

# Exhibitor Details

Exhibiting at the GSCA Conference will put you in touch with hundreds of Counselors throughout the state of Georgia. They will come to learn, gather ideas and shop. Many will cite that the exhibit area at the GSCA Conference is among the Conference highlights. This creates a prime opportunity for exhibitors to make a strong impression while they build a relationship with the counselors. All Exhibitors are included in the GSCA Conference App.

## **EXHIBIT HALL HOURS**

(Subject to Change)

Reservations for multiple booths and conference sponsors will be given first priority on booth location. Space is reserved on a first-come, first-served basis.

### Wednesday, November 12:

Exhibit Hours 11:00 am – 5:30 pm

### Thursday, November 13:

Exhibit Hours 8:00 am - 5:00 pm

### Load In/Load Out Hours

#### Exhibitor Move-In:

Tuesday, November 11 4:00 pm – 6:00 pm

Wednesday, November 12 8:30 am – 10:30 am

#### Exhibitor Move-Out:

Thursday, November 13 5:30 pm – 7:30 pm

## **EXHIBIT SPACE**

Exhibit space is for:

- ◆ One 6' x 30" table (one provided)
- ◆ 2 chairs
- ◆ 1 wastebasket

Not included in booth fee (if applicable):

- ◆ Additional Furniture Rental
- ◆ Electricity
- ◆ AV equipment or dedicated Internet line
- ◆ Material handling and labor
- ◆ Shipping and drayage
- ◆ Floral and other services

## **The Fine Print on Exhibiting**

### Cancellations:

Cancellations on exhibit space made prior to September 30 are allowed without penalty. Cancellations between October 1 and October 20 are subject to 25% processing fee. Cancellations after October 20 are non-refundable in any amount.

All cancellations must be made in writing via email to [info@gaschoolcounselor.org](mailto:info@gaschoolcounselor.org).

### Payment Policy:

All payments are due by the deadline associated with the registration pricing bracket or NET 30 days, whichever comes first. Failure to pay by deadline

will result in a late payment fee. Failure to pay by October 20 will result in an additional late payment fee. Please note that payment can be made with a credit card at the time of registration.

### Space Assignment Considerations:

All booths will be assigned on a first-come, first-served basis, after providing priority to all conference sponsors. Specific booth assignments may take into account the amount of space required, exhibiting history, type of physical exhibit, and product type. Booth space is not guaranteed until written confirmation is sent by GSCA.