

GAPPA 2024 Annual Meeting and Tradeshow

*The Future of Facilities:
Adapting to a Changing Environment*

Sponsor Registration Packet



Jekyll Island Convention Center
Jekyll Island, Georgia

Tradeshow Only:
May 26 - 27, 2024
(Memorial Day Weekend)

Full Event:
May 25 - 29, 2024

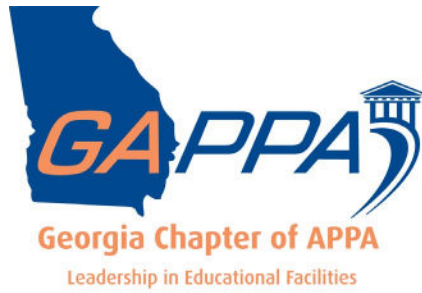


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SPONSOR REGISTRATION PACKET

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: Pricing below reflects **Early Bird** registration by **January 31, 2024**. Prices increase on February 1, 2024.

Two (2) Center Quad Booths Available - Purchase Diamond Level to reserve
Ten (10) 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, 10 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

Diamond Level Sponsorship (Center Quad Booth, 2 available) \$6500

- Quad booth space (20 x 20)
- 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 registration deadline is January 31, 2024 or until sold out.
Tradeshow booths sell out quickly, so don't delay!**

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Exhibit Level Perks at a Glance

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

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PROMOTIONAL SPONSORSHIP OPPORTUNITIES/Non-Exhibit Level

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

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

Promotional Sponsorship include:

- Two (2) Sponsor Passes
- Tradeshow
- Educational Sessions Saturday - Wednesday
- Event Meals:
 - Sunday Cocktail Reception/Sponsor Appreciation Dinner/Casino Entertainment
 - Monday Opening Breakfast and Lunch
 - Upgrades also include:
 - Tuesday Breakfast and Lunch
 - Wednesday Closing Breakfast
- Verbal Acknowledgement and Thank You at Event Meals
- 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, 2024.

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Add Additional Associates and/or Optional Items

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

- Bronze Level Pass for Saturday - Monday, or
- VIP Level 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: \$125
- Golf **Tournament, Sunday**: \$75 per golfer if not included in package
- Golf **Hole** Sponsor, Sunday: \$100 per hole
- Spouse/Guest Pass, Sunday: \$50 - Reception/Sponsor Appreciation Dinner/Casino
- Guest Bingo (Monday): \$10
- Children's Program (Sunday): \$25 per child
- Guest Tour (TBD), Tuesday \$25 per person

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

ONLINE REGISTRATION

Registration will open December 15, 2023. Find links at 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, email registration@gappa.org, or call LaVonne at (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 and select “check” as your payment type.
 - 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, 2024.**
- **No refunds will be issued after March 31, 2024.**
- Mail check payment to:
 - GAPPA
 - c/o LaVonne Goldschmidt, Registration Coordinator
 - 1309 Kingston Hollow
 - Colbert, GA 30628

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, 2023 – March 31, 2024.
- 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:
Katie Twining ktwining@georgiasouthern.edu (912) 478-0550	LaVonne Goldschmidt lavonneg@uga.edu (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.
- 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. (See page 13 for conference hotels)

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GOLF

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.

Golf is included for Silver, Gold, Platinum and Diamond Exhibit Levels

- Silver, up to 2 golfers
- Gold up to 4 golfers
- Platinum and Diamond up to 8 golfers

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

When: Sunday, May 26, 2024

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)



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

Questions regarding golf tournament or teams should be directed to:	Questions regarding golf registration should be directed to:
<u>Daniel Warren, SGSC</u> 2 nd Vice President	<u>LaVonne Goldschmidt</u> (404) 713-7920

