

## **2021-2022 EXHIBITOR/SPONSOR AGREEMENT**

The following rules and regulations are designed for the benefit of all exhibitors and sponsors and, in conjunction with the application, constitute a formal agreement. GANE requests full cooperation in the observance of these terms. GANE reserves the right to terminate exhibitor or sponsor privileges at any time for breach of these rules and regulations. Expulsion of an exhibitor under these rules shall not give rise to a claim for a refund of the fees paid by such exhibitor.

### **1. SHIPPING/STORAGE INFORMATION:**

Please see the following Jekyll Island Convention Center (JICC): Group /Exhibitor Information Sheet for freight/shipping information and additional services provided onsite.



JICC Exhibitor  
Guidelines and Ship

**2. MEALS:** Please see the contract for information related to the meals.

### **3. RESERVATIONS:**

Reservations can be made using the following link:

<https://www.marriott.com/events/start.mi?id=1560368454835&key=GRP>

### **4. EXHIBIT SCHEDULE: (TO BE DETERMINED)**

Exhibitors are allowed to host receptions after the last Thursday or Friday night conference sessions. Exhibitors are responsible for making reception arrangements directly with the hotel or JICC. The event must be open to all attendees and will be included in the program if information is sent by **January 7, 2022**. If not included in the program, exhibitors are requested to provide a registration sheet at their table.

### **5. CONFERENCE MANAGEMENT:**

The conference is organized by GANE. Any matters not covered in these rules and regulations are subject to the interpretation of GANE. Exhibitors and sponsors must comply with the procedures of the Jekyll Island Westin and the JICC. GANE shall have full power to interpret and enforce these rules and regulations. Each exhibitor and sponsor, for them self and his or her employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.

### **6. FAILURE TO OCCUPY SPACE:**

Space not occupied by 11 a.m. on February 17, 2022 will be forfeited by exhibitors and their space may be reassigned or used by the conference management without refund.

## **7. RATES, DEPOSITS, AND REFUNDS:**

Exhibit space is rented, and sponsorships sold at the rates in accordance with the application form. No application will be processed, or space assigned without payment and return of completed contract. Exhibits must be fully paid for by 12 noon on December 31, 2021. If assigned space is not paid for by this date, it may be reassigned at the discretion of conference management.

## **8. ARRANGEMENTS OF EXHIBITS:**

Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be modified or removed by the exhibitor. The conference management reserves the right to inspect each booth prior to show opening.

## **9. EXHIBIT DESIGN:**

All exhibit space must be arranged and constructed in accordance with the provisions and limitations in the exhibitor application. If an exhibit fails to conform to the exhibitor application, it must be modified to comply or be removed.

## **10. SUBLEASING OF SPACE:**

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those produced or regularly distributed by them.

## **11. CONDUCT:**

All exhibits are to serve the interest of the GANE conference attendees and will be operated in a way that will not detract from other exhibits or the meeting as a whole. Any exhibit sponsored events scheduled outside the conference time frame must be open to all conference attendees. These may be on a first come first served basis with a designated number publicized. Exhibitors may not sell any products on site.

## **12. FIRE, SAFETY, AND HEALTH:**

The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials must be located within the assigned space. NO combustible material is to be stored in or around exhibit. Food items such as fruit, breakfast bars, all wrapped individually, may be distributed at the booth.

## **13. LIABILITY AND SECURITY:**

GANE makes no warranty, expressed or implied, that security measures will avert or prevent occurrences which may result in loss or damage. Each exhibitor must make provisions for the safeguarding of his or her goods, materials, equipment and always display. GANE will not be liable for loss or damage to the property of exhibitors or their representatives from theft, fire, accident or other causes.

## **14. CONTACT:**

For questions or more information, please contact: Debra Mann, GANE Exhibitor Committee Chair at [debra.mann@mga.edu](mailto:debra.mann@mga.edu)



## APPLICATION

Please complete **ALL** appropriate sections of this application and return by mail, e-mail or fax on or before 12 noon December 31,2021.

**Payment:** Under the terms of this agreement, the exhibitor/sponsor agrees to pay the total fee with this application or no later than 12 noon on December 31,2021.

