defined by the ADA and require reasonable accommodations to participate in the Expo, the Exhibitor shall inform the Exhibit Manager of the covered disability and need for accommodations in writing at least seven business days prior to the time and date scheduled for exhibit installation.

**II RULES AND REGULATIONS**

**OPENING AND CLOSING DATE.** Booths will be ready to install exhibits on the date and times specified in the show exhibitor's kit. Exhibits must be completely installed by the date and times specified in the show exhibitor's kit and remain open for display to the general public during all dates and inclusive times the show is open to the public as listed in the show exhibitor's kit until the final closing time.

**No exhibit may be dismantled before the final closing time shown in the show exhibitor's kit** without written permission of The Georgia Municipal Association. Exhibits shall be dismantled immediately following the show closing on Sunday, June 23, 2019 at 1:30 pm.

**DECORATION OF BOOTHS.** No booth structure, material or sign may extend more than 8 feet in height on back line, nor exceed an 8-foot height from the back line 3 feet up the booth side to the aisle. **Exhibitors' decorations may not obstruct other displays or project into aisles.** All decorations must have been flame proofed and pass inspection by all designated authorities of the local jurisdiction. No cut evergreens can be used for decorative purposes unless fireproofed. All electrical use in the exhibit area must comply with the OSHA national electrical code.

**USE OF SPACE.** All sales, taking of orders for future delivery, conferences, lectures, displays and distribution of literature will be limited exclusively to GMA Exhibitors and must be conducted in a dignified manner within the confines of leased space. No noise making devices or public address systems shall be allowed without specific approval of show management.

**CARE OF SPACE.** Exhibitors shall care for and keep in good order space occupied by them and surrender such space at the close of the show in the same condition as it was when first occupied by the exhibitor. If the space occupied is damaged by the participants, his employees, patrons or guests, he shall be liable to pay such claims as are necessary to restore the space to its original condition.

**CHARACTER OF EXHIBITS.** The Georgia Municipal Association reserves the right to decline or prohibit any exhibit, part of an exhibit, or prohibit or restrict any activity or conduct within the exhibition area which in the opinion of the Association's Executive Director or Exhibit Manager is not suitable or appropriate or is detrimental to the Association, its member or other exhibitors.

**The decision of the show management must be accepted as final in any dispute between exhibitors or any situation not covered by these rules and regulations.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Georgia Municipal Association

**Booth Reservation Sheet**  
**86<sup>th</sup> Annual Convention**  
**Exhibits June 22-23, 2019**  
**Savannah International Trade and Convention Center**

This contract should be filled out and forwarded immediately to the Georgia Municipal Association, Imani Beckles, Exhibit Assistant, PO Box 105377 Atlanta, Georgia 30348 or to secure fax 404.577.6663 along with a signed copy of the **TERMS OF CONTRACT RULES AND REGULATIONSEXHIBITOR'S INFORMATION**. For further information contact Imani at 678-686-6295.

**Terms of Contract and Exhibiting Rules**

It is agreed that all rules and regulations on the reverse side of this contract and agreement other than those contained herein shall be binding upon the parties unless in writing and signed by the official Show Manager of the Georgia Municipal Association, Inc. It is agreed that all exhibits shall not be dismantled prior to the closing time of the show on the final day as published in the show exhibitor's kit unless written permission is given by Exhibit Manager.

No discounts are given on multi booth purchases! Please make three selections for booth choice if you are not using Online Portal for booking. – Please visit for last years floor plan <https://shows.map-dynamics.com/gma2018/>

If there are any competitors whose booths you do not wish to be near, list names: \_\_\_\_\_  
 \_\_\_\_\_

**Standard Exhibit Package \$875.00**  
**INCLUDES**

- Booth size 10-foot-deep, 10-foot-wide, 8-foot-high;
- Background draperies, and 3-foot-high side drapery dividers,
- (1) Company Identification Sign
- (3) Name Badges (to be provided on Name Badge and Housing Form)

**Equipment Exhibit Package \$1750.00**  
**INCLUDES**

- Booth sizes see floor plan
- (1) Company Identification Sign
- (5) Name Badges (to be provided on Name Badge and Housing Form)

**FURNITURE AND POWER ARE NOT COVERED IN YOUR PACKAGE –Both Services must be ordered separately.**

Booth Cost	\$ _____ x Number of Booths _____	=	Total \$ _____
Business Alliance Program (10% discount)			-\$ _____
GRAND TOTAL			_____

**Your confirmation will be emailed within 10 working days of receipt of contract and will include housing and service contractor information.**

**CANCELLATIONS: See Cancellation Policy in terms of contract on reverse side.**

Booth Sign \_\_\_\_\_

Company Name \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ **email for confirmations and housing form:** \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ ZIP \_\_\_\_\_

Website Address: \_\_\_\_\_ Primary Contact for Exhibit: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Check Enclosed      Credit Card:      Visa      MC      AMEX

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

**\*\*GMA no longer accepts credit card information via email. Please use secure fax or mail in only.**