

2013 GGPCPE EXPO

Georgia Chapter of NIGP Inc. presents

2013 EXPOSITION BROCHURE

26th Anniversary

Georgia Governmental Purchasing Conference & Products Exposition

26 & 27 March 2013

Georgia International Convention Center, 2000 College Park

2000 Convention Center Concourse, College Park, Georgia 30337

Highlights

26 March 2013

Reverse Trade Show

Directly communicate with top level agencies.

How to do Business with the State.

Want to know how you can receive automatic bid opportunities.

Products Expo 3pm-6pm

Network with over 500 Government Purchasing Professionals

Social Networking 6:00pm

Dinner Live & Entertainment 6:30 pm

27 March 2013

Ribbon Cutting 8:55am

Products Exposition 9am-3PM

Lunch provided

Register online

www.GANIGP.ORG

Register before 1 Nov – 100.00 Discount

Between 1 Nov and 15 Jan – \$50.00 Discount

Doing Business with Government

- With a Reverse Tradeshow and a Standard Tradeshow this is by far one of the most economical ways to expand your business and become familiar with Government Purchasing and how business is conducted. All in 2 short days.

- Meet with Top level agencies and 500 or more Government Purchasing Professionals. These folks are the engine of procurement for government. Most work directly with suppliers and typically have the authority to contract and make the decision to purchase. They come from every level of government. State Purchasing Department and their agencies; County, City and Municipalities; Universities, Colleges and Schools K-12. Department Directors and staff members also attend from IT, Fire, Sherriff, Police, and Court systems to name a few.

- Attend the class How to do Business with the State at no charge presented by our State Purchasing Department. Once you become a supplier by registering with the Georgia Procurement Registry (GPR) you will automatically receive notifications when there is a bid opportunity. Speaker will be there to answer many of your questions.

Hotel Information

Sheraton Gateway Hotel

1900 Sullivan Road, Atlanta, GA 30337

1-800-325-3535

Special Room Rate of \$99 per night.

USE CODE GGPCPE2013

Rates are guaranteed only until **Feb 23rd, 2013.**

Complimentary Parking

Georgia Governmental Purchasing Conference and Products Exposition 26/27 Mar 2013

Visit WWW.GANIGP.ORG for all the details - Click on the EXPOSITION TAB

Dear Exhibitor:

We encourage you to join us on **March 26 and 27, 2013** to celebrate the *26th anniversary* of the Georgia Chapter of National Institute of Governmental Purchasing Conference & Products Exposition (GGPCPE) to be held at the Georgia International Convention Center in Atlanta, Georgia.

As the Exhibitor Recruitment Chair for the Expo, I would like to invite you to register your company to participate in the 26th anniversary celebration at the 2013 Expo for the same price as last year! We have an amazing program scheduled and expect up to 600 Government Attendees to participate! We have taken care of all the details and here are a few facts to make your participation in our event a smooth and rewarding experience.

1. We have reserved a block of rooms at the Sheraton Gateway Hotel for a special room rate of \$99 per night. Reservations may be made at this rate any time prior to **February 23, 2013**. Sheraton Gateway Hotel - **Call 800-325-3535 - Use Code GGPCPE2013**
2. Our Expo Dinner will on **Tuesday evening, March 26, 2013 and will feature Live Entertainment.**
3. Our 3rd annual **Reverse Trade Show** will be held on **Tuesday, March 26, 2013** from 8:00 am through 2:00 pm with even more government entities participating. We encourage you to come learn how to do business with the agencies that you are interested in!
4. We will be producing a full color program with the Attendee and Exhibitor schedules as well as advertising for those companies interested in placing their company's ad in the program.
5. Full details for the Expo can be accessed via our website at www.ganigp.org and clicking on Exposition tab or contacting me directly at dkindon@tscg.edu
6. We have added a Special Sponsorship program this year. Another unique way to get recognition out to the Government Attendees. Please contact Donna Kindon for specific details.

We look forward to seeing you at the Expo and remember that the earlier you submit your registration, the better your selection of booth choices will be! Don't delay! Submit your registration today!!

