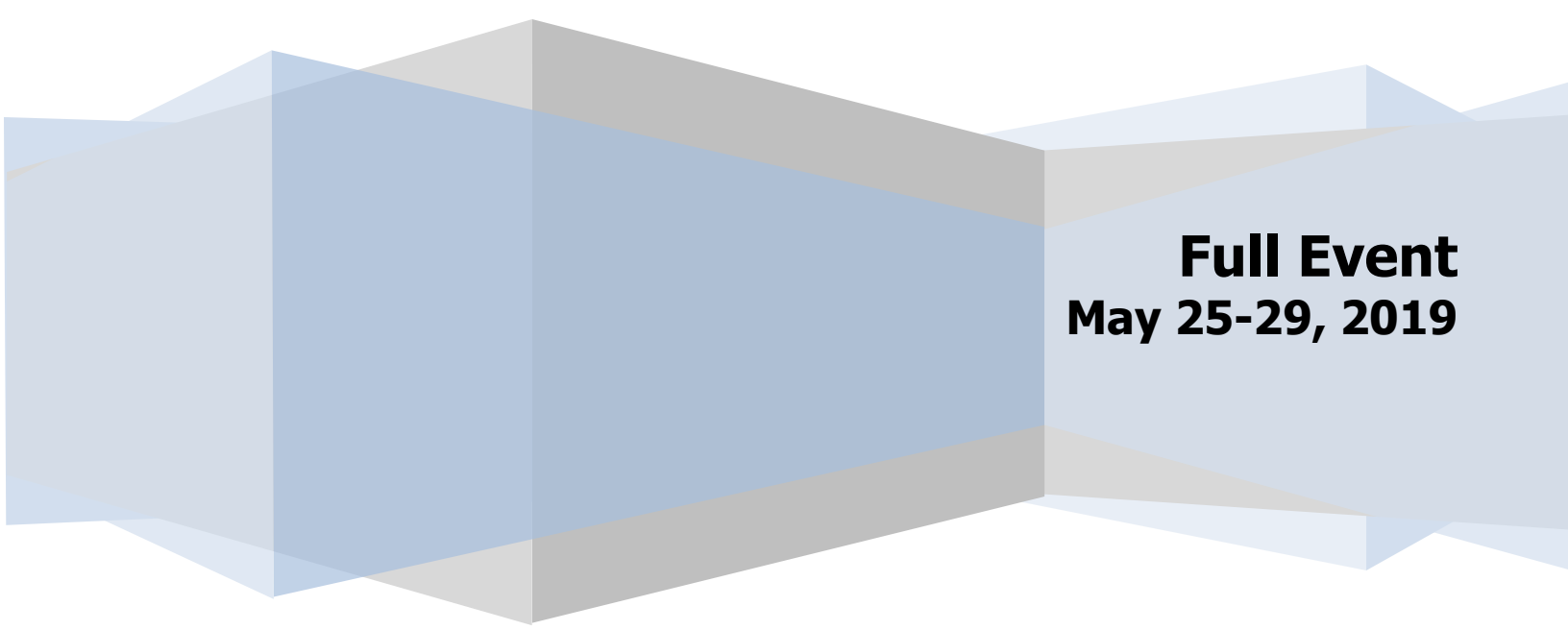


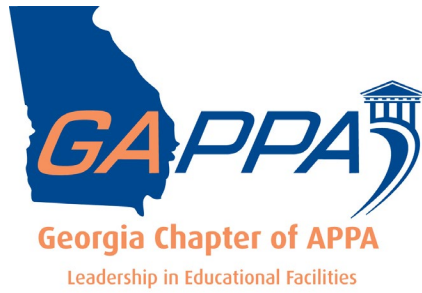
***GAPPA 2019***  
*Fostering Innovation Through Collaboration*

# **GAPPA Tradeshow Exhibit/Sponsor Registration Packet**

**Jekyll Island, Georgia  
May 26 – 27, 2019  
(Memorial Day Weekend)**



**Full Event  
May 25-29, 2019**



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## 2019 ANNUAL MEETING AND TRADESHOW EXHIBITOR/SPONSOR REGISTRATION PACKET

Business Partners don't miss this occasion to display your wares and interact with representatives from over 40 universities, colleges and K-12 institutes. We value our exhibitors and sponsors and realize that it is with your help that our association has attained recognition for its progress at both the southeastern and national levels.

