

EXPO INFORMATION

GMA 90th Annual Convention & Municipal Marketplace- Show Dates June 24-25, 2023 Savannah 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 90th 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 MUNICIPAL MARKET PLACE: The GMA Exhibit Hall will be located on the ground floor of the Savannah 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, please leave the key with the facility security. 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 of 10 X 10 spaces and equipment. See Booth Reservation sheet for pricing. A standard 10 X 10 will include a space 10-foot-deep, 10-foot-wide with 8-foot-high back drapery, 3-foot-high side drapery dividers and a company identification sign, carpet, wastebasket, 1 table and 2 chairs are included. An equipment space will include a marked area with a company identification sign, wastebasket, 1 table and 2 chairs are included. **Power and additional furniture are not included!** Exhibit set-up will be Saturday, June 24 from 9:00 am until 2:00 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 24 from 3:45 pm-6:00 pm; and Sunday, June 25 from 10:30 am to 2:30 pm. Lunch will be served in the exhibit hall on Sunday - **No** exhibit may be dismantled before 2:30 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.

JANITORIAL SERVICE: GMA will carpet the aisles. 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 for cleaning 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. 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 to make arrangements with your company of choice to pick up your materials before 5:00 pm on Sunday, June 25. No freight will be shipped out on Monday, June 26. We will reroute all freight at 5:30 pm on Sunday, June 25.

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 three (3).

PARKING AND TRANSPORTATION: GMA will provide shuttle transportation from all hotels to the Trade Center beginning at 7:00 am. Savannah Convention Center is under construction and onsite parking spaces are limited.

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 additional furniture, carpet, electricity, phone lines and any other extra service you may need. Power and phone lines are not included with your booth registration fee. **Remember, ordering before arrival saves money.**

PLEASE RETURN THE TERMS AND RULES PAGES SIGNED WITH YOUR PAYMENT

TERMS OF CONTRACT RULES AND REGULATIONS-EXHIBITOR INFORMATION

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 the time of execution of this contract. Such insurance shall have a loss limit of at least \$1 million per occurrence.

CANCELLATION POLICY. Written notification is required for cancellation. Any cancellation received on or before June 3, 2023 will be refunded in full. There will be no refunds made for cancellations received after June 3, 2023. 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 the 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.

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 24, 2023 at 2:30 pm.

DECORATION OF BOOTHS. No booth structure, material or sign may extend more than 8 feet in height on the backline, nor exceed an 8-foot height from the backline 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, Inc. 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. Exhibitor agrees that its exhibit shall be admitted into the Exhibit Hall and shall remain in the Exhibit Hall from day to day solely on strict compliance with all the rules herein described. If an exhibit or Exhibitor is ejected with cause or in violation of these rules or for any other stated reason, no return of any associated fees shall be made by the Georgia Municipal Association, Inc.

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: _____