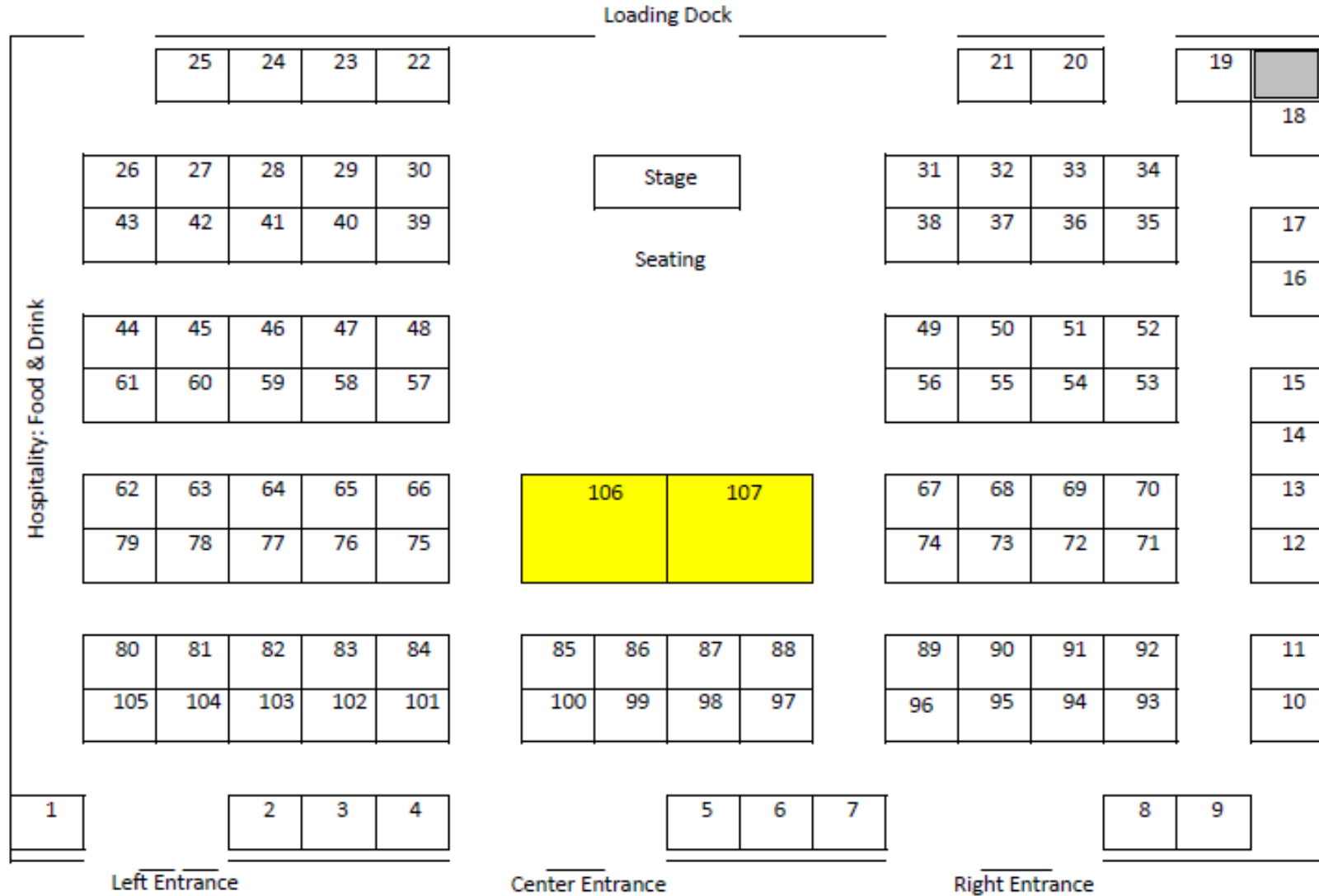
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PROPOSED SCHEDULE

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

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EXHIBIT LAYOUT



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CONFERENCE HOTELS

Hotels provide a limited number of rooms at the courtesy rate. Consult with individual hotels regarding Minimum Stay Requirements, Resort Fees, cancellation Policy, etc. Most properties require you to register by April 24 to secure group rate.			
Property	Dates	Room Description	Price
The Courtyard Jekyll Island 912-635-2416 Group: GAPPA	May 24 - 29	Island View Ocean View	\$270 \$290
Hampton Inn & Suites 912-635-3733 800-426-7866 Group: GAPPA	May 24 - 29	Double Queen Suite King Suite Standard Double	\$252 \$252 \$222
Holiday Inn Resort 912-635-2211 877-834-3613 Group: GAPPA	May 24 - 29	Oceanview Guestroom	\$259
Home2 Suites by Hilton 912-319-6019 800-774-1500 Group: 2024 GAPPA	May 24 - 29	Studio Suite	\$235
Jekyll Island Ocean Club 800-535-9547 912-635-2600 Group: GAPPA	May 24 - 29	Poolside Suite	\$529
Jekyll Island Club Hotel 800-535-9547 912-635-2600 Group: GAPPA	May 24 - 29	Standard Room	\$309
Residence Inn Jekyll Island 912-635-2764 Group: GAPPA	May 24 - 29	Island View Rooms Ocean View Studio	\$285 \$305
Seafarer Inn and Suites 912-635-2202 Group: 2024 GAPPA	May 24 - 29	King or 2 Queen	\$229
Villas by the Sea 912-635-2521 Group: 535581or GAPPA	May 24 - 29	Mini Villa/Studio Island Side 1 Bedroom 2 Bedroom 3 Bedroom	\$175 \$185-215 \$265-295 \$365-395
Westin Jekyll Island 912-635-4545 888-627-8316 Group: GAPPA	May 24 - 29	Island View Ocean View Room	\$275 \$325