Kind regards,
Donna

Donna Kindon
2013 GGPCPE Chair
404-723-8650
dkindon@tscg.edu

Georgia Governmental Purchasing Conference and Products Exposition 26/27 Mar 2013

Exposition Chair:

Donna Kindon 404-327-6854 dkindon@tscg.edu

Visit WWW.GANIGP.ORG for all the details - Click on the EXPOSITION TAB

PRICING DETAILS

Booth or island purchase is mandatory to attend – regardless of other items purchased. See GANIGP.ORG for details		
10' x 10' Booth	Draped area, carpeted floor, table, 2 chairs, wastebasket and identification sign	\$800.00
20' x 30' Island	Table, 2 chairs, wastebasket, no carpet	\$2500.00
Additional Representatives	Badges for any added representatives	\$50.00
Booth/Island price includes two representative badges, Tuesday Dinner and Entertainment, and Wednesday luncheon		
Sponsorship does not include booth or island purchase		
Gold Sponsorship	Provide a 45 Min class to attendees – 4 available	\$3000.00
Silver Sponsorship	1/2 page ad and Additional recognition	\$1500.00
Bronze Sponsorship	1/4 Page ad and Additional recognition	\$500.00
Special Sponsorship	Sponsor a specific event Entertainment _____ Hospitality Suite _____ Wallet Style Name Badges _____ <i>For further info Contact Donna Kindon</i>	\$3000.00
Advertisement opportunities in Expo Booklet		
Full Page Ad	Exhibitor shall provide camera ready art for all advertising no later than 23 February 2013 – Contact Nancy Harrison 404 612-4201 or Nancy.harrison@fultoncountygga.gov	\$150.00
Half Page Ad		\$100.00
Quarter Page Ad		\$50.00

Register Before 1 Nov 2012 Discount - \$100.00 / 1 Nov 2012 to 15 Jan 2013 Discount \$50.00

FACILITIES: For Special Space Requests Contact our Facility Coordinator Rey Palma @ rey.palma@gba.ga.gov

ELECTRICAL AND TELECOMMUNICATIONS: Contact the Georgia International Convention Center for electrical or telecommunication service. There is an additional charge for these services Phone: 770-907-3066

EVENT SERVICES: Special shipping and material handling arrangements may be made by contacting Freeman Companies. There is an additional charge for these services. Phone: (404) 253-6400

Registration Submission & Payment

Payment can be made by Cash, Check or Credit Card. Make Check payable to GGPCPE.

Registration can be submitted by Mail, Fax, Email or online www.ganigp.org

Contact is Lisa Mehalko, Treasurer - 404-657-6879 or Lisa.Mehalko@doas.ga.gov

Mailing address is GGPCPE Treasurer, 215 Watergate Drive, Roswell, GA 30076

Fax# 770-357-7136

Exposition Chair:

Donna Kindon 404-327-6854 dkindon@tcsgeu

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SPONSORSHIP OPPORTUNITIES

Booths Island Sold Separately

*** Gold Sponsorship - Only 4 Available – \$2500.00**

- Sponsorship includes 45 Min Class to Government Attendees
- Attendance at Tuesday Luncheon with Government attendees
- Full Page Ad & Recognition on inside back cover in Expo Booklet
- Recognition on Expo Entrance Signage
- Recognition during Conference Classes, and Company
- Logo displayed on website for 1 year

**** Silver Sponsorship – \$1500.00**

- Sponsorship Includes attendance at Tuesday Luncheon with Government attendees
- Half Page Ad and Recognition on inside back cover of Expo Booklet
- Special Signage on Booth and Expo Entrance Sign, Recognition at Conference Classes
- Logo displayed on website for 1 year

***** Bronze Sponsorship- \$500.00**

- Sponsorship includes 1/4 Page ad and recognition on inside back cover of Expo Booklet
- Special signage on booth and at Expo Entrance, Recognition at Conference Classes,
- Logo Displayed on Website for 1 Year

****** SPECIAL SPONSORSHIP**

- Opportunity to sponsor a special portion of the Expo such as the Entertainment, Hospitality Suite, or Attendee and Exhibitor Badges.

