



Georgia Association of Public Pension Trustees

Promoting Education for Public Pension Trustees in Georgia

Sponsor Information

Eleventh Annual Conference

March 23-26, 2020 ~ St. Simons Island, Georgia

Thank you for sponsoring the Eleventh Annual GAPPT Conference!

The Association appreciates the involvement of our Affiliate members, especially those who contribute to our educational events. Your generous support of these programs enables us to provide quality and low cost education to Georgia's public pension trustees and staff members.

ANNUAL CONFERENCE OVERVIEW: The GAPPT conference is an annual educational opportunity offered to the Association's members, including plan trustees, administrators, and staff, as well as professional service providers of Georgia's public pension plans.

LOCATION: The Eleventh Annual Conference will take place at The King and Prince Beach & Golf Resort (201 Arnold Road, St. Simons Island, 31522.)

IMPORTANT DATES:

February 21, 2020	Company Logo, Information, and Program Ad Due / Exhibit Table Confirmation Deadline
March 2, 2020	All Sponsorship Invoices Due / Late Registration Begins
March 16, 2020	Event App Publication
April 15, 2020	Newsletter Ad Due <i>(Gold and Platinum Sponsors Only.)</i>
May 1, 2020	Second Quarter "GAPPT News and Reports" Publication

MATERIAL SUBMISSION: Please submit all material to Sue Reynolds at execdirector@gappt.org. Sponsor information must be received by **February 21, 2020** to meet the conference printing and publication deadlines.

- **Company/Firm Logo:** Company logos will be included on the event app and on a dedicated sponsor page in the printed program. Platinum and Gold sponsor logos will also be included on meeting room banners. Please provide an image in the highest quality available. (TIF, GIF or PNG preferred.)
- **Company/Firm Information:** Additional information will be listed on the event app. Please provide the following, (Word document preferred):
 - A brief company/firm overview (maximum 3 paragraphs)
 - The company/firm's URL address
 - The company/firm's Twitter handle (if available)
- **Program Ad:** *(Gold and Platinum Sponsors Only.)* Please provide a high quality formatted advertisement in the appropriate size. A different advertisement may be used for newsletter publication, but must be received by the April deadline.
 - *(Gold Sponsors)* Quarter Page Ad: 3.5" wide x 4.75" high
 - *(Platinum Sponsors)* Half Page Ad: 7.5" wide x 4.75" high (horizontal) or 3.5" wide x 9.5" high (vertical)

EXHIBIT TABLE GUIDELINES: See the "**2020 Exhibit Guidelines**" for additional information. All sponsorship levels include an exhibit table at the conference. Please confirm your use of an exhibit table by February 21, 2020.

EVENT SPONSORSHIP AND SIGNAGE: *(Platinum Sponsors Only.)* Selection of a sponsored networking event/meal is on a first come basis. Two signs will be placed in the event room/area and the company/firm name will be listed next to the event on the conference schedule.

BUNDLED SPONSORSHIPS: Bundled sponsors will have their logo displayed on the GAPPT website's scrolling sponsor section until December 31, 2020. Information regarding the Seventh Annual Trustee School will be emailed to all bundled sponsors in May 2020.

Please feel free to contact Sue Reynolds at execdirector@gappt.org or 770-295-8209 with any questions or concerns. Thank you again for your generous support of the GAPPT!



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Exhibitor Guidelines

Eleventh Annual Conference

The King and Prince Beach & Golf Resort – St. Simons Island, Georgia
March 23-26, 2020

The main purpose of the GAPPT Annual Conference is educational and is aimed at increasing the opportunity for professional exchange and interaction among the Association's members. The GAPPT does not endorse any products or services, but simply provides a forum for the disbursement of information.

EXHIBIT LOCATION, DATE AND HOURS: Exhibits will be located in Lanier Ballroom Pre-Assembly. This area is adjacent to the attendee breakout sessions, meal room, and registration.

Exhibit Hours*

(Set Up) Monday, March 23, 2020: 12:00 PM – 5:00 PM

Tuesday and Wednesday, March 24-25, 2020: 7:00 AM – 5:00 PM

Thursday, March 26, 2020: 9:30 AM – 11:00 AM

(Tear Down) Thursday, March 26, 2020: By 12:00 PM

**Times are subject to change.*

SPACE GUIDELINES: Due to the hotel's limited exhibit area, elaborate displays are not possible. Each exhibitor will be provided with one, 6 ft x 30 inch draped table. **Only tabletop displays or flat backdrop screens that can fit behind the 6-foot table are permitted.** Exhibit tables are pre-assigned by the GAPPT and will be labeled with the sponsors' names.

