

2012 GAPPA ANNUAL MEETING AND TRADE SHOW EXHIBITOR APPLICATION

Business Partners, don't miss this occasion to display your wares and interact with representatives from over 40 of Georgia's colleges and universities from both the state and private sectors as we transition "back to the beach" at the new Jekyll Island Convention Center. We in GAPPA value our exhibitors and realize that it has been with your help that our association has attained recognition for its progress at both the southeastern and national levels.

Trade Show Registration

Exhibitor booths are assigned to previous year exhibitors first. Those companies requesting booths that did not exhibit last year are put on a waiting list in the order received. The 8' x 10' booth (note: booth size is increased this year in response to numerous requests) includes one six (6) foot table with skirt, two chairs, individual draped dividers, and one company identification sign (if requested). Other amenities will be the responsibility of exhibitor.

The Trade Show is extremely popular and sells out quickly each year. The location can accommodate 100 booths. Refer to the Exhibitor hall layout on page 5 for booth selection(s). We ask that exhibitors **select two booths in each of the four quadrants** (E, F, G & H) in order of preference.

The booth registration application must be received by January 16, 2012.

Companies on the waiting list are considered for booth after this date.

E-mail completed application to gappareg@gmail.com or mail to:


GAPPA
c/o Ralph Johnson, Assoc. V.P.
UGA, Physical Plant Division
0201 Chicopee Complex
Athens, GA 30602

As in years past, strategies have been developed to enhance participation in the exhibit area, which will include activities to ensure maximum exposure to all displays.

Payment

Payment must be made no later than Friday, March 16, 2012. Please note: registration is not confirmed until payment is received. If you have questions, please contact us at gappareg@gmail.com or 706-542-7369.

New PayPal Payment Instructions: We are pleased to announce that you may now pay by credit card. A PayPal account is not required. Use the link in the distribution e-mail or find link at www.gappa.org. Complete your application to

calculate your total. Add three-percent (3%) for the transaction fee and enter total amount due in  box.

Example

Amount	Description
\$1000	Booth
\$75	Golf
\$100	Sponsor Golf Hole
\$1,175.00	Check Total
+ 35.25	Charge Card Transaction Fee
\$1,210.25	Charge Card Total

Exhibitors Appreciation Dinner

This annual dinner is scheduled for Sunday evening. Members and business partners alike enjoy this traditional event. **One complimentary** dinner ticket is provided in the registration package for each company; however, you may purchase additional meal tickets on the application form.

Business Partner Membership

REMEMBER, YOU MUST BE A CURRENT GAPPA BUSINESS PARTNER TO PURCHASE A BOOTH. For membership status, please contact APPA: 703-684-1446 or sstewart@appa.org.

To become a **new** GAPPA Business Partner, complete the application attached on page 6, and mail to the Alexandria Virginia address shown on the application form. **DO NOT** send Business Partner Membership application and payment with your Exhibitor Application.

Lodging

Exhibitors are responsible for their own Hotel accommodations. For your convenience, a list of hotels offering a GAPPA event rate will also be posted on the Web site. Remember to mention GAPPA to receive the discount rate, and to make your reservations before April! Hope to see you in May.

GAPPA EXHIBITOR APPLICATION FORM

Please complete and return this form to the address indicated below by January 16, 2012.
Payment must be received no later than Friday, March 16, 2012.

Company Name:		
Address:		
City:	State:	ZIP Code:
Telephone:	Fax:	Email:
REPRESENTATIVE'S NAME (to appear on badge)	Title	


DEADLINE TO SUBMIT EXHIBITOR REGISTRATION FORM IS JANUARY 16, 2012.

1. Are you a returning exhibitor?	Yes	No	Number of Years	
REQUESTED BOOTH #(s)				
2. Do you need one (1) electrical supply?			Yes	No
3. Identification Sign Requested:			Yes	No
If yes, name as it will appear:				
4. Will your company participate with door prize gift(s)?			Yes	No
If yes, specify prize gift(s):				
BRIEF DESCRIPTION OF PRODUCTS TO BE DISPLAYED:				

NOTE: Please bring sufficient setup materials such as extension cords, as GAPPA does not furnish nor rent these ITEMS. Booth rental entitles Exhibitor to one 8 x 10 foot booth, 6' table w/skirt, two chairs, and individual draped dividers.