Please Contact Donna Kindon at 404 327-6854 for all the details

Georgia Governmental Purchasing Conference and Products Exposition 26/27 Mar 2013

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Exhibitor Schedule of Events

Tuesday 26 March 2013

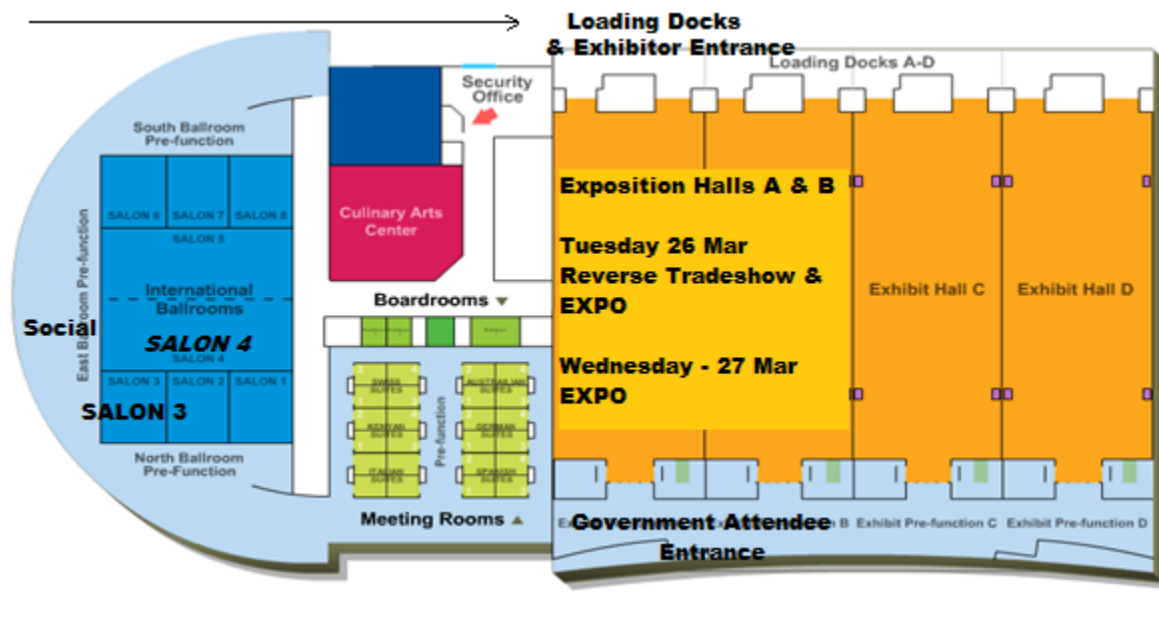
7:00 am – 2:00pm	Exhibitor move in and Setup, Exhibitor Registration open
8:00am -5:00pm	Reverse Trade – Located in Exhibit Halls A&B
12:15 – 1:30pm	Exhibitors Lunch on your own – <i>Gold/Silver Sponsors see NOTES below</i>
1:30pm-2:30pm	Exhibitor Class “How to do Business with the State” located in Salon 3
3:00pm-6:00pm	Exposition opens to Government Attendees
6:00pm-6:30pm	Social and networking located in East lobby in front of Salon 4
6:30-8:00pm	Dinner and Entertainment located in Salon 4 (Badge Required)
<i>NOTES</i>	<i>Gold and Silver Sponsors are invited to attend the Luncheon in Salon 4 at 12:15</i>

Wednesday 27 March 2013

7:00 am – 8:30am	Exhibitor move in and setup, Exhibitor Registration open
8:55am -9:00am	Ribbon Cutting Ceremony – Front lobby of Exhibit Halls A&B
9:00am-3:00pm	Exposition opens to all
11:45am-1:30pm	Lunch Buffet rear of Exposition Hall A&B
3:00pm	Exposition Closes
3:00pm-6:00pm	Exhibitor Move-out

During the course of the exposition exhibitors may schedule door prizes and giveaways at any time during expo hours open to attendees. GGPCPE will have a notification board located by the Show Center office - inside front of Exhibit halls A&B)