ADDITIONAL EQUIPMENT: Exhibitors are required to bring all necessary equipment and material for the successful operation of their exhibit tables. Electrical connections must be arranged through the King and Prince no later than 30 days prior to the start of the conference. Please contact Sue Reynolds at excedirector@gappt.org for any additional prices and/or arrangements.

PROMOTIONAL ITEMS: All Affiliate members may provide "branded" promotional items for the attendee conference bags, (150 of any one item). They may also provide a prize item for Casino Night. **Promotional items are not permitted outside the exhibit area.**

AFFILIATE "PRIZES"/DRAWINGS: Any Affiliate member may provide a prize item for Casino Night. Exhibitors may provide additional prizes to conduct their own business card drawings.

DEFAULT OCCUPANCY/UNOCCUPIED EXHIBIT SPACE: If the event space held by an exhibitor is not set up by 9:00 AM on Tuesday March 24, 2020 (unless arranged ahead of time), the GAPPT will use the space as it sees fit. The exhibitor failing to occupy the contracted space remains liable for their sponsorship fees and is not entitled to any refund. All exhibits should be staffed during the conference exhibit hours. If an exhibitor chooses to leave the exhibit unstaffed for periods of time, the exhibitor remains liable for all materials left in the exhibit during their absence.

SUBLETTING OF SPACE: The exhibitor shall not sublet or apportion any part of the space assigned or have representatives or materials from other firms in the exhibit space. Non-exhibiting firms are not allowed to distribute promotional materials in the exhibit area.

FIRE REGULATIONS: The exhibitor assumes all responsibility for compliance with local, city, and state ordinances and regulation covering fire, safety, and health.



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SHIPPING: All shipments should be sent no sooner than **five (5) days** prior to the conference. At the hotel's discretion, handling and storage fees may be charged. Please contact the King and Prince Security Department at 912-638-3631 for questions or additional information.

To ensure prompt delivery all materials should be addressed as follows:

The King and Prince Beach & Golf Resort
201 Arnold Road
St. Simons Island, GA 31522
Attn: (Name of person responsible for exhibit)

The hotel will place a notification on check-in advising of deliveries received. All parcels may be picked up at the Front Desk. The hotel will not assume any liability for damaged parcels or contents.

The King and Prince is a historic hotel - not a convention center. The hotel has limited storage and does not accept large pallets or crates. The following charges will be added to your guest bill:

- Parcels less than 10 lbs: Complimentary
- Parcels 10 lbs – 20 lbs: \$10.00
- Parcels over 20 lbs: \$20.00

The hotel will provide blank UPS and FedEx labels for outbound materials. UPS makes daily pickups at the hotel for your convenience. You may drop off your pre-labeled package at the Front Desk for shipment or you can make arrangements at the Front Desk for shipment and the shipping fees may be added to your guest bill or any major credit card.

SECURITY: The exhibit area will be located in a public area and cannot be secured. The GAPPT will not provide additional security beyond the standard hotel personnel. Exhibitors are responsible for the safety and security of all their material and literature. **No items may be left in the exhibit area after 12:00 PM on Thursday, March 26, 2020.** The GAPPT, its agents, and the King and Prince assume no responsibility for damage or loss of boxes, equipment, or any other exhibitor materials.

INSURANCE: Exhibitors should confer with their insurance carriers concerning the need for the attachments of "riders" to the exhibitor's existing policies to cover activities at the Eleventh Annual GAPPT Conference.

LIABILITY: Neither the GAPPT, the King and Prince, nor any of the officers, directors, agents, or employees of the GAPPT shall be liable for any damage, loss, harm, or injury to the person or property of any exhibitor, resulting from theft, fire, water, act of God, accident, labor strike, or any other cause, which damage, loss, harm or injury occurs during the course of or results from an exhibitor's participation in the Eleventh Annual GAPPT Conference.

CANCELLATION: In the event of the cancellation of the Eleventh Annual GAPPT Conference because of labor disputes, fire, flood, or act of God, actions against or involving the King and Prince or other unforeseen circumstances beyond the control of GAPPT, the liability of GAPPT to each exhibitor shall be limited to the refund of conference sponsorship fees received from the exhibitor, less a reasonable amount to cover administrative costs incurred. The GAPPT reserves the right to change the location or dates of the Annual Conference if deemed necessary. The exhibitor waives any claim for damages or compensation in excess of the refund referred to above in the event of a cancellation or change of location or dates. The exhibitor agrees to **notify the GAPPT by February 21, 2020 if they do not intend to use their exhibit space.** Cancellation by an exhibitor will not result in any refund of sponsorship fees, nor may the exhibitor sell or lease the unused space to another firm.

QUESTIONS: Please contact Sue Reynolds at execdirector@gappt.org or 770-295-8209.