

GEORGIA SOCIETY OF ANESTHESIOLOGISTS

MEETING GUIDELINES FOR EXHIBITORS

- **Space Assignment**

Exhibit space will be assigned by random drawing. Exhibitors must check-in at registration upon arrival to receive their name badge, which allows admittance to all functions. Special needs for additional space, tables, electrical outlets, drayage, etc. should be requested in writing at least one (1) month prior to the meeting. The exhibitor will be billed for any additional charges. A form will be mailed to you with a confirmation letter to indicate your needs.

- **Exhibitor Participation**

An exhibitor registration fee **selected** by the exhibitor **from the registration form** will be charged to exhibitors and should be collected at least one month prior to the scheduled meeting. Exhibitors wishing to be allocated more space will be charged appropriately. Book company representatives will be charged \$500 for applicable space for their exhibits.

Exhibitors will be listed in the program of the meeting that will be provided to each registrant and will be recognized verbally at some point during the weekend meeting. An invitation to all social events of the meeting will be extended to all exhibitors when applicable.

Opportunities for GSA support for specific events will be welcomed. Possible opportunities include speakers, breakouts, luncheons, receptions, dinners, special recognition awards, resident research awards, or undesignated grants for the general fund.

Exhibitors who have helped to fund an event at a previous GSA meeting will be offered the chance to continue support of the same or similar event. Support may be solicited to fund the entire cost of the event or it may be a specific dollar amount which helps defray the cost of the event

An Exhibitor's Packet of information will be given to each exhibitor at the start of the weekend meeting. The packet will include copy of program and events, list of registered attendees, list of exhibitors with diagram of exhibits, an assessment form to be returned, special name tag, and the name of the exhibit coordinator and the chair of the exhibit committee

- **Set-Up Hours**

Information is forthcoming.

- **Food Items**

Requests for distribution of food and beverages must be made in writing to the GSA Exhibitors Advisory Committee.

- **Giveaways**

Giveaways are allowed only if they are tasteful and available in sufficient quantities to booth traffic. Drawing for prizes will be given away during the last break of the meeting. The winner will be notified before the last session ends. Exhibitors must clarify in advance if the winner must be present to win.

- **Music**

Exhibitors will not be permitted to play music in the exhibit space. Videos and other audiovisual displays will be allowed as long as they do not interfere with other exhibits or the program.

- **Exhibitor Demonstrations**

Demonstrations by the exhibitors should contribute to the meeting in a professional manner. Demonstrations and adequate space for an audience should be available within the confines of the individual exhibitor's booth. No interference with normal traffic flow or infringement on neighboring exhibits will be allowed.

- **Proper Attire**

Attire consistent with the decorum of the GSA meeting is required for exhibit personnel.

- **Photographing and Videotaping**

Exhibitors may not photograph or videotape any other exhibit in the exhibit space.

- **Responsibility of Exhibit Items**

The GSA will not be responsible for holding exhibit items for exhibitors or for the security of the exhibit items. Exhibitors will be responsible for transport, assembly and disassembly of exhibits. Neither GSA nor the hosting facility will be liable for injuries to any person or for damage to property owned or controlled by exhibitors. Exhibitors acknowledge responsibility for obtaining insurance in such amounts deemed appropriate to comply with the exhibitor's obligation herein and for exhibitor's own protection.