



in cooperation with



**Carl Vinson
Institute of Government
UNIVERSITY OF GEORGIA**



GA GMIS FALL CONFERENCE

October 20 - October 24, 2019

**The Desoto
Savannah, Georgia**

Sponsor Registration

Registration and Sponsor Information: Registration Deadline is October 11, 2019. Please contact Karen Knight at (678) 449-3088 or knightk@douglasvillega.gov for additional information.

A Note from our President:

The Georgia GMIS Board of Directors invites you to attend the 2019 Fall Conference, “Mapping Technology”. As Technology Professionals we are tasked with laying out the road map to meet our organization’s goals. Whether it is the latest software to improve business processes, hardware capable of supporting the demanding infrastructure needs, or defensive strategies to protect assets from Cyber threats. Like early explorers discovering new lands, we look ahead and navigate the safest path forward.

This event starts on Monday, October 21 – Thursday, October 24, 2019, at the beautiful DeSoto by Sotherly, in the Historic District of Savannah, Georgia. Our guest speaker will be Pat Bodin, author of the book, “Get in the Boat, A Journey to Relevance”. The second cohort of the CGCIO™ (Certified Government Chief Information Officer™) program will be graduating at this conference. The LGCIO (Local Government Chief Information Officer) program leadership curriculum will go over Interpersonal Communications and Relationships.

We appreciate the continued support of our vendors and sponsors. Our membership is more effective with the products, services, and knowledge that you provide. You keep GMIS membership moving our agencies towards the future.

We look forward to seeing you in Savannah!

Larry J. Hobbs, Jr.
President, GA GMIS

IMPORTANT INFORMATION

The event location is The Desoto Savannah, located at 15 East Liberty Street, Savannah. There are a limited number of tables available. In order to participate, the registration form and fee must be received by **October 11, 2019**. **We do take credit cards through Pay Pal only**. Please contact Karen Knight at knightk@douglasvillega.gov or 678-449-3088 if additional information is needed. **NOTE: Do not register through the UGA/CVIOG link on the website. It is for the participants only. Sponsorship registration is by this brochure. There is no online registration.**

SPACE AND PARTICIPATION IS LIMITED TO THE FIRST 35 PAID SPONSORS.

Sponsor setup will be held on Monday, October 21.

- **Geek Trak, Entertainment and Networking Sponsors: your setup will begin at 11:00 am**
- **Exhibitors: your setup will begin at 1:00 pm**

Tear Down for all Sponsors will be on Wednesday, October 23 after 12:00 pm

IMPORTANT: Sponsors please note that our sponsor exhibit area will be in the Madison Ballroom and will be tabletop only. Your display table will be 6-feet long and you will have 2 chairs. All display materials and handouts should fit on top of this 6-foot table. You may have the roll-up screens that fit behind your table. Sponsors who bring free standing, floor displays will be asked to dismantle them. There will be no exceptions to this request.

GOOD, BAD, AND UGLY SESSION

For those that participated in our Spring Conference in Athens, the Good, Bad and Ugly session was held on Monday afternoon. This was popular with everyone, so we are doing it again. It will begin around 4:30 and go until 5:30 or so. This will be followed by the Sponsor Reception and the opening of the exhibit hall.

HOTEL, LOGISTICS, LOGOS AND EXTRA ATTENDEES

Hotel Reservations

To reserve a hotel room at the Savannah DeSoto, call 912-232-9000 and mention the Georgia Management Information Sciences conference (Group Code: GMI) to get the special rate or [go online to reserve your room](#). Lodging rates are \$164 (plus \$1.00 local occupancy fee and \$5.00 hotel/motel fee) per night. Parking at the Savannah DeSoto is valet only at \$15.00 per night. A block of rooms will be held at the hotel until September 24, 2019, or until all rooms have been reserved, whichever comes first.

Shipping

Shipping, receiving or storage of any items for the conference must be arranged directly with the hotel. Please see the attached information for shipping details. You may also contact Ann Mashburn at 912-231-1633 or amashburn@desotohilton.com for more information.

Electricity and Internet Access

Electrical and Internet service requests must be received by the Desoto prior to the event as it is **not** provided by GA GMIS. Please see the attached order form for more information. You may also contact Ann Mashburn at 912-231-1633 or amashburn@desotohilton.com for more information.

Logos

Please email a high-resolution copy of your logo to Karen Knight so that we may use it on our website and signage at the conference.

