
G-CASE Fall Conference
November 13-15, 2024
The Hyatt Regency Savannah

**Revitalizing
Relationships**



Face-to-Face



G-CASE Fall Conference
November 13-15, 2024

**SPONSOR AND EXHIBITOR
INFORMATION**



G-CASE

Georgia Council of Administrators of Special Education

2024 G-CASE Fall Conference

November 13-15, 2024

The Hyatt Regency Savannah

2 West Bay Street

Savannah, GA 31401

The Georgia Council of Administrators of Special Education (G-CASE) invites you to join us for our **2024 Fall Conference**. The Exhibit area opens for conference participants on Wednesday, November 13th at 12:00 Noon (*set up from 8:00 A.M. to 12:00 Noon*) and closes Thursday, November 14^h at 4:00 P.M.

Our anticipated 500+ participants will be public school administrators of special education from all over the state who are looking for innovative ideas, resources, and support services for districts, schools, and classrooms. This is the only opportunity each year to meet and connect with special education decision-makers from all over Georgia in a single location for two days. Conference attendees are district special education directors, coordinators, teacher leaders, GLRS (Georgia Learning Resource System) directors, GNETS (Georgia Network for Educational and Therapeutic Support) directors, Georgia Department of Education Student Support Staff, and others who have purchasing approval. There will be thirty-minute breaks throughout the conference for our attendees to talk to you. It is an opportunity you don't want to miss.

We will be featuring nationally and state-known keynote speakers, along with highly informative breakout sessions, legal experts, and presentations from the Georgia Department of Education, so we expect our audience to be large. We appreciate you and want to share your products and services with all our people! And best of all, they WANT to learn from you!

We will also be hosting a **Silent Auction** during the conference to raise funds for scholarships to cover tuition at our highly successful year-long *Special Education Administrator Development Academy*. If you would like to furnish a gift or product from your company to be bid on during the Silent Auction, please do so! Your donation and company/service/program will be highly visible throughout the conference. Thank you!

We have opportunities for you to sponsor various **social activities** for our participants during the conference, as well. All sponsorship levels include **Thursday lunch** with our conference participants, where you will be escorted to lunch by a G-CASE Executive Board member who will introduce you all around to the people at his/her table where you can sit, eat, and get to know our people on a more personal level.

Exhibitor check-In: Wednesday, November 13, 2024 (8:00 A.M.-12:00 P.M.) Downstairs lobby of the Hyatt Regency Savannah, G-CASE Conference Headquarters

Exhibition Setup Times: Wednesday, November 13, 2024 (8:00 A.M.- 12:00 Noon)

Exhibition Takedown Times: Thursday, November 14, 2024 (beginning at 4:00 P.M.)

Conference Times for Participants: Wednesday, November 13, 2024 (1:00 P.M.-4:50 P.M.)

Thursday, November 14, 2024 (8:00 A.M.-5:00 P.M.)

Friday, November 15, 2024 (8:30 A.M.-12:00 P.M.)

Registration Deadline to Sponsor/Exhibit: October 4, 2024 or when all space is sold. A Waiting List will be retained. This is also the deadline for all information (descriptions for the Conference Program App, contact information for representatives, logos, videos, etc.) to be received. Information received after this date are not guaranteed to be included in the Conference Program App, on banners, slides, etc.

A single “**booth**” is one long draped table/chair located in the conference’s high traffic, (restrooms, refreshments) frequently traveled areas on the same floors as the conference where all General Sessions and breakout sessions are held. Wireless Internet is complimentary. A tent card designed with your company logo and name will be on your table.

