

# *GAPPA 2023 Annual Meeting and Tradeshow*

*Creating Strategic Alliances  
In Facilities Management*

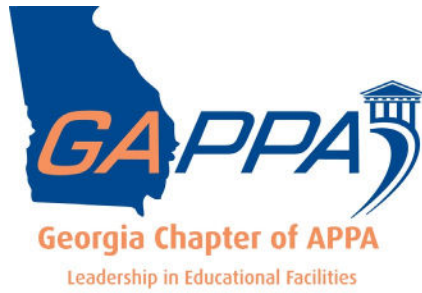
## **Sponsor Registration Packet**



Jekyll Island Convention Center  
Jekyll Island, Georgia

Tradeshow Only:  
May 28 - 29, 2023  
(Memorial Day Weekend)

Full Event:  
May 27 - 31, 2023



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**SPONSOR REGISTRATION PACKET**

Business Partners, don't miss this opportunity to display your wares and network with university and K-12 representatives. We value your support and could not host this event without you.

**EXHIBIT LEVEL SPONSORSHIP OPPORTUNITIES**

Note: Only 6 Double Booths available. Purchase Platinum Level to reserve.

All Exhibit Level Sponsorships include:

10 x 10 Booth with Pipe and Drape	Verbal recognition at event meals
1 - 6' Draped table	
2 - Chairs	Recognition in event brochure
1 - Sign	
1 - Waste basket	Attendee contact list pre and post conference
Educational Sessions (Sat. – Mon.)	

**BRONZE LEVEL SPONSORSHIP \$1500**

- Single booth space
- Access Passes for 2 associates
  - Tradeshow
  - Educational Sessions Saturday - Monday
  - Sunday Cocktail Reception/Sponsor Appreciation Dinner/Casino Night
  - Monday Opening Breakfast and Lunch

**SILVER LEVEL SPONSORSHIP \$2000**

- Single booth space
- VIP Access Passes for 2 associates
  - Tradeshow
  - Educational Sessions Saturday - Tuesday
  - Sunday Cocktail Reception/Sponsor Appreciation Dinner/Casino Night
  - Monday Opening Breakfast and Lunch
  - Tuesday Breakfast and Lunch
  - Wednesday Closing Breakfast
- Golf registration for 2 individuals
- Special recognition at event meals
- Logo on event signage
- Logo on website

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**GOLD LEVEL SPONSORSHIP \$2500**

- Single booth space
- VIP Access Pass for 4 associates
  - Tradeshow
  - Educational Sessions Saturday - Tuesday
  - Sunday Cocktail Reception/Sponsor Appreciation Dinner/Casino Night
  - Monday Opening Breakfast and Lunch
  - Tuesday Breakfast and Lunch
  - Wednesday Closing Breakfast
- Golf registration for 4 individuals
- Special recognition at event meals
- Logo on event signage
- Logo on website
- Opportunity to place an item in the registration bag

**PLATINUM LEVEL SPONSORSHIP (DOUBLE BOOTH, 6 AVAILABLE) \$5000**

- Double booth space (20 x 10)
- VIP Access Pass for up to 8 associates
  - Tradeshow
  - Educational Sessions Saturday - Tuesday
  - Sunday Cocktail Reception/Sponsor Appreciation Dinner/Casino Night
  - Monday Opening Breakfast and Lunch
  - Tuesday Breakfast and Lunch
  - Wednesday Closing Breakfast
- Golf registration for up to 8 individuals
- Special Recognition at event meals
- Logo on event signage
- Logo on website
- Opportunity to place an item in the registration bag

**Exhibit Level Sponsorship registrations are accepted until sold out.  
Tradeshow booths sell out quickly, so don't delay!**

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**Exhibit Level Perks at a Glance**

<b>Description</b>	<b>Bronze</b> Up to 2 reps	<b>Silver</b> Up to 2 reps	<b>Gold</b> Up to 4 reps	<b>Platinum</b> Up to 8 reps
<b>Event Access (Saturday – Monday Only)</b>	✓			
<b>Single Booth Space (10 x 10)</b>	✓	✓	✓	
<b>Listing in Event Brochure</b>	✓	✓	✓	✓
<b>Special Recognition at event Meals</b>	✓	✓	✓	✓
<b>Logo on Website</b>		✓	✓	✓
<b>Logo on Event Signage</b>		✓	✓	✓
<b>VIP Access Pass (Saturday – Wednesday)</b>		✓	✓	✓
<b>Golf Registration</b>		✓	✓	✓
<b>Opportunity to place promotional item in Registration bag</b>			✓	✓
<b>Double Booth Space (20 x 10)</b>				✓