Extra Attendees

Please note that sponsor attendees are limited to the number on your sponsorship level. If you have additional attendees, they must purchase extra passes at a cost of \$300 per person. **THEY MUST BE PURCHASED BEFORE THE CONFERENCE DEADLINE OF October 11. AFTER THIS DATE, THE COST IS \$350. ALL ATTENDEES MUST HAVE AN OFFICAL GA GMIS NAME BADGE FOR ACCESS TO ALL AREAS.**

GA GMIS

2019 Fall Conference

Geek Trak - **Sold Out**

\$5,000.00

- Title sponsor of Geek Trak
- Premium Booth in Exhibit Hall
- 4 Attendees from your company
- Sponsor meals for four
- Tuesday night Banquet Tickets for four
- Attendance List before and after the conference
- Recognition at Conference

Entertainment – **Sold Out**

\$5,000.00

- Title sponsor of Entertainment
- Premium Booth in Exhibit Hall
- 4 Attendees from your company
- Sponsor meals for four
- Tuesday night Banquet Tickets for four
- Attendance List before and after the conference
- Recognition at Conference

Networking Suite – **Sold Out**

\$4,000.00

- Monday Night Available
- Signage in Networking Suite
- Benefits as an Exhibitor

Exhibitor

\$2,500.00

- Name and Logo on GA-GMIS website
- One 6-foot table, skirting, and 2 chairs
- **Two Attendees from your company**
- **Sponsor meals for Two**
- **Tuesday night Banquet Tickets for Two**
- Attendance List after the conference

PLEASE NOTE: IF YOU HAVE MORE THAN THE ALLOWED NUMBER OF SPONSOR ATTENDEES FROM YOUR ORGANIZATION, YOU MUST PAY THE ADDITIONAL SPONSOR ATTENDEE FEE OF **\$300.00 PER PERSON**.

By no later than October 11, 2019, mail your registration form and check (payable to GA-GMIS) to:

Karen Knight, GA-GMIS
P. O. Box 219
Douglasville, GA 30133-0219

Tel: (678) 449-3088
Fax: (678) 449-3089
Email: knightk@douglasvillega.gov

For more information contact: Karen Knight (678) 449-3088
Web Site: www.gagmis.org

CANCELLATION AND REFUND POLICY: See Registration Form

**GEORGIA GMIS
FALL CONFERENCE 2019
EXHIBITOR / SPONSOR REGISTRATION FORM**

COMPANY _____ PHONE _____

CONTACT _____ EMAIL _____

NAMES OF ATTENDEES FOR BADGES (use separate sheet for their local contact info):

ADDRESS: _____

Any dietary restrictions for your attendees (vegetarian, gluten, etc.):

EXHIBITOR AND SPONSORSHIP FEES:

	Quantity	Rate	TOTAL
Geek Trak Sponsor		\$5,000.00	SOLD OUT
Entertainment Sponsor		\$5,000.00	SOLD OUT
Networking Sponsor Monday Night		\$4,000.00	SOLD OUT
Exhibitor		\$2,500.00	
Extra Attendee (before October 11, 2019)		\$300.00	
GRAND TOTAL			

CANCELLATION & REFUND POLICY:

Cancellation of registration must be made **ten** working days (October 4) prior to the beginning of the conference. Sponsors, who fail to cancel or attend, are liable for the full registration fee. Requests for refunds after this time will be charged a 25% processing fee. To cancel a registration, please notify Karen Knight at knightk@douglasvillega.gov

By ***no later than October 11, 2019***, mail your registration form and check (payable to GA-GMIS) to:

Regular Mail:

GA-GMIS

P. O. Box 219

Douglasville, GA 30133-0219

ATTN: Karen Knight

Overnight Mail:

Karen Knight

GA GMIS

6695 Church St

Douglasville, GA 30134



Shipping Instructions

Dear Guest,

In order to better serve your needs over your event dates we have created some directions for shipping for your convenience:

INSTRUCTIONS FOR SHIPPING MATERIALS TO THE HOTEL

Ship To:

The Desoto
15 East Liberty Street
Savannah, GA 31401
ATTN: Conference Name
Vendor Name: (Please have your company name on the box)

Shipping to the Hotel:

Boxes and pallets will be received no more than 3 business days prior to the start of the event. Shipments may be received Monday – Saturday 8AM-5PM on our loading dock.

Shipping fees may apply:

- Up to 5 Boxes (not weighing more than 50 lbs.) – Complimentary
- Additional Boxes - a handling fee of \$5 per box will apply and will be charged to your Master Account
- Pallets, Large Crated Items & Items weighing more than 80 pounds - Fees \$50 Handling fee applied per pallet
- If shipments arrive more than 3 Days out from event - storage fee of \$15 per day, per box will be applied

GA Sales Tax of 7% is applicable to all charges.