**Cancellation Policy:** Any exhibitor, sponsor or other participant who cancels all or part of purchased exhibit space or sponsorship prior to December 17, 2021 shall receive a full refund, less a \$100 administrative fee. Any exhibitor who cancels all or part of purchased exhibit space or sponsorship between January 1 - 31, 2022 will receive a 50 percent refund. If cancellation in whole or part is made after January 31, 2022, the exhibitor / sponsor shall be liable to GANE, as liquidated damages, for the unpaid balance of the total value of the exhibit or sponsorship cancelled. Cancellation requests must be submitted in writing to Debra Mann, 34 Mann Rd., Eastman, Ga. 31023.

**Authorization:** Exhibitor/sponsor agrees to abide by the GANE 2021-2022 Exhibitor/Sponsor Agreement of this application and made a part of this agreement by reference and fully incorporated herein. If this application and agreement has not been received, properly signed, and accompanied by payment in full by 12 noon on December 31, 2021, it may be declared null and void so that exhibit space or sponsor benefits may be reassigned. Acceptance of this agreement by GANE constitutes a contract.

**I understand this application becomes a contract when signed and accepted by GANE. I have read and agree to abide by all rules and regulations, as outlined in the application form and the Exhibitor/Sponsor Agreement details.**

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(Please print name of individual) (Please print title of individual)

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(Authorized Signature) (Date)

**Please complete this application and forward it with payment to:**

Debra Mann, GANE Exhibitor Committee Chair  
34 Mann Rd.  
Eastman, Ga. 31023  
(478-278-7410)

***If paying by credit card, this form must be completed and mailed to the above designated individual.***

## CONTACT AND PAYMENT INFORMATION

Organization: \_\_\_\_\_  
(Exactly as it is to be printed in all acknowledgments)

Contact Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

Name(s) and Affiliated Organization of all individuals who will attend conference (to be used for name badges – No additional name badges will be given at registration table.

**Names must be submitted with completed form and payment no later than December 31, 2021.**

Designate ONLY with an \*, the two (2) representatives who are to receive the breaks Thursday and Friday, Thursday, Dinner Thursday, and Breakfast Friday.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Item		Amount	Number	Total
<b>Tables</b> <i>(Electrical Outlet - vendor is responsible for any extension cords, power strips, etc.)</i>	1 table: includes meals, as designated above, for 2 representatives	<b>\$1000</b>		
	2 tables: includes meals, as designated above, for 4 representatives	<b>\$1800</b>		
<b>Additional Meals</b>	Per Person	<b>\$175</b>		
<b>Inclusive Package Hotel Room Registration</b>	<a href="https://www.marriott.com/events/start.mi?id=1560368454835&amp;key=GRP">https://www.marriott.com/events/start.mi?id=1560368454835&amp;key=GRP</a>			

Item		Amount	Number	Total
<b>Sponsorship Opportunities</b> <i>Company Name will be displayed on conference materials as full sponsor/partial sponsor of the designated event. Certificates will be given to sponsors– Great advertising!</i>	<b>Full or Partial Opportunity</b> <i>(Meals, Breaks, Awards Lunch, Brochure)</i> Partial starts at \$500 up to Full at \$2500 each			
	<b>Program Book Page Sponsorship</b> <i>(Black and White Ads Only)</i> Quarter page- \$150 Half page - \$300 Whole page - \$500  Submissions must be “ <i>Camera Ready</i> ” and submitted to Rhonda Slocomb no later than <b>January 6, 2022</b> For additional information or questions related to sponsorships, please email Rhonda Slocomb at: <u><a href="mailto:Rhonda.slocumb@gsw.edu">Rhonda.slocumb@gsw.edu</a></u>			
<b>Total Package</b>				

**Payment Information:** ☐ Check enclosed made payable to *GANE*

☐ Online Credit Card

*All credit card payments must be completed online at the GANE website: [www.georgiaassociationfornursingeducation.com](http://www.georgiaassociationfornursingeducation.com)*

*The application form must be mailed to:*

Debra Mann  
 34 Mann Rd.  
 Eastman, Ga. 31023

I am an authorized representative of the company named above with full power and authority to sign this form and make this commitment.

\_\_\_\_\_  
 (Please print name of individual)

\_\_\_\_\_  
 Please print title of individual)

\_\_\_\_\_  
 (Authorized Signature)

\_\_\_\_\_  
 (Date)

**[Link to online credit card payment](#)**