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**PROMOTIONAL SPONSORSHIP OPPORTUNITIES/Non-Exhibit Level**

Description	Qty	Day	Cost
Basic Promotional Sponsorship	50	n/a	\$1500

Promotional Sponsorship Upgrades	Qty	Day	Cost
Hospitality Suite (inside tradeshow)	4	Sunday and Monday	\$2000
Cyber Café (inside tradeshow)	4	Sunday and Monday	\$2000
Cocktail Reception	4	Sunday	\$2000
Sponsor Appreciation Dinner	4	Sunday	\$2000
Casino Night	4	Sunday	\$2000
Golf Awards Luncheon/Beverage Sponsor	4	Sunday	\$2000
<b>Premium Logo Items</b>			
Name Badge Holder	1	n/a	\$3000
Attendee Gift	1	n/a	\$3000
Attendee Registration Bag	1	n/a	\$3000

All Non-Exhibit Level Sponsorships include:

- Sponsor Passes for 2 associates
- Tradeshow
- Educational Sessions Saturday - Monday
- Sunday Cocktail Reception/Sponsor Appreciation Dinner/Casino Night
- Monday Opening Breakfast and Lunch
- Verbal acknowledgement and thank you at the event
- Recognition in event brochure
- Logo on the promotional sponsor banner
- Attendee contact information pre and post conference

**Non-Exhibit Level Sponsorship registration is open through April 15, 2023.**

# GAPPA 2023

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### Add Additional Associates and/or Optional Items

If you have additional associates attending (not included in your selected package), you will need to purchase extra Sponsor Pass(es).

- Bronze Level Pass for Saturday - Monday, or
- VIP Pass for Saturday - Wednesday

### Add Associates

- Bronze Level Pass: **\$100 per person**, Includes access to:
  - Tradeshow, Sunday and Monday
  - Educational Sessions, Saturday - Monday
  - Sunday Reception/Sponsor Appreciation Dinner/Casino Night
  - Monday Opening Breakfast and Lunch
- VIP Level Pass: **\$200 per person**, Includes access to:
  - Tradeshow, Sunday and Monday
  - Educational Sessions, Saturday – Tuesday
  - All Event Meals
    - ✓ Sunday Reception/Sponsor Appreciation Dinner/Casino Night
    - ✓ Monday Opening Breakfast and Lunch
    - ✓ Tuesday Breakfast and Lunch
    - ✓ Wednesday Closing Breakfast

### Optional Items

- Standard Electrical Outlet: \$100
- Golf **Tournament, Sunday**: \$75 per golfer if not included in package
- Golf **Hole** Sponsor, Sunday: \$100 per hole
- Tennis Outing: Free, Sunday - Must register so that we have a head count
- Spouse/Guest Pass, Sunday: \$50 - Reception/Sponsor Appreciation Dinner/ Casino Night)
- Guest Bingo (Monday): \$10
- Children's Program (Sunday): \$25 per child
- Guest Tour (TBD), Tuesday \$25

Each registered attendee will have access to event and meals based on sponsorship level or pass purchased.

### ONLINE REGISTRATION

Registration is online, find links 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 [lavonneg@uga.edu](mailto:lavonneg@uga.edu), or call (404) 713-7920.

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**PAYMENTS, CANCELLATIONS AND REFUNDS**

- All payments are due at time of registration.
- Payment options are **credit card** or **check**. Note: If paying by check be sure to select that option in the payment section, otherwise your registration may appear as invalid.
- Need to register in December and pay in January? Exhibit booths sell out quickly, so be sure to register in December for exhibit level sponsorships. If you need to hold payment until January, select “check” as your payment type, then send check in January or pay by credit card using the credit card link sent with invoice.
- **Unpaid exhibit registrations are subject to cancellation if payment isn’t received by March 31, 2023.**
- **No refunds will be issued after March 31, 2023.**
- Mail check payment to:  
 GAPPA  
 c/o UGA Facilities Management Division  
 1180 E. Broad Street, Ste 201 (FedEx/UPS, etc.)  
 0201 Chicopee Complex (USPS)  
 Athens, GA 30602

**GAPPA BUSINESS PARTNER MEMBERSHIP**

APPA manages GAPPA membership. To check your membership status contact [Suzanne Healy](#), (703) 542-3833.

