



*2017 G-CASE Fall Conference
November 15-17, 2017
Marriott Savannah Riverfront
Savannah, GA 31401*

2017 G-CASE Fall Conference “Everyday Heroes”

The G-CASE Professional Learning Committee invites you to join us at the **2017 G-CASE Fall Conference**. The Conference will be **November 15-17** at the **Marriott Riverfront Hotel in Savannah, Georgia**. The Exhibit area will open Wednesday, November 15, at 1 PM and close Thursday, November 16, at 5 PM.

Registration for this event is available by [clicking here](#). We hope you will come to Savannah for the 2017 G-CASE Fall Conference. This conference is your chance to interact with more than four hundred special education administrators from throughout Georgia. These educational leaders are the decision makers at the district and building levels.

To ensure maximum visitations with Exhibitors, special times are reserved for attending the Exhibit area. Additionally, refreshment breaks are held in the Exhibit area allowing prime visitation time with all attendees.

To encourage conference attendees to actively engage with company representatives, each attendee will receive a “Passport to Winnings” – a list of exhibitors. Attendees who receive a “proof of visitation” (signature) from a staff member at 15 different booths throughout the Exhibit area will be eligible to win special door prizes. You can also include your own door prizes for special drawings and company recognition.

Following is a list of sponsorship opportunities for your company to gain the most out of your participation in our fall conference. If you would like to sponsor a specific event such as a breakfast, lunch or break, please contact Sarah West at swest@gael.org for more information.

We hope that you will join us in Savannah on November 15 and 16 – we would love to have you!

Contact Information:

Dr. Sarah West, Executive Director

Email: swest@gael.org

Phone: 478-747-8222

Sponsorship Opportunities

Diamond - \$5000 and above

Gold - \$2500

Silver - \$1500

Bronze - \$1000

Diamond - \$5000 and above

- *Exclusive event sponsored by company during the conference*
- *Preconference advertising in G-CASE promotional materials*
- *One complimentary double exhibit booth in key location*
- *Opportunity for company representative to make brief remarks before one general session*
- *Company featured in **full page ad** in conference program*
- *Company's name prominently displayed during the conference*
- *Recognition by G-CASE leaders throughout the conference*
- *Recognition on G-CASE website for sponsorship*
- *Additional company representatives at no additional cost*
- *Company and representatives recognized during opening session*
- *Invitation for all company representatives to join conference attendees for breakfast and lunch on Thursday*

Gold - \$2500

- *One complimentary exhibit booth in key location*
- *Opportunity for company representative to make brief remarks before one general session*
- *Company featured in **three quarter page ad** in conference program*
- *Company's name prominently displayed during the conference*
- *Two additional company representatives at no additional cost*
- *Recognition on G-CASE website for sponsorship*
- *Invitation for three company representatives to join conference attendees for breakfast and lunch on Thursday*

Silver - \$1500

- *One complimentary exhibit booth in prime location*
- *Company featured in a **half page ad** in conference program*
- *Company's name prominently displayed during the conference*
- *Recognition on G-CASE website for sponsorship*
- *Company and representative recognized during general session*
- *Invitation for one company representative to join conference attendees for lunch on Thursday*

Bronze - \$1000

- *One complimentary exhibit booth in prime location*
- *Company featured in a **quarter page ad** in conference program*
- *Company's name prominently displayed during the conference*
- *Company and representative recognized during general session*
- *Invitation for one company representative to join conference attendees for lunch on Thursday*

Exhibit Booth (included with sponsorships)

Exhibitor - \$600

- *One complimentary exhibit booth*
- *Company name and contact information in conference program*

State Agency / Non Profit - \$350

- *One complimentary exhibit booth*
- *Company name and contact information in conference program*

Sponsor / Exhibitor Registration Information

Online Registration

To simplify the registration process:

- Only online registrations will be accepted.
- Payment may be submitted either online or by mail by November 1. If for any reason your registration is not accepted, you will receive a full refund of your payment.
- Booth spaces will be assigned only when full payment is received.
- Please Note: Only 2 staff are included with exhibit booth purchase – all others are \$75 each.

Dates/Location

November 15-16, 2017 – Marriott Savannah Riverfront, 100 General McIntosh Blvd, Savannah, GA31401

Registration Deadline: November 1, 2017 (or when exhibit space fills)

Booth Information

Booth package includes:

- One 6' deep by 8' wide exhibit booth
- One 6' skirted table, two chairs and a waste basket
- Electricity is available through the Marriott Hotel at an additional charge
- Wireless Internet is complimentary (but inadequate for streaming)
- Meals are not included unless specifically listed under Sponsor details

Sponsor & Exhibitor General Information

MANAGEMENT: Management as used herein shall mean the Georgia Council of Administrators of Special Education (G-CASE) Executive Director and Executive Board; the Exhibit Coordinator is an employee or designee of G-CASE providing on-site assistance and overseeing the Exhibit Area. In the enforcement and interpretation of the following rules and regulations, the decision of the G-CASE Executive Director is final.

ELIGIBLE EXHIBITS: The Management reserves the right to determine the eligibility of any company or product for inclusion in the conference and reserves the right to reject or prohibit any exhibit in whole or in part, or an exhibitor, or his/her representatives, with or without giving cause. No animals will be allowed in the Exhibit Area without prior approval.

SET UP and REMOVAL: Exhibits may be set up from 11:00 AM.-1:00 PM on Wednesday, November 15, 2017. Installations MUST BE complete by 1:00 p.m. Exhibit removal will begin at 4:00 p.m. on Thursday, November 16.