To **SHIP** any items to the Hyatt before the conference, please refer to this link: [Hyatt Shipping Information](#)

ELECTRICITY can be accessed through purchase directly from The Hyatt, if needed. Please use the [Hyatt Savannah Exhibit Order Form for Electricity](#) (line 48 and 49) and forward it to galoeinspiresolutions.com

Take advantage of the **G-CASE Hotel and Discounted Parking Block** at the Hyatt Regency Savannah by reserving your room at the G-CASE Fall Conference Hotel Link [Hyatt Savannah Room Reservations](#)

PLEASE NOTE: Space is limited and the conference exhibit space is usually maxed out early, with a waiting list. Preference for admission and location will be given to the date registration is received, sponsorship level, and number of years partnering with G-CASE. **REGISTER EARLY!**

Sponsorship and Exhibition Opportunities

| Levels | Amount |
|--|---------------|
| Signature Sponsor | \$8,000.+ |
| Platinum Level Sponsor | \$6000 |
| Diamond Level Sponsor | \$5000 |
| Gold Level Sponsor | \$2500 |
| Silver Level Sponsor | \$1500 |
| Bronze Level Sponsor | \$1200 |
| Exhibitor | \$800 |
| State Agency Exhibitor/Non-Profit Organization | \$350 |

Specific information about each sponsorship level is detailed below, along with Registration Information.

Thank you!

Sponsorship and Exhibition Opportunities

Signature Sponsor(s) - \$8,000+

- Logo publicized on large conference plastic badges for participants as the G-CASE Fall Conference Signature Sponsor(s)
- Opportunity to host a special nighttime event for all conference participants
- Video Commercial (up to three minutes) provided by Sponsor to be played during General Session; to be linked on G-CASE website; to be sent to all attendees via email; included in the digital G-CASE Newsletter; and in the G-CASE Fall Conference app.
- A graphic slide added to Sponsor Slide Show advertising your company that will be shown throughout the conference
- Space allotted in the conference hotel for individual or small group discussions/presentations with your own selected participants
- Conference Attendee List with job titles and e-mail addresses sent to you before the conference begins

- Logo on participant Name Badges
- G-CASE Board Member/Ambassador assigned to help with any issues; escort to lunch and to the General Session when introduced, etc.
- Pre/Post-Conference advertising on social media, G-CASE newsletter, and website
- Complimentary double exhibit space at premier location
- Complimentary registration for all attending company representatives
- Additional reps at exhibit space (Unlimited)
- Live Opening Session remarks to entire audience (up to 3 minutes)
- Large ad with live link to your website in G-CASE conference program app
- Logo on Sponsor Banner at Conference Entrance; company name/logo prominently displayed during conference
- Breakfast on Thursday and Friday; Lunch on Thursday for all reps in attendance *(Opportunity to mingle with conference participants at all meals. A G-CASE Ambassador will escort your group to lunch and introduce you to table-mates)*
- One Year Corporate membership in G-CASE
- Opportunity to provide promotional items to participants
- Sponsor ribbon on name badge
- Access to hotel block, discounted parking
- Recognition by G-CASE leaders/revolving slide show throughout conference

Platinum - \$6000 (Presenting Sponsor)

- Name in conference program app as a/the G-CASE Fall Conference Presenting Sponsor
- Video Commercial (up to two minutes) provided by Sponsor to be played during a General Session; to be linked on G-CASE website; to be sent to all attendees via email; included in the digital G-CASE Newsletter, and in the G-CASE Fall Conference app
- A graphic slide added to Sponsor Slide Show advertising your company that will be shown during the conference
- Time and space in the conference hotel allotted for individual or small group discussions/presentations with your own selected participants
- Conference Attendee List with job titles and e-mail addresses sent to you before the conference begins
- G-CASE Board member/Ambassador assigned to you to help with any issues; escort you to general session when introduced, etc.
- Pre/Post-Conference advertising on social media, G-CASE newsletter, and website
- Complimentary double exhibit space at premier location
- Additional reps at exhibit space (Unlimited)
- Live remarks to entire audience during conference (up to two minutes)
- Ad with live link to your website in G-CASE conference program app