- We offering a discount to current “Active” member 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, 2022 – March 31, 2023.
- 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 Business Partner listing page 15.

**CONTACT INFORMATION**

Questions regarding exhibit space/ assignments should be directed to:	Questions regarding registration and/or payment should be directed to:
Darren Thomas <a href="mailto:darrenthomas@clayton.edu">darrenthomas@clayton.edu</a> (404) 520-3490	LaVonne Goldschmidt <a href="mailto:lavonneg@uga.edu">lavonneg@uga.edu</a> (404) 713-7920

**GIVEAWAYS AND DOOR PRIZES**

- GAPPA is a family friendly event. Choose your swag with this in mind. Some Sponsors have special gifts tucked away to give to attendees who stop by to chat with them.
- You control who enters your drawing. One complaint we hear is that an attendee sends a spouse or child to put their card in the drawing.
  - Sunday – Bring door prizes to stage area at 5:30 p.m.
  - Monday – Bring door prizes to stage area at 11:30 a.m.



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**ATTENDEE LIST\* (RESTRICTED USE)**

GAPPA restricts the use of the attendee contact list to:

- Invitation to attendee to visit your booth
- Invitation to attend your company sponsored event
- Invitation to join your distribution list
- Follow-up conversations and/or thank you for stopping by your booth or sponsored event

*\*List is distributed after attendee registration closes, on May 1.*

Sponsors are not permitted to add attendees to a broader distribution list without their consent.

**LODGING**

Exhibitors are responsible for their own hotel accommodations. Make your reservations early, as hotels sell out quickly for the holiday weekend.

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**GOLF AND TENNIS**

The **Golf Tournament** is a highlight of our Annual Meeting. The format is a shotgun start/scramble. All groups tee off at the same time from different holes. The awards ceremony and lunch are immediately following at the Golf Course.

Silver (2), Gold (4) and Platinum (8) Sponsorships **Include Golf**  
 based on package purchased.

Company golfers will be placed on the same teams unless you instruct us otherwise.

When: Sunday, May 28, 2023  
 Time: 7:30 a.m. Check-in  
 8:30 a.m. Tee Time  
 Where: Jekyll Island Golf Club  
 322 Captain Wylly Rd.  
 Jekyll Island, GA  
 Cost: \$75 per person (if not included in  
 sponsorship package)



**Tennis Outing:** If golf is not your thing, play tennis on us.

When: Sunday, May 28, 2023  
 Time: 9:00 a.m.  
 Where: Jekyll Island Tennis Center  
 322 Captain Wylly Rd.  
 Jekyll Island, GA  
 Cost: Free (Please register so that we have a  
 head count)



Participants must be registered for the GAPPA Annual Meeting and Tradeshow, or the guest of a registrant.

Questions regarding <b>golf tournament or teams</b> should be directed to:	Questions regarding <b>golf registration</b> should be directed to:
<a href="#">Daniel Warren, SGSC</a> 2 <sup>nd</sup> Vice President- Elect	<a href="#">LaVonne Goldschmidt</a> (404) 713-7920