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Georgia Chapter of APPA (GAPPA)
 Business Partner Membership Form

Online Form <https://gappa.org/membership/>

Business Partner Membership Dues Membership period is April 1 – March 31		\$75.00	
<i>Make checks payable to:</i>		GAPPA Membership c/o APPA 1643 Prince Street Alexandria, VA 22314-2818	
Business Name:			
Street Address:			
City/State/Zip:			
Primary Representative (individual):			
Title:			
Address (If different from above):			
City/State/Zip:			
Phone:		Fax:	
Email:			

Associate Representatives

Individual 1			
Title:			
Address (If different from above):			
City/State/Zip:			
Phone:		Fax:	
Email:			
Individual 2			
Title:			
Address (if different from above):			
City/State/Zip:			
Phone:		Fax:	
Email:			

Note: Remittance address for Event payment is different, see W-9 below

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Form W-9
(Rev. October 2018)
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.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line, do not leave this line blank. APPA, Association of Higher Education Facility Officers		
	2 Business name/disregarded entity name, if different from above GAPPA (Georgia Chapter of APPA)		
	3 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. <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>		
	<input checked="" type="checkbox"/> Other (see instructions) ▶ Non-Profit Association		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions. 1309 Kingston Hollow (c/o LaVonne Goldschmidt)		Requester's name and address (optional)
	6 City, state, and ZIP code Colbert, GA 30628		
	7 List account number(s) here (optional)		

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 <i>How to get a TIN</i> , later.	Social security number <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	or Employer identification number <table border="1" style="width: 100%; height: 20px;"><tr><td>9</td><td>1</td><td>-</td><td>2</td><td>0</td><td>2</td><td>1</td><td>7</td><td>8</td><td>7</td></tr></table>	9	1	-	2	0	2	1	7	8	7
	9	1	-	2	0	2	1	7	8	7	

Part II Certification	
Under penalties of perjury, I certify that:	
1. 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	
2. 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	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. 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.	

Sign Here	Signature of U.S. person ▶ <i>LaVonne Goldschmidt</i> , Registration Coordinator	Date ▶ 12/01/2023
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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.

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-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

Business Name	Business Name	Business Name
2WR + Partners	Gale Associates, Inc.	New South Construction Company
AfterDisaster	Georgia Safe Sidewalks	OFS
Allegion PLC/Georgia	Goode Van Slyke Architecture	Osprey Management LLC
Andrews Hammock & Powell	HES Facilities Management	Palacio Collaborative, Inc.
Armstrong International, Inc.	HVAC RNTL	Piedmont Construction Group
ATS Waypoint	Innovative Engineering	Progressive Pipeline Management
Boiler Supply Company	Insight Partners of Georgia	Pye Barker Fire and Safety
Bradfield Richards Rhodes & Associates, Architects, Inc.	IPG Incorporated: Architects & Planners	ReIMAGE General Contractors
BrightView Landscape Services	ISES Corporation	RMF Engineering
Building Maintenance Optimization Consultants, Inc.	JE Dunn Construction Company	Rochester & Associates, Inc.
CDH Partners, Inc.	John Q. Bullard Associates, Inc.	Shear Structural
CGL Facility Management, LLC	Johnson, Spellman & Associates, Inc.	Sika Corporation
CIC, Floors Inc.	Lighting Associates, Inc.	SP Design Group
Clark Nexsen, Inc	May Architecture	Superior Water Services, Inc.
Cogdell & Mendrala Architects, PC	McKnight Construction	Syska Hennessy Group, Inc.
Control Concepts, LLC	McMillan Pazdan Smith Architecture, LLC	The Beck Group
Daikin	MEP/ Salas O'Brien	Total System Commissioning, Inc.
EUA	Mitsubishi Electric Cooling & Heating	Trane
Farnsworth Group, Inc.	MSSLLC	Travis Pruitt & Associates, Inc.
FMX	Nalco Company	Wallace Engineering
Gainesville Mechanical, Inc.	NBP Engineers, Inc.	Wilpro Enterprises, Inc dba SERVPRO
	NELSON	
As of Date 12/9/2023		