

Exhibitor Information

Exhibit Space includes (60) "Pipe and Drape" 8' x 8' booths inside the Ballroom and (15) table tops in the Savannah Foyer (outside the ballroom). A skirted table and two chairs are included. Note the booth size! **A 10' display will NOT fit in the 8' booths.**

All Association Board Vendor Reps will work during Exhibitor Registration and Set Up to assist with your needs.

Exhibitor Registration and Set up*: Monday, July 15th 9:00 – 2:00 – Ballroom

***PLEASE NOTE - TABLE TOP EXHIBITS IN THE SAVANNAH FOYER CAN ONLY BE SET UP ON MONDAY FROM NOON - 2PM.**

An alternative set up time for those playing golf on Monday will be Sunday from 2:00 to 3:30.

Exhibitor Meeting (Mandatory): Monday, July 15th 4:00 – Ballroom

Exhibitor Introductions: Tuesday, July 16th 9:00 to 9:45 and Wednesday, July 17th 9:00 to 9:45.

(Schedule will be given out at the exhibitor meeting on Monday afternoon.)

Exhibit Hours: **Monday, July 15th – During Opening Reception 5:00 – 7:00**

Tuesday, July 16th – 9:45 – 11:00 (Brunch Served)

Wednesday, July 17th – 9:45 – 11:00 (Brunch Served)

We encourage you to man your booth throughout the general session, however the hours listed above are the only times it is required.

Exhibitor Tear Down: Wednesday, July 17th 1:30 to 2:30

IMAGE FOR INTRODUCTION: Please provide one single image in JPG format to display during your supplier introduction. This can be your company logo, product image, staff image, special message, etc. This will be the backdrop to your introduction on the main stage. **Deadline to email to office is May 31st,** to allow time to create the slide presentation.

COMPANY LOGO: Please email your company logo for use in our promotional materials, signage, photo booth backdrop, etc.

COMPANY PROFILE: Please complete and return the the attached form to provide your company information for the printed program booklet - **Deadline: May 31st**

DOOR PRIZES: To help increase foot traffic to your exhibit booth, we are encouraging you to bring a door prize. Set up a basket or bowl at your table to collect business cards for drawings to be held during our brunch on Tuesday. (Bring small entry slips for those who do not bring business cards.) The only door prizes we will give away during the general session will be the state gift baskets. **IDEA FOR THE ATTENDEES WITH CHILDREN:** With our theme being Focus on the Family, we also encourage you to offer a door prize for the kiddos, too. This will be a fun way to get the kids involved, especially during the Opening Reception.

If you would like to donate items for all attendees during the Opening Reception, Golf Tournament or Dinner Banquet I can help facilitate any special requests. Please reach out to me by phone or email.

ATTENDEE APP: This is an optional feature which allows you to download an app on your cell phone and you will have contact information for attendees in the palm of your hand.

Have additional questions? Contact Cindy Foree at 615-714-9605 or email TheSouthern.office@gmail.com.