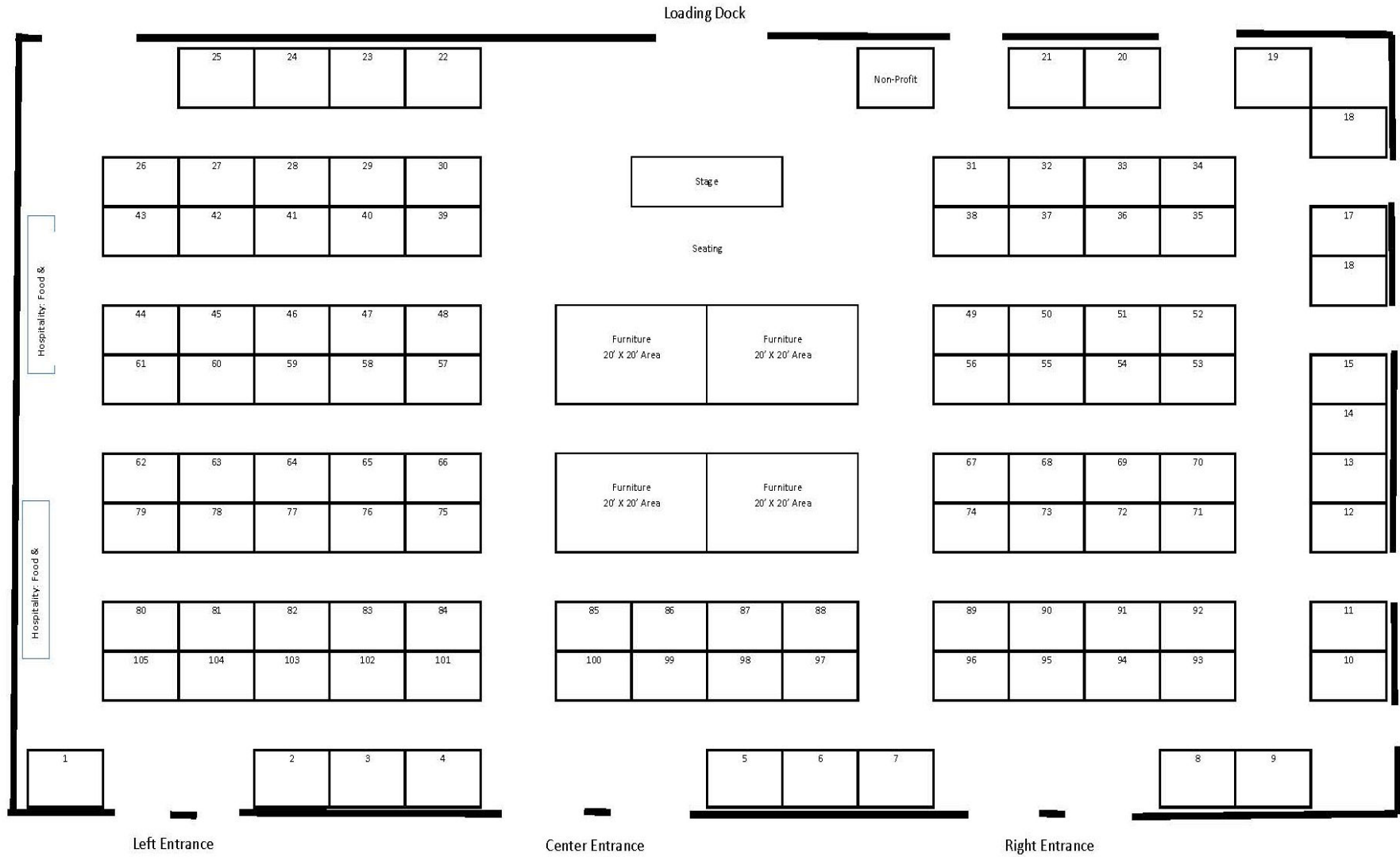
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**PROPOSED SCHEDULE**

Date	Description	
<b>Saturday</b>	<ul style="list-style-type: none"> <li>• Booth Set-up: 12:00 p.m. - 4:00 p.m.</li> <li>• Pre-Conference Workshops: 1:00 p.m. – 3:45 p.m.</li> </ul>	
<b>Sunday</b>	<ul style="list-style-type: none"> <li>• Golf Registration: 7:30 a.m. - 8:30 a.m.</li> <li>• Golf Tournament: 8:30 a.m. - 2:00 p.m.</li> <li>• Tennis Outing: 9:00 a.m. - 12:00 noon</li> <li>• Booth Setup: 12:00 p.m. - 3:00 p.m.</li> <li>• <b>Tradeshow: 3:00 p.m. - 6:00 p.m.</b></li> <li>• Door Prize Drawings: 5:30 p.m. - 6:00 p.m.</li> <li>• Cocktail Reception: 6:00 p.m. - 7:00 p.m.</li> <li>• Sponsor Appreciation Dinner: 7:00 p.m. - 8:00 p.m.</li> <li>• Casino Tables Open: 7:30 p.m. - 10:00 p.m.</li> </ul>	
<b>Monday</b>	<ul style="list-style-type: none"> <li>• Opening Breakfast: 7:30 a.m. - 8:30 a.m.</li> <li>• <b>Tradeshow: 8:30 a.m. - 12:00 p.m.</b></li> <li>• Sponsor Appreciation Lunch: 12:00 p.m. - 1:00 p.m.</li> <li>• Exhibitor Breakdown: 12:00 p.m. - 3:30 p.m.</li> <li>• Door Prize Drawings: 11:30 a.m. - 12:00 p.m.</li> <li>• Educational Sessions A &amp; B: 1:00 p.m. – 1:45 p.m.</li> </ul>	
<b>Tuesday</b>	<ul style="list-style-type: none"> <li>• Breakfast and Annual Meeting: 7:00 a.m. - 8:00 a.m. (With VIP Pass)</li> <li>• APPA Update: 8:00 a.m. - 8:45 a.m.</li> <li>• Educational Sessions A &amp; B: 9:00 a.m. - 11:45 a.m.</li> <li>• Lunch: 12:00 p.m. - 1:00 p.m. (with VIP Pass)</li> <li>• Educational Sessions A &amp; B: 1:00 p.m. - 1:45 p.m.</li> </ul>	
<b>Wednesday</b>	<ul style="list-style-type: none"> <li>• Closing Breakfast: 8:00 a.m. - 9:00 a.m. (with VIP Pass)</li> <li>• Break for Hotel check-out: 9:00 a.m. - 10:00 a.m.</li> <li>• Experience Exchange: 10:00 a.m. - 12:00 p.m.</li> </ul>	
<b>Registration Hours:</b>	Saturday	12:00 a.m. - 4:00 p.m.
	Sunday	12:00 a.m. - 7:00 p.m.
	Monday	8:00 a.m. - 2:00 p.m.
	Tuesday	8:00 a.m. - 2:00 p.m.

