



Exhibitor Prospectus  
Westin Peachtree Atlanta  
May 7-9, 2019  
[www.gapha.org](http://www.gapha.org)

Georgia Public Health Association's 90<sup>th</sup> Annual Meeting & Conference

Dear Prospective Exhibitor:

The Georgia Public Health Association (GPHA) invites you to exhibit with us at the 90<sup>th</sup> Annual Meeting and Conference. The 2019 meeting is scheduled for **May 7-9, 2019** at the **Westin Buckhead Atlanta**. This year's theme is **Public Health Foundation for a Healthy Georgia: Inform, Prevent, Protect, Promote**.

With the support of community-conscious partners like you, the 2019 GPHA Annual Meeting & Conference will impact not only the lives of the public health professionals who attend, but also the lives of all the Georgians and citizens those professionals will reach upon their return.

The 2019 Meeting will include the following features:

- Exhibits with corporate and non-profit vendors, Silent Auction and Posters

- Over 450 public health professionals expected in attendance

- 28 Accredited Educational Sessions focusing on:

  - Management for Public Health Professionals

  - Policy, Advocacy & Local Government

  - Leadership & Professional Development

  - Current Priorities in Public Health

  - Research and Evidence-based Practice

- Two awards luncheons

- Breakfast and breaks located near Exhibits

- Exhibits open during GPHA President's Reception

- Networking time with attendees from beginning of conference until the end of conference

- Exhibit badge includes access to all plenary and breakout sessions, meals, breaks and reception

The 2019 Annual Meeting & Conference unites public health professionals, students, and speakers around their shared passion and dedication to the field of public health. This diverse group makes this conference the perfect opportunity for your organization to demonstrate its interest and alignments with the issues facing public health today.

The following pages of this packet outline detailed information about the conference and how your organization, as an exhibitor, can receive the maximum benefits and exposure. We expect an exceptional response to this year's Call for Exhibitors. Get your application with payment in quickly to assure your space.

Go to <https://gapha.site-ym.com/event/2019ExhibitorRegistration> to register.

Sincerely,

*Colin K. Smith*

Colin K. Smith, DrPH, MS, CPH

President

Georgia Public Health Association

*R. Chris Rustin*

R. Chris Rustin, DrPH, MS, REHS

Vice President & Conference Planning Chair

Georgia Public Health Association



FOUNDATION FOR A HEALTHY GEORGIA  
INFORM | PREVENT | PROTECT | PROMOTE

Georgia Public Health Association's 90<sup>th</sup> Annual Meeting & Conference

## Exhibitor Prospectus

Westin Buckhead Atlanta

May 7-9, 2019

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EXHIBIT LEVEL	BENEFITS
Commercial \$1,000	<ul style="list-style-type: none"> <li>1 skirted display table</li> <li>2 attendee badges</li> <li>Recognition in Conference Program</li> </ul>
Non-Profit \$500	<ul style="list-style-type: none"> <li>1 skirted display table</li> <li>1 attendee badge</li> <li>Recognition in Conference Program</li> </ul>
Additional Badges \$250 each	<ul style="list-style-type: none"> <li>Maximum of 4 badges per exhibit</li> </ul>
Attendee badges allow representatives access to educational sessions and meal functions.	

### GEORGIA PUBLIC HEALTH ASSOCIATION

#### FACTS

- GPHA has over 1,700 active members.
- GPHA represents the largest group of public health professionals in the southeast.
- GPHA offers 13 active section affiliations which afford more focused networking for members and a more diverse reach for the organization.
- The 2018 GPHA Annual Meeting & Conference hosted 540 public health professionals and students.
- JGPHA* re-launched in August 2015; subsequent summer issues focus on that year's Conference Proceedings providing public health professionals opportunity to publish their work.
- The Annual Meeting & Conference offers continuing education for PHC, CME, CHES, nursing and environmental health.

### TENTATIVE EXHIBIT HALL HOURS

Exhibit times are subject to change. Please check the GPHA website at [www.gapha.org](http://www.gapha.org) for schedule changes and exhibitor information.