HOTEL PACKAGE STORAGE/DELIVERY/ SHIPPING SERVICES: All incoming packages should be specifically labeled and addressed to the exhibitor receiving the package and marked with the name and date of the conference. Because of limited storage space, boxes can be accepted no more than three (3) working days prior to the meeting. Storage fees will apply if packages arrive prior to the 72 hour grace period or are left more than 72 hours following the conclusion of the conference. Any items remaining after one week will be discarded. Exhibitors will be charged directly by the Hotel for any applicable storage, delivery or shipping fees and are responsible for providing a method of payment.

REFUNDS: No refunds for exhibit space or sponsorships will be given for cancellations after October 20, 2017.

AISLE SPACE: All aisle space is under control of the Management and must not be used in any way for exhibit space. No additional furnishings may be added to the exhibit booth space, nor infringe on the aisle spaces.

NON LIABILITY: The exhibitor agrees to make no claim for any reason whatsoever against the Georgia Council of Administrators of Special Education, the conference facility, or other contractors for loss, theft, damage, or destruction of goods; nor for any injury to him/herself or employees; nor for any damage of any nature or character, including any damage to his/her business by reason of failure to provide space for the exhibit, or the removal of the exhibit; nor for failure to hold the conference as scheduled; nor for any action of any nature of G-CASE or its members, officers, committees, agents or employees.

DAMAGE LIABILITY: The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the hotel premises and will indemnify, defend and hold harmless the hotel, its agents, servants and employees from any and all such losses, damages and claims.

RELOCATION OF EXHIBITS: If deemed advisable and in the best interest of the conference attendees, the Management reserves the right to alter locations of exhibits as shown on the official floor plan.

FIRE, SAFETY AND HEALTH: The exhibitor agrees to accept full responsibility for compliance with local, city, and state Fire, Safety and Health Ordinances regarding the installation and operation of equipment. All exhibit materials and equipment must be reasonably located within the booth and protected by safety guards and devices when necessary to prevent accidents and injuries.

EXHIBIT LOCATION: Final decisions about booth location/assignments will be made by G-CASE staff and are subject to change at any time. NO exhibitor will assign, sublet, or share the space assigned without

the knowledge and consent of G-CASE Executive Director or designee. The booth(s) must be staffed at all times when the Exhibit area is open. Booth(s) may not be dismantled prior to 3:00 p.m. on November 16, 2017.

DECORATIONS STANDARDS: No combustible decorations, such as crepe paper, tissue paper, cardboard, corrugated paper, shall be used at any time. All packing containers, excelsior, and wrapping paper should be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other cloth decorations must stand a flameproof test as prescribed by fire ordinances. No balloons.

REQUEST FOR NAMES OF CONVENTION REGISTRANTS: G-CASE is a non-profit association of individual members. A list of attendees including addresses is sent to Sponsors ONLY after the event.

CANCELLATION OF SHOW: Should the conference be cancelled, postponed, or abandoned due to fire, strikes, weather, or other uncontrollable circumstances before the opening date, this contract will not be binding and exhibitors will receive refunds.

INTERPRETATION AND AMENDMENT: Management has full power to interpret or amend these rules if needed. Management will make every effort to assist sponsors/exhibitors to make this a collaborative effort and a successful profitable show and we are pleased to work with the exhibitors toward that end.

PAYMENT SCHEDULE:

A. In consideration for the right to exhibit and or sponsor during the G-CASE 2017 Fall Conference and to be acknowledged by G-CASE as a sponsor and/or exhibitor, the Exhibitor and or Sponsor agrees to make payment in full to G-CASE on or before November 1, 2017.

B. The payments described in this Schedule shall constitute payment by Sponsor and/or Exhibitor solely for Sponsors' and or Exhibitors' participation in the Conference and to be acknowledged by G-CASE as a sponsor and/or exhibitor at the Conference. Such contributions shall in no manner be considered compensation or reimbursement for services rendered, activities undertaken by G-CASE on behalf of Sponsor and/or Exhibitor, or income from a partnership or joint venture.

Exhibit Area Schedule (tentative)

Wednesday, November 15

Setup Time: 11:00 AM. – 1:00 PM.

Conference Kick-Off begins with the opening of the Exhibit Area at 1:00 PM.

The conference schedule includes several break times to allow for visits to the exhibit area.

Thursday, November 16

The Exhibit area will be open from 8:00 AM until 4:00 PM

The conference schedule includes several break times to allow for visits to the exhibit area.

Exhibitor prizes will be announced in the Exhibit Area at designated times.

Booth prizes and winning names should be given to Sarah West or designee.

Breakdown booths at 4:00 PM

Specifications for Items to be Submitted for Program

Exhibitor space is awarded on a first come, first PAID basis with special consideration given to sponsors. Specific booth assignments will be made on or before November 1, 2017. After this time, exhibitors will be notified of their booth location and exhibit and product shipping details will be sent.

Due to printing deadlines, we will only be able to recognize organizations in the program who meet the submission deadline of October 25, 2017. We will be glad to answer any questions and provide assistance; however, it is the exhibitor's responsibility to provide all information to us on or before October 25, 2017, including the appropriate graphics in the specified format.

For Sponsors Only:

Please submit your ad information before October 25, 2017, using the following guidelines:

Grayscale or black and white camera-ready ad in size listed below, and full-color company logo; High resolution (at least 300 dpi.) .jpg or .tif image format required.

Ad Specifications:	Full Page	5" w x 8" h
	Three Quarter Page	5" w x 6" h
	Half Page	5" w x 4" h
	Quarter Page	5" w x 2" h

For more information and/or questions contact Sarah West via email at swest@gael.org or by phone at 478-747-8222.