



2016 Joint Meeting of the Society of Georgia Archivists and Society of Florida Archivists Savannah, Georgia | October 13-14, 2016

Venue: Hilton Savannah DeSoto, Savannah, Georgia

Sponsorship Contact Info:

- Society of Georgia Archivists, Laura Starratt, laura.starratt@emory.edu, 404-727-7070

Shipping Address:

- Hilton DeSoto Savannah, 15 E. Liberty St., Savannah, GA 31401; indicate SGA Annual Meeting

Set up time:

- Thursday, October 13, 7:00am-8:00am

Break down time:

- Friday, October 14, noon

Breaks:

- Three breaks on Thursday
- One break on Friday

Type	Details	Fees
Level 1 Sponsorship	This rate includes: table in the exhibit area, business name on meeting giveaway, inclusion of product information in meeting program folder, named sponsorship of reception	\$1,250.00
Level 2 Sponsorship	This rate includes: table in the exhibit area, business name on meeting giveaway, inclusion of product information in meeting program folder, named sponsorship of break or breakfast	\$1000.00
Level 3 Sponsorship	This rate includes: table in the exhibit area, business name on meeting giveaway, inclusion of product information in meeting program folder	\$750.00
Level 4 Sponsorship	This rate includes: table in the exhibit area, inclusion of product information in meeting program folder	\$400.00
Level 4 Sponsorship for Non-Profits	This rate includes: table in the exhibit area, inclusion of product information in meeting program folder	\$250.00
Off-site Vendor Advertising	Can't join us in October? Purchase advertising space (1/4 page; color) to be included in attendees' packets.	\$100.00

Additional Conference Registration (Early Bird, Non Member)	Each vendor receives one complimentary registration. Please register any other event attendees here.	\$140.00
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Guidelines for exhibiting:

1. Table/booth/display area assignments are made on a first come, first served basis.
2. If any payment is not received by the due date, the table/booth/display area temporarily assigned to the vendor will be cancelled and reassigned to a vendor on the waiting list.
3. SGA is not responsible for shipping/receiving/safe storage of a vendor's display or materials. An area may be offered for storage after the event merely as a convenience. A vendor utilizes this area at the vendor's own risk.
4. Displays must be setup and broken down during the scheduled times by the vendor.
5. Vendors are responsible for any damage their representative(s) or displays may cause to venue property and for any injury caused or suffered by any attendee as a result of their actions. SGA accepts no liability.
6. All sponsorship will be acknowledged on the SGA conference web site.
7. Vendors may bring up to 2 signs (to fit on standard easels 27" x 30") announcing their sponsorship of an event.
8. If sponsoring a food event, advertising literature/giveaways may be placed on the tables or in the chairs.
9. Vendors wishing to donate door prizes will be acknowledged in conference material.
10. Vendors will be provided a specific amount of space based on their support level. Tables and chairs will be furnished, however table covering and skirts may or may not be furnished. Be prepared to bring your own table covering.
11. Exhibits should not interfere with, or cause disturbance to, visitors or to other vendors at nearby exhibits.