GICC FLOOR PLAN

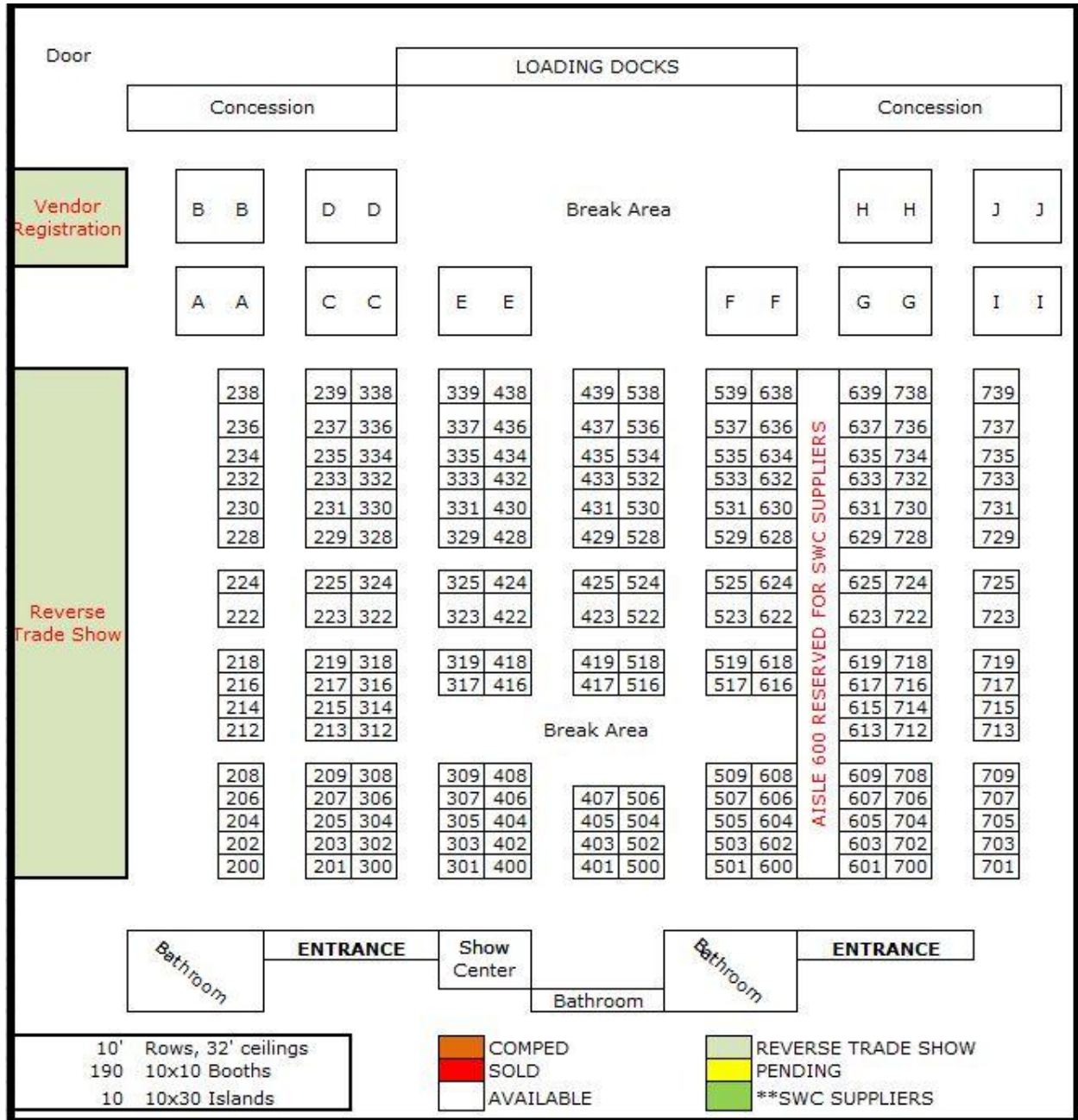


Exposition Chair:

Donna Kindon 404-327-6854 dkindon@tcsgeu

Visit WWW.GANIGP.ORG for all the details - Click on the EXPOSITION TAB

Exhibitor Floor plan - Exposition Halls A & B



**Aisle 600 (booths 600-639) reserved for GA SWC Suppliers

Check for Booth and Island availability online at www.ganigp.org

Georgia Governmental Purchasing Conference and Products Exposition 26/27 Mar 2013

TERMS and CONDITIONS

Dated 13 Aug 2012

Page 1 of 2

These terms and conditions constitute a bona fide part of the contract for the space. The Georgia Governmental Purchasing Conference & Products Exposition (GGPCPE) Committee reserves the right to render all interpretations and decisions, and to establish further regulations as may be deemed necessary to the general success and well-being of the exhibit. GGPCPE Committee's decisions and interpretations shall be accepted as final in all cases.