- Logo on Sponsor Banner at Conference Entrance; company name prominently displayed during conference
- Breakfast on Thursday and Friday; Lunch on Thursday for all reps in attendance *(Opportunity to mingle with conference participants at all meals. G-CASE Board member will escort your group to lunch and introduce you to tablemates)*
- One Year Corporate membership in G-CASE
- Opportunity to provide promotional items to participants
- Sponsor ribbon on name badge
- Access to hotel block, discounted parking
- Recognition by G-CASE leaders/revolving slide show throughout conference

Diamond - \$5000

- Time and space allotted for individual or small group discussions/presentations with your own selected participants
- A graphic slide added to Sponsor Slide Show advertising your company
- Conference attendee list with job titles and e-mail addresses sent to you before the conference begins
- Pre-Conference advertising on social media and website
- Link to your business on the G-CASE website; included in the digital G-CASE Newsletter; and in the G-CASE Conference Program app
- Complimentary double exhibit space at premier location
- Additional reps at exhibit space (Unlimited)
- Live remarks made during conference to entire audience (up to two minutes)
- Video Commercial (up to 1 ½ minutes) provided by Sponsor to be played during a General Session
- Large ad with link to your business in G-CASE conference program app
- Logo on Sponsor Banner at Conference Entrance; company name prominently displayed during conference
- Breakfast on Thursday and Friday; Lunch on Thursday for all reps in attendance *(Opportunity to mingle with conference participants at all meals)*
- One Year Corporate membership in G-CASE
- Opportunity to provide promotional items to participants
- Sponsor ribbon on name badge
- Access to hotel block, discounted parking
- Recognition by G-CASE leaders/revolving slide show throughout conference

Gold - \$2500

- Conference Attendee List with job titles and e-mail addresses sent to you before the conference begins

- A graphic slide added to Sponsor Slide Show advertising your company
- Link on G-CASE website; included in the digital G-CASE Newsletter; in the conference program app
- One complimentary exhibit space at prime location
- One Additional rep at exhibit space at no extra cost
- One-minute Video Commercial provided by Sponsor to be played during General Session or live remarks (one minute) from representative
- Acknowledgement and description of products/programs,/services in G-CASE conference program app
- Logo on Sponsor Banner at Conference Entrance; company name prominently displayed during conference
- Breakfast on Thursday and Friday; Lunch on Thursday for two reps in attendance (*Opportunity to mingle with conference participants at all meals*)
- One Year Corporate membership in G-CASE
- Opportunity to provide promotional items to participants
- Sponsor ribbon on name badge
- Access to hotel block, discounted parking
- Recognition by G-CASE leaders/revolving slide show throughout conference

Silver - \$1500

- Conference Attendee List with job titles and e-mail addresses to be sent to you before the conference begins
- One complimentary exhibit space at good location
- Acknowledgement and description of products/programs,/services in G-CASE conference program/app
- Link to your company on G-CASE website; included in the digital G-CASE Newsletter, and in the conference program/app
- Logo on Sponsor Banner at Conference Entrance
- Lunch on Thursday for one representative (*Opportunity to mingle with conference participants*)
- One Year Corporate membership in G-CASE
- Opportunity to provide one promotional item to participants
- Sponsor ribbon on name badge
- Access to hotel block, discounted parking
- Recognition by G-CASE leaders/revolving slide show throughout conference

Bronze - \$1200

- Conference Attendee List with job titles and e-mail addresses to be sent to you before the conference begins

- One complimentary exhibit space
- Acknowledgement and description of products/programs/services in G-CASE conference program/app
- Logo on Sponsor Banner at Conference Entrance
- Link on G-CASE website; included in the digital G-CASE Newsletter
- Lunch on Thursday for one representative (Can add lunch for other representatives at check-out)
- *(Opportunity to mingle with conference participants at all meals)*
- One Year Corporate membership in G-CASE
- Opportunity to provide one promotional item to participants
- Sponsor ribbon on name badge
- Access to hotel block, discounted parking
- Recognition by G-CASE leaders/revolving slide show throughout conference