# GAPPA 2023 Creating Strategic Alliances In facilities Management

## EXHIBIT LAYOUT



**GAPPA 2023**  
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**Georgia Chapter of APPA (GAPPA)**  
**Business Partner Membership Form**

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

# GAPPA 2023

## Creating Strategic Alliances In facilities Management

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<h3 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h3> <p style="margin: 0;">▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</p>	Give Form to the requester. Do not send to the IRS.
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Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  <b>APPA, Association of Higher Education Facility Officers</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above  <b>GAPPA (Georgia Chapter of APPA)</b></p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                     <input type="checkbox"/> C Corporation                     <input type="checkbox"/> S Corporation                     <input type="checkbox"/> Partnership                     <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____  <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> </p> <p><input checked="" type="checkbox"/> Other (see instructions) ▶ <b>Non-Profit Association</b> <small>(Applies to accounts maintained outside the U.S.)</small></p> <p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.  <b>0201 Chicopee Complex (c/o UGA Ralph F. Johnson)</b></p> <p><b>6</b> City, state, and ZIP code  <b>Athens, GA 30602</b></p> <p><b>7</b> List account number(s) here (optional)</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p>
<p><b>Requestor's name and address (optional):</b></p>		

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

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>								
<b>or</b>								
<b>Employer identification number</b>								
9	1	-	2	0	2	1	7	8

**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); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Bill Moody</i>	Date ▶ <i>01/02/2020</i>
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**General Instructions**

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

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**CURRENT MEMBER BUSINESS PARTNERS**

<b>Business Name</b>	<b>Business Name</b>	<b>Business Name</b>
2WR + Partners	Gainesville Mechanical, Inc.	Palacio Collaborative, Inc.
Andrews Hammock & Powell	Gale Associates, Inc.	Piedmont Construction Group
Armstrong International, Inc.	Georgia Safe Sidewalks	ReIMAGE General Contractors
ATS Waypoint	Goode Van Slyke Architecture	RMF Engineering
Barclay Water Management, Inc.	HES Facilities Management	Rochester & Associates, Inc.
Boiler Supply Company	Innovative Engineering	Shear Structural
Bradfield Richards Rhodes & Associates, Architects, Inc.	Insight Partners of Georgia	Sika Corporation
BrightView Landscape Services	IPG Incorporated: Architects & Planners	Southeastern Heating and Air, Inc.
Building Maintenance Optimization Consultants, Inc.	ISES Corporation	SP Design Group
Carotek, Inc.	JE Dunn Construction Company	Superior Water Services, Inc.
CDH Partners, Inc.	Johnson, Spellman & Associates, Inc.	The Beck Group
CGL Facility Management, LLC	May Architecture	The University Financing Foundation, Inc.
CIC, Floors Inc.	McMillan Pazdan Smith Architecture, LLC	TLC Engineering Solutions
Clark Nexsen, Inc	MEP/ Salas O'Brien	Total System Commissioning, Inc.
Cogdell & Mendrala Architects, PC	Michael E. Clark & Associates, Inc.	Trane
Control Concepts, LLC	Mitsubishi Electric Cooling & Heating	Travis Pruitt & Associates, Inc.
Daikin	Nalco Company	Wallace Engineering
EUA	NBP Engineers, Inc.	Wilpro Enterprises, Inc dba SERVPRO
	New South Construction Company	
<b>As of November 11, 2022</b>		