### EXHIBIT BOOTHS

The Tradeshow portion of the annual meeting is open on Sunday afternoon and Monday morning. The early registration deadline is February 15, fee will increase on February 16. The Tradeshow is extremely popular and sells out quickly each year, so register early. The exhibit hall accommodates 105 booths. As in years past, strategies have been developed to enhance participation in the exhibit area, which includes activities to ensure maximum exposure to all displays, regardless of location.

\$1300 Exhibit Fee Includes (\$100-member discount with promo code):

- 10' x 10' booth; Six (6) foot table with skirt; Two chairs; Individual draped dividers; One company identification sign; Other amenities are the responsibility of exhibitor (*exhibit hall is carpeted*)
- Up to 2 Vendor Access Passes for:
  - Tradeshow on Sunday Afternoon and Monday Morning
  - Educational Sessions, Saturday – Tuesday
  - Sunday Reception/Vendor Appreciation Dinner/Casino Night (Confirm # when registering)
  - Monday Opening Breakfast (Confirm # when registering)
  - Monday Vendor/Attendee Lunch, immediately following the tradeshow (Confirm # when registering)
- Listing in event brochure
- Option to upgrade to Vendor VIP Pass (additional \$100 per person) includes all 6 event sponsored meals (Sunday – Wednesday)

**Tradeshow layout has changed for 2019.** Refer to the Exhibit hall layout below for booth selection(s). We ask that exhibitors select 4 booths in order of preference.

**Please note: No electrical connections available for booths 1 – 14.**

### Additional Booth

To register for a second booth, you must complete a second registration. Note: The key identifying field for registration is the email address. Use a different email address for second booth.

## Add Additional Exhibitor Representatives and/or Optional Items

- Vendor Access Pass: **\$100 per person**, Includes access to:
  - Tradeshow
  - Sunday Reception/Vendor Appreciation Dinner/Casino Night
  - Monday Opening Breakfast
  - Monday Vendor/Attendee Lunch
  - Educational Sessions (Saturday – Tuesday)
- Vendor VIP Pass: **\$200 per person**, Includes:
  - Tradeshow
  - All Event Meal Events (6), Sunday – Wednesday
  - Educational Sessions, Saturday – Tuesday
- Golf: \$100 per person
- Children's Program: \$20 per night/per child (Sunday and Tuesday)
- Guest Tour:
  - \$25 Adult
  - \$10 Child (12 and under)
- Spouse/Guest Meals (B-\$20, L-\$20, D-\$40)

**Exhibit registrations are accepted through February 15, 2019  
or until sold out.**

## SPONSORSHIPS

Booth registration **is not** included with sponsorships.

GAPPA extends sponsorship opportunities to vendors who prefer not to exhibit or want to both exhibit and sponsor. The sponsorship opportunities do not include a booth or a table at the event. Many new vendors choose this option to determine if GAPPA is a good fit for their company.

### GOLD SPONSOR (5 AVAILABLE) \$1600

- **Up to 4 Vendor VIP Passes**
  - Tradeshow
  - All Meal Events (6) (Sunday – Wednesday)
    - 2 Breakfasts
    - 2 Lunches
    - 2 Dinners
  - Educational Sessions (Saturday – Tuesday)
- **Up to 4 Golf Tournament Registrations**
- Opportunity to place additional promotional item(s) in conference bag
- Opportunity to submit a 10-minute promotional slideshow to be displayed on screen during one event meal
- Verbal acknowledgement and thank you at the event
- Recognition in event brochure
- Logo on sponsor banner
- Attendee contact information pre and post conference

### SILVER SPONSOR (15 AVAILABLE) \$1400

- **Up to 2 Vendor VIP Passes**
  - Tradeshow
  - All Meal Events (6) (Sunday – Wednesday)
    - 2 Breakfasts
    - 2 Lunches
    - 2 Dinners
  - Educational Sessions (Saturday – Tuesday)
- **Up to 2 Golf Tournament Registrations**
- Opportunity to place additional promotional item(s) in conference bag
- Verbal acknowledgement and thank you at the event
- Recognition in event brochure
- Logo on sponsor banner
- Attendee contact information pre and post conference