<b>Tuesday, May 7, 2019</b> Exhibit Setup	8:00am – 11:00am
Exhibit Visitation 4 hours	2:00pm – 6:00pm
<b>Wednesday, May 8, 2019</b> Continental Breakfast Exhibit Visitation – 1 hour	7:00am – 8:00am
V.I.P. Sessions – by invitation only	9:30pm – 5:00pm
Break, Exhibit Visitation, Drawings 30 minutes	10:30am – 11:00am
Break & Exhibit Visitation, Drawings 30 minutes	3:00pm – 3:30pm
President's Reception, Exhibits, Drawings 1 hour, 30 minutes	5:00pm – 6:30pm
<b>Thursday, May 9, 2019</b> Continental Breakfast Exhibit Visitation, Drawings – 1 hour	7:00am – 8:00 am
Break & Exhibit Drawing 15 minutes	9:00am – 9:15am
Exhibit Breakdown	9:15am – 11:30am

Exhibit registration link: <https://gapha.site-ym.com/event/2019ExhibitorRegistration>

## HOTEL INFORMATION

Hotel accommodations are the responsibility of the exhibiting company. GPHA has a reserved room rate of \$159 per night plus tax and state motel fee at three hotels at Westin Buckhead Atlanta. Please identify yourself as a member of the GPHA group to get the conference rate. Rates are available three days prior and three days post conference subject to availability at time of reservation. Group rate cut-off is April 6, 2019. To reserve your room, go to [GPHA Annual Meeting & Conf Att](https://www.starwoodmeeting.com/events/start.action?id=1807233449&key=1A53D66) or copy and paste the following link into a web browser <https://www.starwoodmeeting.com/events/start.action?id=1807233449&key=1A53D66>.

## DRAWINGS & DOOR PRIZES

Exhibitors are welcome to hold drawings at your designated exhibit space using your own "fishbowl". If you have a significant prize you want to offer to all attendees, during a plenary session, your representative will be invited to join GPHA staff for the drawing recognizing your company. If you have a prize to offer, please notify GPHA ([christy@gapha.org](mailto:christy@gapha.org)) in advance and deliver it to GPHA staff at the Exhibits registration table.

## ELECTRICAL SERVICE

Please evaluate your electrical requirements and **make arrangements prior to the meeting**. To arrange electrical requirements please complete the attached form and submit directly to the Westin Buckhead Atlanta. GPHA cannot guarantee access to a power outlet if the need for electricity is not indicated on the exhibitor registration prior to arrival at the meeting.

## USE OF EXHIBIT SPACE

Sub-letting your booth with another company is strictly prohibited. Companies wishing to reserve a block of exhibit spaces for different representatives at different times to work the booth may do so provided they supply a list of all vendors assigned to each booth space at the time of registration. Please list this on the registration form under "representatives."

## CONCURRENT EXHIBITOR EVENTS

No exhibitor may hold any program, meal, or entertainment event at the same time as the association's events are scheduled. This is only fair to those exhibitors who count on maximum participation by our registered attendees. However, there are no restrictions on exhibitors providing dinners and events, on-site or off-site, during "free" times.

## LOSS OR DAMAGE OF MATERIALS

Each exhibitor must take provision for safeguarding of his/her goods, materials, equipment and booth displays at all times. GPHA and Westin Buckhead Atlanta will not be responsible for loss or damage of any material by any person or for any cause.

## CANCELATION POLICY

Exhibit space may be canceled up to four weeks (April 9, 2019) prior to the meeting. All cancellations must be in writing (mail or email) and will not be accepted by telephone. An administrative fee of \$100 will be charged on any cancellation after the specified date above. If a company fails to attend they will be listed as a "no show" and will not receive a refund.

## EXHIBIT SETUP

Exhibit display setup is scheduled for Tuesday from 8am to 11:00am. Each **commercial exhibit** area is limited to two representatives, unless additional name badges are paid in advance with the exhibit registration. Up to two additional representatives may register for \$250 each. Each **nonprofit exhibit** area is limited to one representative, unless additional name badges are paid in advance with the exhibit registration. There is a maximum of four representatives per table. Representatives at each table are restricted to individuals from the same company.

## PRINTED MEETING MATERIALS

To ensure your company's recognition in printed meeting materials, your completed registration form and payment must be received by the GPHA no later than eight weeks (March 11, 2019) prior to the meeting. Please submit your company's logo artwork (in 300 dpi, JPEG, EPS or TIFF format) to be used in the printed meeting materials to [christy@gapha.org](mailto:christy@gapha.org) no later than eight weeks (March 11, 2019) prior to the meeting to ensure recognition in materials.

**CONTACT US** GPHA, Box 1599, Atlanta, GA 30301 (T) 404-861-8423 (F) 706-484-2764 [christy@gapha.org](mailto:christy@gapha.org).



# EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

THE WESTIN  
BUCKHEAD

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

**ORDERING INSTRUCTIONS:** To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

**Tax Exempt Status** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

**Shipping Instructions** – Mark any materials sent to the venue as follows:

1. Address Packages to: The Westin Buckhead, 3391 Peachtree Road NE, Atlanta, GA 30326
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

**Form Submission** – Email completed forms to: [emarvin@psav.com](mailto:emarvin@psav.com).

## MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 32" LCD monitor	\$ _____	_____	_____	\$ _____
□ Dual-post stand □ Table stand				
□ Speakers				
■ 46" LCD monitor	\$ _____	_____	_____	\$ _____
□ Dual-post stand □ Table stand				
□ Speakers				
■ 55" LCD monitor	\$ _____	_____	_____	\$ _____
□ Dual-post stand □ Table stand				
□ Speakers				
■ 70" LCD monitor				
□ Dual-post stand □ Table stand				
□ Speakers				
Please contact PSAV for quote				
□ Speakers				

## AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
■ Powered speaker	\$ _____	_____	_____	\$ _____
<i>Up to five people</i>				
■ Sound system	\$ _____	_____	_____	\$ _____
■ two speakers, two stands, one mixer, one wired microphone				
■ up to 20 people				

## ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ Black-and-white printer	Please contact PSAV for quote			

## PROJECTION

	PRICE	QTY	DAYS	TOTAL
■ 42"- 54" Rolling cart	\$ _____	_____	_____	\$ _____
■ Tripod screen	\$ _____	_____	_____	\$ _____
□ 5' □ 6' □ 7' □ 8'				

## INTERNET

	PRICE	QTY	DAYS	TOTAL
■ Wired internet connection	\$ _____	_____	_____	\$ _____
■ Wireless internet connection	\$ _____	_____	_____	\$ _____
■ Dedicated bandwidth	Please contact PSAV for quote			

## POWER

	PRICE	QTY	DAYS	TOTAL
■ Power strip & 25' AC cord	\$ _____	_____	_____	\$ _____

## RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

## CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____

## SPECIAL REQUESTS

Please add any items not listed above that you require.

## PSAV Representative

The Westin Buckhead  
3391 Peachtree Road NE, Atlanta, GA 30326

■ office: 404.365.6415 ■ email: [emarvin@psav.com](mailto:emarvin@psav.com)





# EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

**THE WESTIN**  
BUCKHEAD

## BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

### Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

### Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_


Adjacent Booth No. \_\_\_\_\_

### PSAV Representative

The Westin Buckhead  
3391 Peachtree Road NE, Atlanta, GA 30326  
■ office: 404.365.6415 ■ email: [emarvin@psav.com](mailto:emarvin@psav.com)



## Exhibitor Shipping Form

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ONSITE CONTACT NAME:		ROOM/EXHIBIT BOOTH #:
STREET ADDRESS:	CITY & STATE:		ZIP CODE:
TELEPHONE NUMBER:	DELIVERY DATE:	DELIVERY TIME:	
EMAIL ADDRESS:	PICK UP DATE:	PICK UP TIME:	
NAME OF SENDER:			

**\*\* PLEASE SEND COMPLETED FORM TO LIZ.COGGIN@WESTINBUCKHEADATLANTA.COM \*\***

When shipping items to The Westin Buckhead Atlanta,  
Please use the following address and label format:

TO: "Name of On Site Planner"  
Westin Buckhead Atlanta  
3391 Peachtree Road, NE  
Atlanta, GA 30326

Box # 1 of \_\_\_\_  
HOLD FOR: "Name of Conference"  
ATTN: "Name of Conference Services Manager"

**Please Note:**

Any materials to be sent to Hotel may arrive no earlier than three (3) days in advance. Otherwise a storage fee of \$400.00 per day will apply. Hotel will not be responsible for any loss or damage to materials sent to Hotel prior to your event date.

Handling and Storage Fees as Noted Below will Apply to All Incoming and Outgoing Shipments:

Up to 5 Pounds: \$5.00 per Box	Over 50 Pounds: \$25.00 per Box
6 to 20 Pounds: \$10.00 per Box	Crates: \$50.00 Each
21 to 50 Pounds: \$15 per Box	Pallets: \$75.00 Each

A secured credit card authorization link will be sent to your e-mail to place a form of payment on file.