

EXHIBITOR PROSPECTUS

2023 Summer Institute

The GLMA Summer Institute attracts Media Specialists and County Coordinators from across Georgia for two days of educational sessions and networking. Summer Institute provides valuable opportunities for interaction between library media specialists and industry representatives whose common mission is to empower school media programs and advance quality education in Georgia schools. For the cost of mailing one promotional flyer, you can connect face-to-face with each specialist throughout the meeting at dedicated exhibit times on Monday & Tuesday. Additional sponsorships and recognition opportunities are also available.

Visit the Georgia Library Media Association website at www.glma-inc.org for program details and updates!

DON'T WAIT!

The 2023 Summer Institute is *the* premier opportunity to connect with Georgia Library Media Specialists this year!

We welcome all types of exhibitors that will enhance the library learning commons for teachers and students.

CONTACT US

Please direct all questions to:

Email: summerinstitute@glma-inc.org

Phone: Tammy Privette 770-823-6502

Visit the GLMA website www.glma-inc.org for more information about the conference.

Exhibit Booths

~Exhibitors need to reserve booths before additional sponsorships ~

Each booth has a draped 6' table, 2 chairs, vendor ID signage, complimentary internet, electricity if needed and listing on the GLMA website and conference app.

HOTEL ACCOMMODATIONS

Unicoi State Park & Lodge

1788 Hwy 356
Helen, GA 30545

Reservations can be made online -

<https://www.glma-inc.org/hotel-information>



GLMA has reserved a block of rooms. In order to take advantage of our discounted rate, attendees need to make a reservation **no later than May 6, 2023.**

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2023 Summer Institute

EXHIBITING LEVEL	FEE	BENEFITS
Gold	\$1400	Two (2) skirted exhibit tables Registration for up to 2 representatives One (1) year recognition on GLMA SI website, includes logo Recognition as a Gold level sponsor in meeting materials, conference app & signage Final attendee list
Silver	\$1000	One (1) skirted exhibit table Registration for 1 representative One (1) year recognition on GLMA SI website, includes logo Recognition as a Silver Level Exhibitor in meeting materials, conference app & signage Final attendee list
Bronze	\$600	One (1) skirted exhibit table Registration for 1 representative One (1) year recognition on GLMA SI website, includes logo Recognition as a Bronze level sponsor in meeting materials, conference app & signage

ADDITIONAL SPONSORSHIP OPPORTUNITIES (unless indicated, booth sponsorship is additional)	FEE
Lunch Sponsor either Monday 6/5 or Tuesday 6/6 (2 available) *Special recognition on all meeting materials/conference app; tabletop signage at the event *Company representative can speak for 10 minutes during lunch *Marquis on all conference advertisement and GLMA website **Includes one exhibit booth and 2 lunch passesPayme	\$1,750
Welcome Reception Sunday 6/4 (1 available) * Special recognition in all meeting materials, conference app and GLMA website * Signage with company logo during the event & co-branded name of the event Company representative to speak during the reception	\$900
Breakfast/Snack Sponsor either Monday 6/5 or Tuesday 6/6 (2 available) *Table top signage * Acknowledgement in schedule * Recognition in conference material/conference app * Marquis on all conference advertisement and GLMA website	\$750
Lanyard Sponsorship (1 available) * GLMA purchases lanyard with company name and GLMA on lanyard * Recognition in all meeting materials, conference app and GLMA website	\$750
Conference Sched App Sponsorship (1 available) * Recognition in all meeting materials, conference app and GLMA website	\$250
Bag Sponsorship (1 available) *Provide bags for the conference attendees (approximately 275-300 bags) * Recognition in all meeting materials, conference app and GLMA website	\$250

**Georgia Library Media Association
2023 Exhibitor Agreement**
Summer Institute - June 5 & 6th, 2023

EXHIBITOR AGREEMENT

Indicate the sponsorship(s) below. See explanations above for sponsorships.