NAME	QTY	PRICE	TOTAL
Booth(s) Registration			
Sponsor an Event and/or Hospitality Suite/Cyber Café (enter details on page 4)			
Sunday Golf Tournament (enter details on page 4)			
Sponsor a Hole for the Golf Tournament			
Sunday – Exhibitors Appreciation Dinner (extra tickets)			
Monday - Opening Breakfast			
Tuesday – Annual Awards Banquet			
Wednesday - Closing Breakfast			
Children's Program , ages 3-12 – Sunday Night (enter details on page 4)			
Children's Program , ages 3-12 – Tuesday Night (enter details on page 4)			

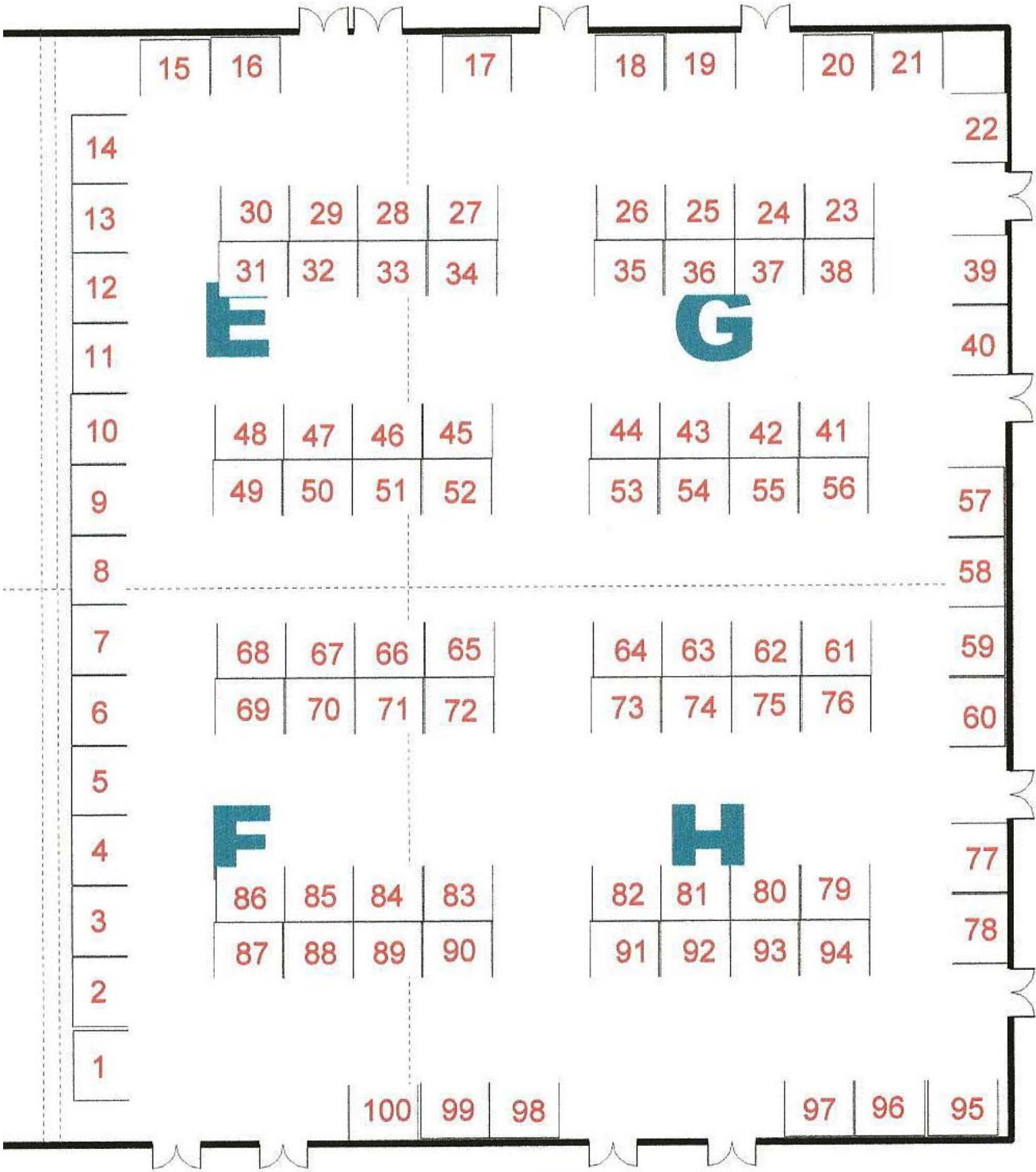
CHECK TOTAL **No Refunds After March 31, 2012******