INSTRUCTIONS FOR RETURN SHIPMENTS:

When returning your packages after the conference:

- **Guest is to provide their own return Shipment label that they will need to attach to each box. The DeSoto does not have shipping labels on-site***
- Please complete the shipping labels with your account number and make sure each box has a label
- Please make sure your boxes are sealed with tape
- Schedule a pick-up with your preferred carrier
- Leave the box on the table at your booth and they will be placed on the loading dock for your carrier to pickup

Overnight Return Shipment's: If you need the boxes to get shipped overnight please make sure you inform the hotel staff and that you schedule your pick up directly with your preferred carrier.

The page includes labels that have been created for your convenience and to help expedite the process of receiving your materials on Hotel Property.

1. Please replace the red writing with your conference and company name
2. Make as many copies as you need for the number of boxes. Place one on each box.
3. In addition, place your shipping label you would normally use for your carrier (Example: Fed Ex label or UPS etc.)

TO: The Desoto
15 East Liberty Street
Savannah, GA 31401
Attn: **Conference Name/Vendor**
(Place Name of Company)

TO: The Desoto
15 East Liberty Street
Savannah, GA 31401
Attn: **Conference Name/Vendor**
(Place Name of Company)

TO: The Desoto
15 East Liberty Street
Savannah, GA 31401
Attn: **Conference Name/Vendor**
(Place Name of Company)



Shipping Materials

Dear Guest,

In order to better serve your needs over your event dates we have created some directions for shipping for your convenience. We ask that you please complete the following form if you are shipping materials directly to the Hotel and fax a copy of this form to **(912) 231-1633**.

Name of company _____

Number of Boxes	Weight	Charge per box	Total to be charged + 7% Sales tax

If you have charges related to your shipping materials please complete the above table and the credit card information below. If the shipment of materials falls under \$0 fees please complete the top portion of the form with the number of boxes we should be expecting.

Vendor Setup Date _____

Vendor Breakdown Date _____

Event Name _____

Company requesting the above _____ Booth Number (if known) _____

Company Address: _____

Phone Number _____

Credit Card Number _____ Expiration Date _____

Signature of Card Holder to Confirm and Order _____

Fax completed form with credit information to:

The DeSoto Savannah

Attn: Ann Mashburn/

amashburn@thedesotosavannah.com

912.231.1633



Vendor Order Form for Exhibit Halls

Product

Exhibitors are responsible for bringing their own materials to assist in display. Fees may apply for any additional items requested and for Hotel handling of exhibit materials/boxes.

Shipping:

Boxes and pallets will be received by the Hotel 3 business days prior to the start of the event. There is a \$50.00 pallet fee, per pallet that will be billed to the receiver of the product. For box shipments of 5 or more boxes, there is a \$5.00 per box storage and handling fee. Shipments may be received Monday – Saturday 8AM-5PM on our Harris Street loading dock.

Boxes will be delivered to the Exhibit Hall at the beginning of your Setup day by the Banquet Team and placed in a central location with easy access.

Number of Boxes to be received _____

ADDRESS FOR SHIPPING: 15 East Liberty Street
Savannah, GA 31401
Guest name/ Onsite contact _____
Group Name _____
Company Name _____

Loading/Set-Up/Breakdown

Load-in is at the side and back entrance of the Desoto. Do not load/unload equipment through the main entrance at the front. Check with your group contact regarding specific set-up and breakdown times

Exhibitor Essentials-Per Day Charges

ITEM	COST	QTY
Power Only	\$20.00	
Power Strip	\$15.00	
Extension Cord	\$15.00	
Flipchart	\$65.00	
Easel	\$15.00	
Packing Tape	\$5.00/roll	
Phone Line	\$150.00	
Internet Line	\$150.00	
55" Plasma	\$450.00	

24% Service charge and GA Sales Tax will be added

Items will be delivered to an exhibitor with credit card approval.
Payment must be received in full prior to arrival
Payment method: Pre-Paid by authorized credit application

Vendor Setup Date _____ Vendor Breakdown Date _____

Event Name _____

Company requesting the above _____ Booth Number (if known) _____

Company Address: _____

Phone Number _____

Credit Card Number _____ Expiration Date _____

Signature of Card Holder to Confirm and Order _____

A COPY (FRONT AND BACK) OF THE ABOVE CREDIT CARD MUST ACCOMPANY THIS FORM

Fax completed form with credit information to: The DeSoto
Attn: Ann Mashburn/ amashburn@thedesotosavannah.com
FAX: 912.231.1633