



**Georgia Chapter of the National Institute of Governmental Purchasing (NIGP) presents:  
The 27<sup>th</sup> Annual Product Exposition & Reverse Trade Show  
March 23, 24 & 25, 2014 @ Americas Mart & Hyatt-Regency in Downtown Atlanta**

**Dear Exhibitor: This is your personal invite to the 2014 Georgia Chapter of the NIGP (National Institute of Governmental Purchasing). Hope to see you there!**

<b>What</b>	The 2014 Product Exposition and Reverse Trade Show is the premier networking event in Georgia for companies doing business with local, regional, state and federal government agencies headquartered in the "Peach State". Over 400 public buyers and decision makers are expected to attend the three day event to be held for the first time ever in the exciting downtown area. Over 150 Exhibitors are expected to take advantage of this opportunity.	<p align="center"><b>Contact</b> <b>Rey Palma, EXPO Chair</b></p> <p align="center"><b>Phone: 678 271 2003</b></p> <p align="center"><b><a href="mailto:rey.palma@gba.ga.gov">rey.palma@gba.ga.gov</a></b></p> <p align="center"><b>Fax: 770 344 5276</b></p>	<p align="center"><b>2014 Georgia Chapter of NIGP EXPO &amp; Reverse Trade Show</b></p>
<b>Where</b>	With its distinctive blue dome the Hyatt-Regency is not only aesthetically pleasing but its service and amenities are second to none! Within a few steps from the MARTA train station and its location across the street from the expansive Americas Mart Atlanta, GA NIGP Chapter has found an exciting and pleasant venue to hold its 2014 event!		
<b>When</b>	We begin an informal gathering and deployment on Sunday March 23, and hold the official opening of the event on Monday, March 24. You will have plenty of opportunities to network over 2 breakfasts, 2 lunches and an appreciation dinner directed at YOU! We wrap things up midday Wednesday but will leave you with lingering feelings of goodwill that will last all year!		
<b>Why</b>	Besides the benefits of networking with procurement professionals, as an Exhibitor you will have the opportunity to explore new and exciting markets in the fastest growing cities and counties in the United States. Modern Georgia is a thriving area and our attention to Southern Hospitality has not been lost in the growth markets we promote. We know your investment in us will pay major dividends in a remarkable way!		
<b>How</b>	So how do I get in on all this you are asking yourself! Simple! We have various packages for you to consider (see ORDER FORM below) but don't be shy about asking questions.... If you are curious about the event or have any questions before you sign up just contact the person designated right over there ⇨		

***Y'all Come and Join us In Beautiful Atlanta! We promise you a good time chuck full of Southern Hospitality!***



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<b>2014 EXPO &amp; REVERSE TRADE SHOW SCHEDULE</b> @ Americas Mart Atlanta & Hyatt-Regency Downtown									
	<b>SUNDAY</b> March 23, 2014		<b>MONDAY</b> March 24, 2014				<b>TUESDAY</b> March 25, 2014		
<b>HOURS</b>	<i>EXPO</i>	<i>REVERSE TRADE SHOW</i>	<i>EXPO</i>	<i>REVERSE TRADE SHOW</i>	<i>VENDOR PRESENTATIONS &amp; CLASSES</i>	<i>NIGP CLASSES</i>	<i>EXPO</i>	<i>REVERSE TRADE SHOW</i>	<i>NIGP CLASSES</i>
<b>6 AM</b>	EXHIBITOR REGISTRATION & SET UP	REVERSE TRADE SHOW ENTITY SET UP							
<b>7</b>			CATERED BREAKFAST #1 – CONTINENTAL				CATERED BREAKFAST #2 - CONTINENTAL		
<b>8</b>			EXPO RIBBON CUTTING & OPENING	REVERSE TRADE SHOW BEGINS	Exhibitor Class 1	2 Classes DAY 1 - NIGP 2 DAY CLASS	EXPO CONTINUES	Reverse Trade Show Continues	Day 2 - NIGP 2 DAY CLASS
<b>9</b>					Exhibitor Class 2				
<b>10</b>					Exhibitor Class 3				
<b>11</b>	Exhibitor Class 4								
<b>NOON</b>	CATERED LUNCH #1 – Box Lunch		CATERED LUNCH #2 – Sit Down Lunch (Buffet)						
<b>1</b>									
<b>2</b>	EXHIBITOR REGISTRATION & SET UP	REVERSE TRADE SHOW ENTITY SET UP	EXPO CONTINUES	REVERSE TRADE SHOW CONTINUES	Exhibitor Class 5	2 Classes NIGP 2 DAY CLASS & NIGP 2 DAY CLASS CONTINUE	<b>EXPO DEMOB</b>	<b>REVERSE TRADE SHOW DEMOB.</b>	
<b>3</b>					Exhibitor Class 6				
<b>4</b>	<b>BOARD MEETING</b>				Exhibitor Class 7				
<b>5</b>			Exhibitor Class 8						
<b>6</b>			<b>NETWORKING HOUR</b>						
<b>7</b>			<b>APPRECIATION DINNER – America’s Mart Penthouse</b>						
<b>8</b>									
<b>9</b>									
<b>10</b>									
<b>11</b>									
<b>12</b>									