CHARGE CARD TOTAL (includes 3% transaction fee)	
--	---

COMPANY NAME:			
GOLF REGISTRATION		WILL YOU PLAY TOGETHER? YES NO	
LIST PLAYER NAME(S)		HANDICAP	
CHILDREN'S PROGRAM			
CHILD'S FULL NAME		AGE	
EVENT SPONSORSHIP(S) (accept up to three companies for each event)			
Hospitality Suite/Cyber Café Sunday, Monday, or Tuesday		Specify Day(s):	
Sunday – Cocktails			
Sunday – Exhibitors Appreciation Dinner			
Sunday – Casino Night			
Monday – Opening Breakfast			
Tuesday – Cocktail Reception			
Tuesday – Annual Awards Dinner			
Tuesday – Entertainment			
Wednesday – Closing Breakfast			
TENTATIVE SCHEDULE OF EVENTS			
<u>Saturday, May 26, 2012</u> GAPPA Member's Pre-conference Workshop: 2:00 p.m. Exhibitor set-up: 12 noon - 6:00 p.m.		<u>Monday, May 28, 2012</u> Opening Breakfast: 8:30 a.m. Annual Meeting: 9:00 a.m. Exhibitor Show: 10:00 a.m. - 12:00 noon Afternoon Educational Sessions	
<u>Sunday, May 27, 2012</u> Annual Golf Tournament: 8:00 a.m. Exhibitor set-up: 12:00 noon - 3:00 p.m. Exhibitor meeting on show floor: 3:30 p.m. Exhibitor Show: 4:00 - 7:00 p.m. Exhibitor Appreciation Dinner: 7:30 p.m.		<u>Tuesday, May 29, 2012</u> Educational Sessions - 8:00 a.m. - 5:00 p.m. Cocktail Reception - 6:30 p.m. Annual Awards Banquet & Entertainment: 7:30 p.m.	
		<u>Wednesday, May 30, 2012</u> Closing breakfast: 8:00 a.m. Experience exchange: 10:30 a.m.	
MAKE CHECKS PAYABLE TO GAPPA and mailed to: GAPPA c/o Ralph Johnson, Assoc. VP for Physical Plant The University of Georgia 0201 Chicopee Complex Athens GA 30602		For information contact: Ralph Johnson or LaVonne Goldschmidt gappareg@gmail.com or 706-542-7369	

EXHIBITORS: Please note cost of each booth registration includes **only one (1)** Sunday exhibitor appreciation dinner ticket. Additional meal tickets may be purchased for this and other event meals on page 3 of the application.

Loading Dock



Main Entrances

GAPPA
Georgia Association of Physical Plant Administrators
Business Partner Membership Form

Business Partner Membership Dues:	\$75.00
<i>Make check payable to GAPPA and Mail to:</i>	GAPPA Membership Department 1643 Prince Street Alexandria, VA 22314-2818

Business Name:			
Street Address:			
City/State/Zip			
Primary Representative (individual):			
Title:			
Address (if different from above):			
City/State/Zip			
Phone:		Fax:	
Email:			

Associate Representatives

Individual 1			
Title:			
Address (if different from above):			
City/State/Zip			
Phone:		Fax:	
Email:			

Individual 2			
Title:			
Address (if different from above):			
City/State/Zip			
Phone:		Fax:	
Email:			

Individual 3			
Title:			
Address (if different from above):			
City/State/Zip			
Phone:		Fax:	
Email:			