



**GEORGIA
FORESTRY
ASSOCIATION**

ANNUAL CONFERENCE & FORESTRY EXPO

MONDAY, JULY 16 - WEDNESDAY, JULY 18, 2018

The Westin Hilton Head - South Carolina

Dear Exhibitor:

On behalf of the Annual Conference Planning Committee and the GFA staff, we are pleased to offer you the opportunity to exhibit at the 2018 Georgia Forestry Association Annual Conference & Forestry Expo on July 16-July 18 in Hilton Head, South Carolina. We expect a great turnout from Georgia's forest landowners, forest product manufacturers and forestry-related businesses. The Forestry Expo will offer a total of 32 booth spaces this year. GFA will not be offering early bird or late registrations.

The exhibitor package includes:

» **One Full Conference Attendee Registration**

(Additional cost will apply for optional activities or extra tickets)

» **One 8' x 10' Booth**

(With pipe and drape, a standard booth identification sign, one 6' table, two chairs and a waste basket)

» **Recognition in Conference Materials**

(Exhibitors will be given recognition on the GFA website, the Conference program and the exhibit hall slide show)

Electricity for the booth space may be purchased separately using the attached "Hilton Head Westin Electricity Order Form."

Important Dates

May 4, 2018: Booth Assignments will begin based on priority.

June 23, 2018: Written cancellations must be made by this date.

July 16-July 18, 2018: Annual Conference & Forestry Expo

To guarantee your space, send the attached exhibitor registration form which includes the exhibit hall floor plan with your 1st, 2nd, and 3rd choice booth space. Space will not be held without prepayment. Booth assignments will begin on **May 4, 2018** with priority given in the following order:

1. Sponsor exhibitors
2. All other exhibitors based on the order in which registrations were received

Written cancellations must be made by **June 23, 2018**. A processing and handling fee of \$100 will be assessed on all refunds. After **June 23, 2018**, there will be no refunds. All refund checks will be issued after the conference. For more information, including hotel reservations, schedule of events and more, visit: conference.gfagrow.org.

I hope you will take the opportunity to join us for this event. If you have any questions, please contact me at katkinson@asginfo.net or at (706)845-9085.

Sincerely,

Kelley Atkinson
Director of Conference Services

P.O. Box 2945
LaGrange, GA 30241

Attachments:

- 1) Exhibitor Registration Form
- 2) Westin Electricity Form

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EXHIBITOR REGISTRATION

EXHIBITOR DETAILS:

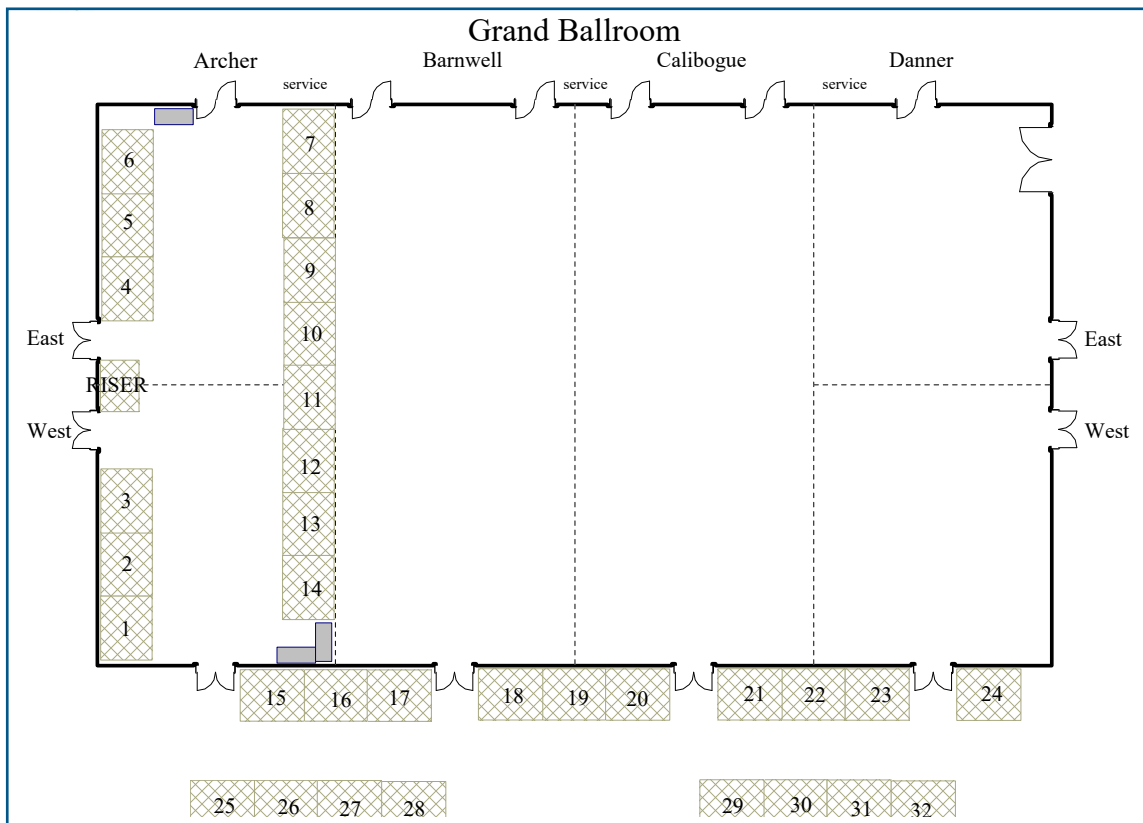
Each exhibitor registration includes one full conference registration, a 8' x 10' booth with pipe and drape, a standard booth identification sign, one 6' table, two chairs and a waste basket. The registration fee does not include electricity. Electricity may be purchased for the booth space using the "Hilton Head Westin Electricity Order Form." Please complete this form and an additional conference registration form for each individual attendee and return a copy to the address below.

Mail registration forms to:

GFA Exhibitor Registration
P.O. Box 2945
LaGrange, GA 30241

For registration information:

P: (706) 845-9085
F: (706) 883-8215
Email: katkinson@asginfo.net



Please Designate Your Top Three Booth Choices:
(Booths marked in green are currently taken)

#1: _____
#2: _____
#3: _____

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EXHIBITOR REGISTRATION

Registration Information:

Please check one of the following registration types.

\$900 (GFA Member) \$1,150 (GFA Non-Member) \$800 (Non-Profit Organizations)

Please fill out the contact information for the exhibiting company and primary registrant.

Company Name: _____

Complimentary Registrant Name: _____

Address: _____

City/State/Zip: _____

Daytime Phone: _____ Cell: _____ Email: _____

Payment Information:

The fees noted above include your exhibit space and one (1) full conference registration. No hotel reservations are included. No spouse registrations, extra meal tickets or golf registrations are included. Additional personnel must register as either a full conference attendee or a guest. To purchase those items, please note on your Annual Conference Attendee Registration Form. Written cancellations must be made by June 23, 2018. A processing and handling fee of \$100 will be assessed on all refunds. After June 23, 2018, no refunds will be processed. Any refunds will be issued after the conference date.

I have enclosed full payment for the events listed above, or I authorize a charge below:

Check # _____ enclosed (**saving GFA 5% on credit card processing fees**) payable to Georgia Forestry Association.

Please charge my: AMEX VISA MC Card Number: _____

Name on card: _____

Billing Zip: _____ Exp. Date: _____ CVV Code: _____

Signature: _____ Phone: _____

For more information regarding the GFA Annual Conference or sponsorship, contact Kelley Atkinson at katkinson@asginfo.net.

RETURN TO: GEORGIA FORESTRY ASSOCIATION
P.O. BOX 2945, LAGRANGE, GA 30241
PHONE: (706) 845-9085 • FAX: (706) 883-8215

**WESTIN RESORT – fax back to 843-681-1065 ATTN:
Electrical/Package Handling Order Form**

Conference Name: _____ Dates: _____
 Booth/Exhibitor’s Name: _____ Booth #: _____
 Contact Name: _____ Contact Phone #: _____
 Post Charges to: _____ Email address to send a secure credit card link for payment: _____
 Signature _____

Electrical Charges

Please complete this form and return it to the Westin Resort Event Management Department.