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VISIT [WWW.GANIGP.ORG](http://WWW.GANIGP.ORG) TO REGISTER ON LINE

**ORDER FORM – 2014 EXPO AND REVERSE TRADE SHOW PARTICIPATION**

Attendance Plans	Plans Include	Price Each	Early Registration Paid by 12/31/13 (10% Cost Reduction)	QUANTITY DESIRED	YOUR AMOUNT
<i>Platinum Sponsorship</i>	1 Class, 1 Booth (10x10), 4 Attendee Badges, Full Page Ad in Program, 4 Lunches, 4 Dinners, Large Company Signage on Event Banner, Includes 2 Wi-Fi Connections and Electric, full Marketing Partner for all EXPO and Reverse Trade Show Events	\$3000.00	\$2700.00	# Desired Entered by Exhibitor	Price x # Desired
<i>Gold Sponsorship</i>	Sponsor Partner for Lunch Food Event – Shown on Placard; 1 Booth (10x10), 2 Badges, Half-Page Ad in Program, 4 Lunches, 1 Wi-Fi Connection, Electric, Medium Company Signage on Event Banner	\$2500.00	\$2250.00	# Desired Entered by Exhibitor	Price x # Desired
<i>Silver Sponsorship</i>	Sponsor Partner for Break Food Event – Shown on Placard; 1 Booth (10x10), 2 Badges, Quarter Page Ad in Program, 2 Lunches, Small Company Signage on Event Banner	\$2000.00	\$1800.00	# Desired Entered by Exhibitor	Price x # Desired
<i>Bronze Sponsorship</i>	Booth (10x10), 2 Badges, Quarter Page Ad in Program, 2 Lunches, Small Company Signage on Event Banner, Listed in Program	\$1500.00	\$1350.00	# Desired Entered by Exhibitor	Price x # Desired
<i>Regular Sponsorship</i>	Booth (10x10), 2 Badges, Quarter Page Ad in Program, 2 Lunches, Listed in Program	\$950.00	\$855.00	# Desired Entered by Exhibitor	Price x # Desired
Full Page Ad	EXPO Program Page	\$200.00		# Desired Entered by Exhibitor	Price x # Desired
Half Page Ad	EXPO Program Half Page	\$150.00		# Desired Entered by Exhibitor	Price x # Desired
Quarter Page Ad	EXPO Program Quarter of Page	\$100.00		# Desired Entered by Exhibitor	Price x # Desired
Extra Lunches	For Ticketed Events	\$15.00		# Desired Entered by Exhibitor	Price x # Desired
Extra Badges	Allows Access to Hall	\$25.00		# Desired Entered by Exhibitor	Price x # Desired
Dinner Tickets	For Vendor Appreciation Dinner	\$50.00		# Desired Entered by Exhibitor	Price x # Desired
Island (2 Booths Side by Side)	Subject to Availability. Cost does not include any amenities)	\$1800.00		# Desired Entered by Exhibitor	Price x # Desired
<b>TOTAL AMOUNT DUE</b>					

MAIL ORDERS: PLEASE SUBMIT ORDER FORM TO REY PALMA WITH

**CHECK MADE OUT TO GEORGIA CHAPTER OF NIGP**

ATTENTION: REY PALMA, EXPO CHAIR, C/O: GBA PROCUREMENT - 1 MARTIN LUTHER KING JR. DRIVE - ATLANTA GA 30334



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Exhibitor Info		
Company Name:	Contact Name:	Contact E Mail Address:
Physical Address:	Phone #	Fax #
	Special Instructions/Requirements:	
<b>NOTES:</b> (1) Exhibitor classes shall be 45 minutes in length and address product/service provision. (2) Cost of the packages includes attendance of registered guests for the Reverse Trade Show. (3) All booth assignments and locations are subject to GA NIGP approval. (4) Islands shall be corner only and subject to availability. (5) Cancellation penalty shall be 25% of total amount due if exercised before January 31, 2014. (6) Cancellation penalty shall be 75% of total amount due if exercised before February 28, 2014 but after January 31, 2014. (7) There will be no refunds after February 28, 2014. (8) Hotel rates shall be \$129.00 per night. Please contact the Hyatt-Regency directly at <a href="http://atlantaregency.hyatt.com/en/hotel/home.html">http://atlantaregency.hyatt.com/en/hotel/home.html</a> .		