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Exhibitor - \$800

- Conference Attendee List with job titles and email addresses sent to you before the conference begins
- One exhibit space/one representative
- Ribbon on Name Badge
- Contact information in G-CASE conference program/app
- One Year Corporate membership in G-CASE
- Access to hotel block, discounted parking
- Recognition by G-CASE leaders/revolving slide show throughout conference
- All meals on your own

Non-Profit Exhibitor - \$350

- Conference Attendee List with job titles and e-mail addresses sent to you before the conference begins
- One exhibit space/one representative
- Ribbon on Name Badge
- Contact information in G-CASE conference program
- One Year Corporate membership in G-CASE
- Access to hotel block, discounted parking
- Recognition by G-CASE leaders/revolving slide show throughout conference
- All meals on your own

Additional Events/Items Available

*(First Sponsor to request an add-on opportunity will secure it!
Feel free to contact Sarah Burbach, G-CASE Executive Director
for more information about each item)*

| Fee Name | Fee Amount | Details |
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| Additional Company Representative, if not part of Sponsorship package | \$150 | Includes meals for the additional representative that are part of the company's sponsorship package. |
| Additional booth table, if not part of Sponsorship package | \$350 | |
| *Conference Lunch for Exhibitors <i>(Lunch is included in fee for all Signature, Platinum, Diamond, Gold, Silver, and Bronze Sponsors)</i> | \$60 | Lunch on Thursday for one representative <i>(A G-CASE board member will meet you at your booth, escort you to lunch, and introduce you to tablemates, giving you the opportunity to mingle with conference participants)</i> |
| Host Executive Board Dinner for 25 on Tuesday night before the conference begins | Event Paid by Sponsor No longer available | Sponsor can work with G-CASE Executive Director to plan and market this signature event. |
| Welcome Reception on Wednesday following Opening General Session | COST OF RECEPTION: Contact Sarah Burbach, G-CASE Executive Director at sburbach@gael.org for more information | Your company would be the host of a Welcome Reception at the Hyatt for all G-CASE Conference attendees following the Opening Session of the first day of the conference. Company Representatives will be given the opportunity to say a few words during a conference session to invite everyone to the Welcome Reception right before the conference adjourns for the reception and will attend and mingle during the reception. Signage and publicity in the program/app would also be available. Details of the Welcome Reception can be worked out with the Hyatt by G-CASE or by sponsoring company (adult beverages, sodas/water, appetizers, reception space). |
| Reception for Special Education Administrator Development Academy (Thursday, November 14th) | \$1000 | Thirty-five (35) teacher leaders will be attending their first G-CASE Conference as <i>Special Education Administrator Development Academy</i> participants. Your company will host a reception |

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| | | for them, and the G-CASE Executive Boards in their honor. Your company representatives will be at the reception to speak to the participants about your product/service and will be recognized in the program as the host of this event. In many cases, these teacher leaders will be the users of your product or can recommend the purchase to their directors. (G-CASE can provide food/ drinks/ space for event.) |
| Mentor Mingle: Wine and Cheese Reception for new Special Education Directors participating in the SELDA (<i>Special Education Leadership Development Academy</i>), their Mentors, and the G-CASE Executive Board (Wednesday, November 13th) | \$1700 | Many (over 60) first and second-year directors will be meeting during the conference, along with their mentors and Executive Board (35) members. Your company will host a reception for them in their honor. Your company representatives will be at the “ <i>Mentor Mingle</i> ” to speak to the participants about your product/service, give out promotional materials, and will be recognized in the program as the host of this event. (G-CASE can provide food/ drinks/space for event.) |
| CEC/CASE Happy Hour Thursday, November 14, 2024 | Sponsor will pay for drinks charged at bar for this Happy Hour; G-CASE provides the space | Plans for approximately 75 CEC/CASE members to attend Happy Hour in a private lounge in the lobby of the Hyatt. Your company name and logo will be on signage and in program/app. A company representative will attend and meet members in small groups in the lounge during the Happy Hour; will also be able to address the group. |
| Refreshment Break Sponsor | \$500 <i>(Refreshments during breaks will be paid for by G-CASE)</i> | Will be exclusive to one Sponsor per break. The sponsor will be announced during the conference right before the break he/she is hosting. Signage will be placed at the entrance to break and on tables, etc. Break sponsorships will be named in the conferences program/app. <u>(Note: Refreshments during break will be paid for by G-CASE)</u> |
| Attendee Tote Bag Sponsor | \$150 <i>(Company provides the bags)</i> | Each conference attendee will receive a tote bag at registration publicizing your company/logo. Promotional items/handouts from your company can also be placed in the bag. Bags will be created and produced <u>at cost to the Sponsor and brought or mailed to the conference.</u> Approximately 550 bags are required. G-CASE will be responsible for giving out the bags at registration and |