#	Exhibit Level	Rate	#	Sponsorships:	Rate	#	Sponsorships:	Rate
	Gold	\$ 1400		Lunch Sponsor	\$ 1750		Lanyard	\$ 750
	Silver	\$ 1000		Welcome Reception	\$900		Conference App	\$250
	Bronze	\$ 550		Breakfast/Snack	\$750		Conference Bags	\$250

PAYMENT, CANCELLATION, & LIABILITY POLICY

Cancellations made before May 10, 2023 will receive a 50% refund. **There are no refunds for cancellations received after May 10, 2023.** All cancellations must be in writing (mail or email) and will not be accepted by telephone. **Full payment must be received 10 days prior to the conference.** No-shows will not receive a refund. The undersigned hereby also acknowledges receipt of and agrees to abide by the cancellation policy and the Exhibitor Rules & Regulations set forth below. Registrations will be processed on a first come, first served basis.

By signing below, both parties agree to be bound by the terms of this agreement.

Exhibitor Authorized Signature: _____

Date: _____

GLMA Signature: _____

Date: _____

Company/Organization Name: _____

Contact Name: _____

Billing Address: _____

Phone: _____ Email: _____

Representative Name: _____

Email: _____

PAYMENT INFORMATION

RETURN COMPLETED REGISTRATION FORM TO **GLMA**.

Invoice Me (Invoice will be emailed and payment can be made online).

Contact Email: _____

Check (include registration form with check) Credit Card:



TOTAL AMOUNT DUE
\$

Card # _____

Exp. Date: ____/____/____ CVV #: _____ Signature: _____

Return by mail to: GLMA Executive Office, PO Box 148, Waverly Hall, GA 31831 |
Return by email to: summerinstitute@glma-inc.org | Questions? 770-329-6458 | Federal Tax ID: 58-1573266

Sub-letting your booth with another company is strictly prohibited. If representatives are working shifts then they must register and have name tags. Shift times can be indicated on the registration form.

LOSS OR DAMAGE OF MATERIALS

Each exhibitor must make provisions for safeguarding company materials, equipment and booth displays at all times. GLMA & the Hyatt Regency is not responsible for loss or damage of any material by any person or for any cause.

EXHIBIT SETUP

Exhibitors may begin setting up on Sunday, June 4th after 2:00 pm. Exhibits may also be set up from 6:00am until exhibit opening on Monday, June 5th. Exhibit tables will be designated by company name. Electricity will be provided for tables upon request.

EXHIBIT STAFFING

Please note that exhibit registration includes full attendance for the allotted number of representatives indicated in your sponsorship level. Representative attendance includes exhibit hours, continental breakfast, buffet lunch, and breaks. Please update GLMA as soon as possible with changes to your onsite representatives prior to the meeting by contacting summerinstitute@glma-inc.org or 770-329-6458.

SPECIAL REQUESTS

If you have a special request for booth placement in the exhibit hall (such as sister companies grouped together, etc.) please let us know in advance. GLMA will be happy to accommodate requests on a first-come, first-served basis. Last minute registrants will be placed into remaining booth space accordingly.

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MEETING MATERIALS

In order to ensure your company's recognition in meeting materials, your completed registration form and payment must be received by GLMA no later than May 1, 2023. Please submit your company's logo artwork to be used in the printed meeting materials to summerinstitute@glma-inc.org by May 1, 2023. Artwork received after May 1st will not be included in meeting materials.

PROVIDE A DOOR PRIZE

To encourage exhibit visitation and engagement, attendees will receive an "exhibitor passport" that exhibitor representatives will initial upon visitation to your table. Completing the passport makes the attendee eligible to win door prizes that will be drawn during the Tuesday afternoon break and announced at the end of the conference.

Exhibitors are welcome and encouraged to provide door prizes for this purpose, as allowed by corporate policy. A representative from your exhibiting company will be invited to join GLMA staff for the drawing and will be recognized in front of attendees.

If you have a prize to offer, please notify GLMA in advance and deliver it to GLMA staff on-site at the registration desk. Door prizes are limited to on-site exhibitors. Thank you!