LOCATIONS, DATES & HOURS: The 26th Annual Georgia Governmental Purchasing Conference & Products Exposition will be held Tuesday and Wednesday, March 26 & 27, 2013 at the Georgia International Convention Center (GICC), College Park, Georgia. The hours during which exhibits will be open are as follows: Tuesday, March 26, 2012 from 3:00 pm to 6:00 pm and Wednesday, March 27, 2012 from 9:00 am to 3:00 pm.

SPACE CONTRACTS: Applicants for exhibit space are required to execute and forward to the GGPCPE the formal Exhibitor Registration.

To be valid, each Exhibitor Registration must be paid in full and must specify products or services scheduled for the exhibition. The following conditions exist and are binding.

- Full payment for exhibit spaces is due at the time of registration.
- Paid Registrations will be accepted until 8am 27 March 2013
- Paid Registrations prior to 1 November 2012 may receive 100.00 off the purchase of a booth or island.
- Paid Registrations between 1 November 2012 and 15 January 2013 may receive 50.00 off the purchase of a booth or Island
- Payment must be received prior to the dates indicated above for the discount to be considered.

SPACE CANCELLATION: Any exhibitor who made payment in full for his/her exhibit space, and notifies GGPCPE Exhibitor Registration Chair later than 12:00 noon on February 23, 2013 that he/she will be unable to exhibit, shall forfeit all money paid unless GGPCPE leases the assigned exhibit space to another Exhibitor. In such event, exhibitor may be refunded rental paid for exhibit space less \$100 administrative fee.

SPACE ASSIGNMENT: All valid/paid Exhibitor Registration received by GGPCPE will be assigned space on a "first come-first served" basis. In order to guarantee exhibit space, full payment must be received. A confirmation of assigned space will be provided by exhibitor registration.

DISPLAY SPACE: GGPCPE will provide display space as indicated in this agreement and official floor plan insofar as possible, but reserves the right to make any changes necessary in case of emergency, and in the interest of any exhibitor, GGPCPE reserves the right to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the products exhibition, this reservation being all-inclusive as to persons, things, printed matter, products and conduct. Exhibitors engaging in objectionable practices shall be subject to eviction without refund.

EXCLUSIVE USE OF SPACE: No exhibitor may assign, sublet or apportion his/her space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any non-exhibiting firm to solicit business or take orders in his space. GGPCPE will not permit non-exhibitors to attend canvas, solicit, hold conferences, have hospitality suites, or distribute literature or other promotional devices while under contract with GGPCPE on 26 or 27 March 2013.

EXHIBITOR SHIPPING: Exhibitors shipping by express, railroad freight or truck freight are requested to ship direct to the designated freight contractor or express office in ample time prior to the Expo to insure most effective handling of materials.

ARRANGEMENT OF EXHIBITS: GGPCPE will provide standard 10' X 10' booth background drapes and side rails, carpet, one (1) 6' draped table, and two (2) folding chairs. Islands will have one (1) table and two (2) chairs with no carpet. An Island will be 20' X 30'. Each booth will be furnished a standard identification sign if contract is received by March 1, 2012. Electrical, water, and telephone lines are available for an extra charge from GICC.

HEIGHT LIMITATION FOR DISPLAYS: Exhibitors shall not display or place any product, sign, partition, person, apparatus, shelving or other construction which extends more than eight (8) feet above the floor or more than four (4) feet forward from the back of the booth shall not be permitted. Exceptions will require the prior written request and written approval of the GGPCPE. No interference with the light or view of other exhibitors will be permitted.

Page 1 of 2

Exposition Chair:

Donna Kindon 404-327-6854 dkindon@tcsgeu

HOURS FOR INSTALLING, DISMANTLING, OR REMOVING DISPLAY: Expo set-up and installation hours for exhibitors are Tuesday, March 26, 2013 from 7:00 AM to 2:00 PM. All exhibits must be in place by 8:30 AM on Wednesday, March 21, 2012. Dismantling of displays must not begin before 3:00 PM Wednesday, March 27, 2013. The entire building must be vacated by 6:00 PM., Wednesday, March 27, 2013. The GICC opens at 7:00 AM and closes at 6:00 PM daily. Any unattended exhibits or materials remaining in the building after 6:00 PM, Wednesday, March 27, 2013 are the responsibility of the exhibitor. Neither the GICC nor the Expo Committee shall be responsible for these items. No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of exhibits will be permitted during exhibit hours without the permission of the GGPCPE EXPO Chair.