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| | | including YOUR promotional items in the bags. |
| Silent Auction | FREE! <i>(Great publicity for your company while making a huge difference for our teacher leaders!)</i> | G-CASE will be hosting a Silent Auction throughout the conference to raise funds for scholarships for selected special education teachers who will be participating in our <i>Special Education Administrator Development Academy</i> . Please provide anything you may have planned to give as a door prize (or any other materials, special promotional baskets, software products, equipment, etc.) for us to auction off. These items will be publicized as being given by your company and can contain your logo. We would like their value to be at least \$25. (Thanks!) |

REFUND POLICY for Sponsors and Exhibitors for this Event: Due to contracted commitments for facilities, meals/snacks, and partners, cancellations are subject to a \$50.00 fee up to two weeks/fourteen calendar days before the opening day of the event. After that, the full fee will be charged. No-shows at the event will be charged the full fee. Cancellations must be in writing and emailed to Sarah Burbach, G-CASE Executive Director (sburbach@gael.org). Substitutions of people attending the conference as exhibitors/sponsors are allowed. Please notify the G-CASE Executive Director (sburbach@gael.org) of the substitution so that the appropriate printing of the substituted name badge and billing will be made. If the conference is canceled, G-CASE will refund your entire sponsorship fee.

Once you have registered as a Sponsor or Exhibitor for the **2024 G-CASE Fall Conference**, you will receive more information regarding timelines for submission of logos, slides, videos, etc.

Please contact Sarah Burbach (sburbach@gael.org) or (706) 474-4272 if you have questions or need assistance.

Thank you!

See you in Savannah!

ELIGIBLE EXHIBITS: G-CASE 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.

NON-LIABILITY: The exhibitor agrees to make no claim for any reason whatsoever against the Georgia Council of Administrators of Special Education (G-CASE), the conference facility, and 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 the Georgia Council of Administrators of Special education (G-CASE) or its members, officers, committees, agents or employees.

DAMAGE LIABILITY: Exhibitors are liable for any damage caused to the building floor, walls, columns, or to standard booth equipment or other decorator property.

RELOCATION OF EXHIBITS: If deemed advisable and in the best interest of the conference attendees, G-CASE reserves the right to alter the 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 may be subject to change. An exhibitor shall not assign, sublet, or share the space assigned without the knowledge and consent of the G-CASE Executive Director.

SAFETY: When you register for the G-CASE Fall Conference in Savannah, you are coming at your own risk and you accept full responsibility for that decision. G-CASE and the Hyatt Regency Savannah are not liable or responsible for any infection, inconvenience, injury, or illnesses at any event or location affiliated with the Fall Conference. We expect to have over 500 guests and vendors at the conference which means we will not be able to offer social distancing for the general sessions, table seating, breakout room seating, meals, special activities, or hallway transitions.

For questions or more information, please contact:
Sarah Burbach, Executive Director
Georgia Council of Administrators of Special Education
sburbach@gael.org
(706) 474-4272

Please know we value your partnership, support, and health --
and will work with you in every way!