### BRONZE BASIC SPONSOR (40 AVAILABLE) \$1100

- Up to 2 Vendor Access Passes
  - Tradeshow
  - Sunday Reception/Vendor Appreciation Dinner/Casino Night
  - Monday Opening Breakfast

- Monday Vendor/Attendee Lunch
- Educational Sessions (Saturday – Tuesday)
- Verbal acknowledgement and thank you at the event
- Recognition in event brochure
- Logo on sponsor banner
- Attendee contact information pre and post conference

## **SPECIFIC PROMOTIONAL SPONSORSHIP OPPORTUNITIES**

### Promotional Sponsor (3 available) \$1400

Company Logo placed on one of the following promotional items given to every GAPPA member attendee:

**Attendee Name Badge Holder (1)**

**Attendee Bag (1)**

**Attendee Gift (1)**

- Up to 2 Vendor Access Passes
  - Tradeshow
  - Sunday Reception/Vendor Appreciation Dinner/Casino Night
  - Monday Opening Breakfast
  - Monday Vendor/Attendee Lunch
  - Educational Sessions (Saturday – Tuesday)
- Verbal acknowledgement and thank you at the event
- Recognition in event brochure
- Logo on sponsor banner
- Attendee contact information pre and post conference

### Hospitality Suite Sponsor (2 available) \$1400 (Sunday or Monday)

Suite Inside Tradeshow

- Up to 2 Vendor Access Passes
  - Tradeshow
  - Sunday Reception/Vendor Appreciation Dinner/Casino Night
  - Monday Opening Breakfast
  - Monday Vendor/Attendee Lunch
  - Educational Sessions (Saturday – Tuesday)
- Verbal acknowledgement and thank you at the event
- Recognition in event brochure
- Logo on sponsor banner
- Dedicated signage near snack and beverage area
- Attendee contact information pre and post conference

Cyber Café Sponsor (1 available) \$1400 (Sunday -Tuesday)

- **Up to 2 Vendor VIP Passes**
  - Tradeshow
  - All Meal Events (6) (Sunday – Wednesday)
  - Educational Sessions (Saturday – Tuesday)
- Verbal acknowledgement and thank you at the event
- Recognition in event brochure
- Logo on sponsor banner
- Dedicated signage near Cyber Café area
- Attendee contact information pre and post conference

Educational Session Breaks Sponsor (1 available) \$1500 (Monday and Tuesday)

- **Up to 2 Vendor VIP Passes**
  - Tradeshow
  - All Meal Events (6) (Sunday – Wednesday)
  - Educational Sessions (Saturday – Tuesday)
- Verbal acknowledgement and thank you at the event
- Recognition in event brochure
- Logo on sponsor banner
- Dedicated signage near break area
- Attendee contact information pre and post conference

**Add Additional Sponsor Representatives and/or Optional Items**

Need to customize a package? Choose Bronze (basic) and add-on, or add-on to any sponsorship package.

- Vendor Access Pass: **\$100 per person**, Includes access to:
  - Tradeshow
  - Sunday Reception/Vendor Appreciation Dinner/Casino Night
  - Monday Opening Breakfast
  - Monday Vendor/Attendee Lunch
  - Educational Sessions (Saturday – Tuesday)
- Vendor VIP Pass: **\$200 per person**, Includes:
  - Tradeshow
  - All Event Meal Events (6), Sunday – Wednesday
  - Educational Sessions, Saturday – Tuesday
- Golf: \$100 per person
- Children’s Program: \$20 per night/per child (Sunday and Tuesday)
- Guest Tour:
  - \$25 Adult
  - \$10 Child (12 and under)
- Spouse/Guest Meals (B-\$20, L-\$20, D-\$40)

**Please note:** We are no longer selling individual meal tickets for associates. Each registered attendee will have access to event and meals based on package/pass purchased.

- Vendor Access Pass for Sunday and Monday
- Vendor VIP Pass for Sunday – Wednesday

**Sponsor registrations are accepted through April 15, 2019.**



## ONLINE REGISTRATION

Registration is online, find link at [www.gappa.org](http://www.gappa.org).

- You should receive an immediate email confirmation once registered.
- If you need to add-on items, update information, or if you experience any difficulties, contact LaVonne at [gappareg@gmail.com](mailto:gappareg@gmail.com), or call 404-713-7920 (cell).