The Event Manager prior to hookup can submit estimates to the client upon request. All charges will be posted to the master account unless otherwise specified.

Charges include electrical consumption and post show disconnect.

Exhibitors must clearly identify equipment power. If in doubt please refer to the plate on your appliance/equipment which indicates volts/amps required for operation.

Be sure to double check the AMP requirements on your equipment before selecting appropriate electrical service. We are not able to adjust the electrical circuits once the show has been set up. Any modification of service after initial installation is subject to additional charges and such charges are at the discretion of the Engineering Manager and Director of Engineering.

This form must be received at least 10 business days prior to set-up day. Any orders not received 10 days in advance will be available only at the discretion of the Engineering Manager or Director of Engineering. Additional charges may apply.

Rates quoted for electrical connections cover only the supplying of service to the point of connection in the most convenient manner. The hotel will not be responsible for inaccurate hookup by the client.

All material and equipment is furnished on a service basis and remains the property of the hotel.

Please list below each piece of equipment requiring power:

All prices are not inclusive of 8% tax and labor fees per day.

<u>Electrical Description</u>	<u>Daily Rate</u>		<u># Days</u>		<u>Subtotal</u>
120 Volts, 20 amp, Single Phase	\$50	x	_____	=	_____
208 Volts, 20 amp, Single Phase *	\$75	x	_____	=	_____
208 Volts, 30 amp, Single Phase *	\$100	x	_____	=	_____
120 Volts, 50 amp Power Distribution System *	\$250	x	_____	=	_____
120 Volts, 100 amp Power Distribution System *	\$500	x	_____	=	_____
*Electrician required - (2 hour minimum) per hour	\$80	x	_____	=	_____
				6% Tax	_____

Total to be charged to credit card/room - _____

Other Audio Visual Requests such as monitors, DVD players, phone lines and internet needs, please contact Gabriel Struna at gstruna@psav.com.

Additional Electrical Services and Equipment are available.
 Prices will be determined after reviewing the customer’s requirements.
 Please contact our Event Services Department

Shipping Instructions and Handling Fees

If you are sending materials to the hotel, please ship to arrive no earlier than three (3) days prior to the event.

Items must be labeled as follows:

c/o The Westin Resort Hilton Head Island

2 Grasslawn Avenue

Hilton Head Island, SC 29928-5536

Hold for (Name & Date) Conference: Name of Group and On-Site Contact - address to the person that will be looking for it

Box(s) _____ of _____ (Multiple boxes MUST be numbered)

Name of Hotel Catering/Event Service Manager

Box deliveries will be assessed a handling fee determined by weight. These charges will be posted to your room or credit card on file. The hotel will not be responsible for the safe keeping of personal or rented equipment.

Inbound Package Handling Fees

BOX HANDLING/STORAGE FEE

Please see attached instructions on sending boxes to the resort.

- All packages are to be delivered to the loading dock and will be stored in the box / receiving room.
- If the boxes are received with in the three days allowed arrival time, there will be no additional storage fees assessed for box handling.
- Handling Fees per box:

<u>Inbound Package Handling Fees</u>	
0 – 5 pounds	\$5.00
6 – 20 pounds	\$10.00
21 – 50 pounds	\$15.00
Over 50 pounds	\$25.00
Crates	\$50.00
Pallets	\$75.00

Outbound Package Handling Fees

All OUTBOUND packages when guest uses their own personal account.
\$7.00 each box

All OUTBOUND packages when guests send through hotel’s account
Method of shipping cost + **\$7.00 each box**

(all receiving/shipping costs subject to 7% tax)

FOR ENGINEERING USE ONLY

Room _____

Date _____

Installation Start Time _____ Installation End Time _____

Work Performed By _____ Engineering Manager Approval _____