SPECIAL SERVICES: All empty crates and containers will be removed to a storage area, stored and returned at the close of the exhibition for a nominal service charge. Telephone, Electrical, and Data Service and other special needs are available at additional expense by separate arrangement with the GICC and/or Freeman Decorating Company.

EXHIBITOR'S ADMISSION CREDENTIALS: Exhibitors shall furnish the Expo Chairman in this Exhibitor Registration Packet completed Exhibitor registration information for each representative/spouse of the Exhibitor. Representatives not registered in advance must register upon arrival at the exhibit area, and at all times wear identification badges which will be furnished and which will entitle wearers to attend exhibitor conference sessions. Exhibitors will be admitted to exhibit hall at the times stated in paragraph 10 and power and lights will be turned on at that time. Any special arrangements must be made with Expo Chairman.

SALE OR DISTRIBUTION OF MERCHANDISE: Exhibitors may show, display, discuss, explain, or demonstrate items or services in their exhibit space during the Products Exposition. However, no sales (cash or credit card) or orders may be taken.

PROHIBITED ACTIVITIES: No interviews or demonstrations will be permitted except in exhibitor's space. Samples or souvenirs may not be sold and only those which relate directly to merchandise in the exhibitors booth may be distributed. No sideshows, raffles, or lotteries which detract from the dignity of the Expo may be held. Exhibitors engaging in objectionable practices may be evicted without refund of any monies deposited or paid to GGPCPE.

GENERAL REGULATIONS: No part of the GICC shall be defaced in any manner, nor shall signs, decals, stickers, or other articles be posted, nailed or otherwise affixed to any pillars, walls, doors, or other parts of the building. Combustible materials, gasoline, kerosene, acetylene and all other flammable or explosive substances are forbidden. Aisles must be kept clear. Exhibit materials and debris must be disposed of in building trash containers. Gasoline powered units displayed must meet local fire prevention regulations. Cloth and other decorating materials must meet flame-proofing and fire codes and ordinances prevailing in the area. All packing containers, wadding, wrappings and such materials must be removed from immediate exhibit area and not stored under tables or behind displays.

NOISE AND SOUND: Musical Instruments, radios, sound, motion picture equipment, record players or any noise creating devices or amplifying systems shall be operated only at a level that will not interfere with other exhibitors or add unduly to general acoustic inconvenience and their operation must conform to GGPCPE requirements.

NON-LIABILITY: It is expressly understood by each and every contracting exhibitor and his/her agents that neither the GGPCPE nor its members, nor its contractors, shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and custody, of each exhibitor. The exhibitor agrees indemnify GGPCPE, the GICC and the exhibit contractors, its managers, officers, members, sponsors, employees, and agents and hold them harmless from all claims, demands, actions, complaints, suits, or liability for any property damage, personal injury or other damages that may be sustained by an individual or entity, including the exhibitor and its agents and employees, on or about the exhibitor's display space or otherwise arising out of exhibitor's participation in the exposition, including such injury or damage of any nature which may result, in whole or in part, from the negligence of any of the employees or agents of the exhibitor.

INSURANCE: Exhibitor will furnish certificate of comprehensive general liability insurance coverage with contract, naming GICC as the certificate holder, including protective and contractual liability minimum coverage of \$1,000,000.00 for bodily injury per person, \$1,000,000.00 property damage, and workman's compensation statutory limits.

RIGHTS RESERVED: GGPCPE reserves the right to make such additional conditions, rules, and regulations as GGPCPE Committee deems necessary to enhance the success of the exposition and to decline or prohibit any exhibit which in its judgment is out of keeping with the character of Conference & Products Exposition, these reservations being all-inclusive as to persons, things, printed matter, products and conduct. In addition to these terms and conditions, each exhibitor agrees to abide by terms and conditions issued separately by the GICC.