## PAYMENT/REFUND

All payments are due at time of registration.

- Payment options are **credit card** (through PayPal, no account required) or **check**.  
Note: If paying by check be careful to select that option, otherwise your registration may appear as invalid.
- Unpaid registrations are subject to cancellation if payment isn't received by March 31.
- **No refunds will be issued after March 31, 2019.**

Mail check payment to:

GAPPA  
c/o Ralph Johnson, AVP  
UGA/FMD  
1180 E. Broad Street (FedEx/UPS, etc.)  
0201 Chicopee Complex (USPS)  
Athens, GA 30602

## GAPPA BUSINESS PARTNER MEMBERSHIP

Renew or check membership status with APPA at 703-542-3821.

- We are offering a member discount to Business Partners (BPs). Active BPs will receive a discount code via email. If you did not receive a code, and believe you should have, contact [LaVonne Goldschmidt](#).
- Active Membership period is April 1, 2018 – March 31, 2019.
- To become a new GAPPA Business Partner complete the application attached and mail with payment to the **Alexandria, Virginia address** on the application form.
- Dues must be current at the time of registration to take advantage of the member discount.

Not sure if your membership is current, see active BP list at the end of this document.

## CONTACT INFORMATION

Questions regarding booths or sponsorships should be directed to:

Ray Sable  
[rasable@valdosta.edu](mailto:rasable@valdosta.edu)  
(229) 333-5875

Questions regarding registration or payment should be directed to:

LaVonne Goldschmidt  
[gappareg@gmail.com](mailto:gappareg@gmail.com)  
(404) 713-7920

## LODGING

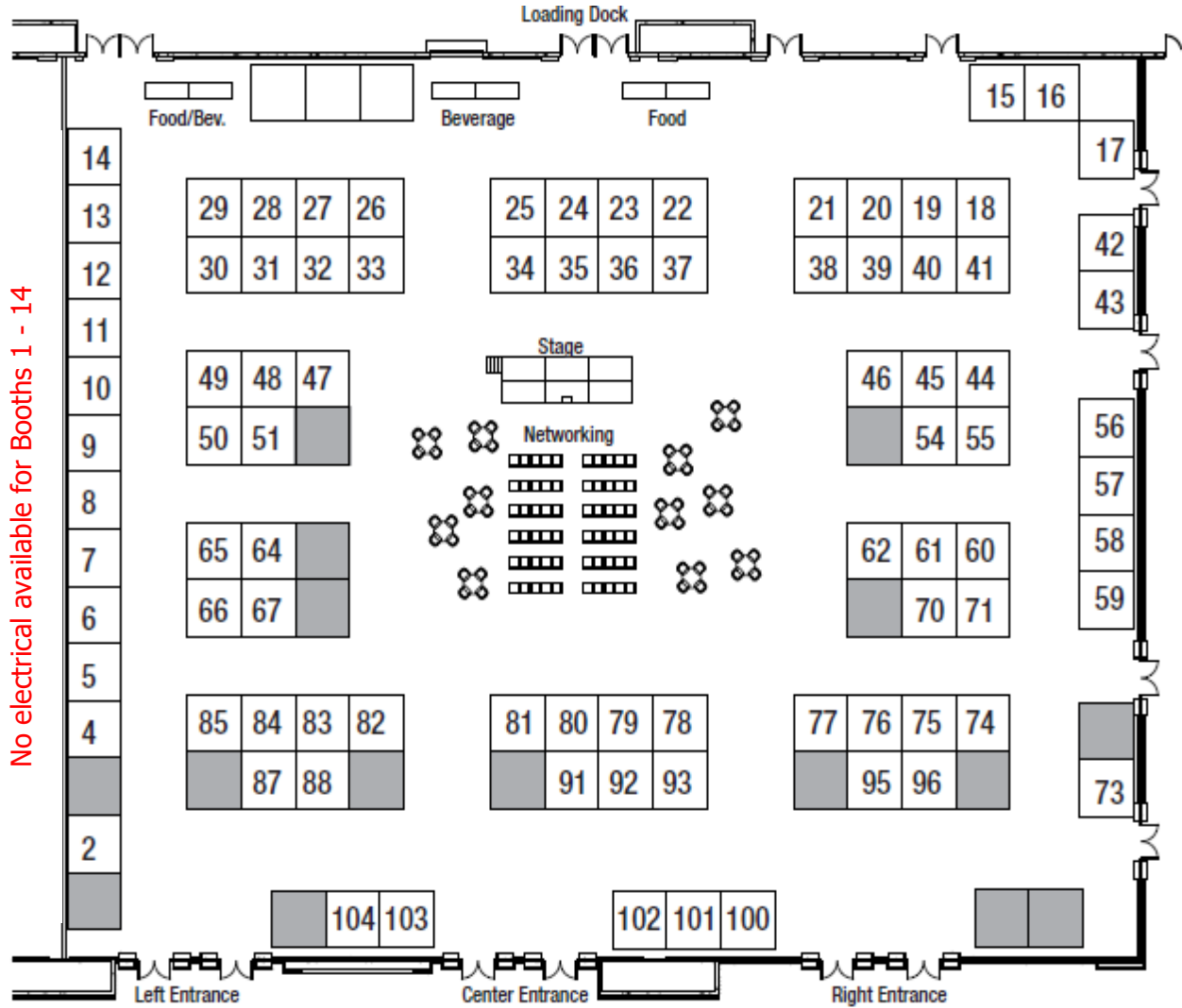
Exhibitors are responsible for their own hotel accommodations. For your convenience, most hotels on Jekyll Island offer an event rate. Make your reservations early, as hotels sell out quickly for the holiday weekend.

## TENTATIVE SCHEDULE

Saturday, May 25	<ul style="list-style-type: none"> <li>• Vendor Registration and Set-up: 12:00 noon - 5:00 p.m.</li> <li>• Pre-Conference Workshop: 2:30 p.m. - 5:00 p.m.</li> </ul>
Sunday, May 26	<ul style="list-style-type: none"> <li>• Golf Tournament: 7:30 a.m. - 2:30 p.m.</li> <li>• Tennis Outing: 9:00 a.m. - 12:00 p.m.</li> <li>• Vendor Registration and Set-up: 12:00 noon - 3:00 p.m.</li> <li>• <b>Tradeshow: 3:30 p.m. - 6:30 p.m.</b></li> <li>• Cocktail Reception: 6:30 p.m.</li> <li>• Vendor Appreciation Dinner: 7:00 p.m.</li> <li>• Casino Night: 8:00 p.m.</li> </ul>
Monday, May 27	<ul style="list-style-type: none"> <li>• Opening Breakfast: 8:30 a.m.</li> <li>• <b>Tradeshow: 9:30 a.m. - 12:30 p.m.</b></li> <li>• Vendor Appreciation Lunch: 12:30 p.m. - 1:30 p.m.</li> <li>• Exhibitor Breakdown: 12:30 p.m. - 4 p.m.</li> <li>• Educational Sessions: 1:30 p.m. - 3:45 p.m.</li> </ul>
Tuesday, May 28	<ul style="list-style-type: none"> <li>• Educational Sessions: 8:00 a.m. - 3:30 p.m.</li> <li>• Lunch: 12:00 noon - 1:00 p.m. (<i>with VIP Access</i>)</li> <li>• Social Hour: 5:00 p.m. - 6:00 p.m.</li> <li>• Family Night: 6:00 - 8:00 p.m. (<i>with VIP Access</i>)</li> </ul>
Wednesday, May 29	<ul style="list-style-type: none"> <li>• Closing Breakfast: 8:00 a.m. - 9:30 a.m. (<i>with VIP Access</i>)</li> <li>• Break: Hotel check-out</li> <li>• Experience Exchange: 10:30 a.m. - 12:30 p.m.</li> </ul>

EXHIBIT LAYOUT

Loading Dock



No electrical available for Booths 1 - 14

Main Entrances

**GAPPA**  
**Georgia Chapter of APPA**  
 Business Partner Membership Form

<b>Business Partner Membership Dues</b> Membership period is <b>April 1 – March 31</b>	<b>\$75.00</b>
<i>Make check payable to GAPPA and Mail to:</i>	<b>GAPPA Membership Department        1643 Prince Street        Alexandria, VA 22314-2818</b>

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

**Associate Representatives**

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

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

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

Form **W-9**  
(Rev. December 2011)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)  
**APPA, Association of Higher Education Facility Officers**

Business name/disregarded entity name, if different from above  
**GAPPA (Georgia Chapter of APPA)**

Check appropriate box for federal tax classification:  
 Individual/sole proprietor     C Corporation     S Corporation     Partnership     Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  Exempt payee  
 Other (see instructions) ▶ **Non-Profit Association**

Address (number, street, and apt. or suite no.)  
**0201 Chicopee Complex (c/o Ralph F. Johnson)**

City, state, and ZIP code  
**Athens, GA 30602**

List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
			-			-			
Employer identification number									
9	1	-	2	0	2	1	7	8	7

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here**    Signature of U.S. person ▶ *Bill Moody*    Date ▶ *10/12/16*

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

**CURRENT ACTIVE BUSINESS PARTNER MEMBERS**

As of December 12, 2018

<b>GAPPA Business Partners</b> <b>April 1, 2018 – March 31 2019</b>	
2WR + Partners	Nalco Company
AEPC Group	New South Construction Company
Andrews Hammock & Powell	OFS Brands
Best Access Solutions, Inc.	Osprey Management, LLC
Bradfield Richards Rhodes & Associates, Architects, Inc.	Palacio Collaborative, Inc.
Carotek, Inc.	Parker Young Construction, Inc.
CDH Partners, Inc.	Raymond Engineering, Inc.
Centennial Contractors Enterprises, Inc.	RMF Engineering, Inc.
Century Fire Protection	Rochester & Associates, Inc.
CIC Floor, Inc.	Shear Structural
Club Car	Sheridan Construction
Control Concepts, LLC	Siemens Industry, Inc. Building Technologies Division
Daikin McQuay	Sika Sarnafil, Inc.
DC Group	SP Design Group
Gale Associates, Inc.	Swofford Construction, Inc.
Griffith Engineering, Inc.	The Green Season Group, Inc.
Hays Service	The University Financing Foundation, Inc.
Hussey Gay Bell	Trane
ISES Corporation	Travis Pruitt & Associates, Inc.
JE Dunn Construction Company	Trilogy FM
Level Creek Property Restoration	Vanasse Hangen Brustlin, Inc.
Michael E. Clark & Associates, Inc.	WFF Facility Services
Mike Nix & Associates	

## HOTEL LISTING

### GAPPA 2019 Hotel Rates

**Consult with individual hotels regarding "Minimum Stay Requirements,  
Resorts Fees, Cancellation Fees, Etc."**

Property Name	Dates	Type of Rooms	Per Night Rate
BeachView Club Hotel <i>Newly renovated</i> 912-635-2256	May 24 – May 28	Standard Guestroom	\$235
		Beachview Club Suite	\$285
Holiday Inn Resort 912-635-2211 877-834-3613	May 24 – May 28	Island View Guestroom	\$190.00
		Ocean View Guestroom	\$215.00
		Oversized Oceanfront Guestroom	\$245.00
		Ocean Front Suite	\$285.00
Hampton Inn & Suites 912-635-3733 800-426-7866	May 24 – May 28	Standard Room	\$200.00
		Studio Suite	\$220.00
Jekyll Island Ocean Club	May 23 – May 28	Suite	\$399.00
Jekyll Island Club Hotel 800-535-9547 912-635-2600		Club Queen	\$239.00
		Traditional King/DD/QQ	\$269.00
		Deluxe King/QQ	\$299.00
		<b>Suites:</b>	
		Annex	\$329.00
	Club	\$359.00	
	Deluxe	\$389.00	
Quality Inn & Suites 912-635-2202 (GAPPA 2018)	May 24 – May 28	Traditional - 2 Queens	\$128.00
		One BR Suite – 2 Double	\$140.00
		Two BR Suite – 3 Beds	\$160.00
Villas by the Sea 800-841-6262	May 24 – May 28	Mini Villa/Studio Island side	\$149.00
		1 Bedroom Island side	\$164.00
		1 Bedroom Oceanside	\$174.00
		2 Bedroom Island side	\$229.00
		2 Bedroom Oceanside	\$249.00
		3 Bedroom Island side	\$309.00
		3 Bedroom Oceanside	\$319.00
Westin Jekyll Island 912-635-4545 888-627-8316	May 24 – May 28	Island View	\$239.00
		Ocean View Room	\$269.00