GEORGIA GMIS

Carl Vinson Institute of Government
UNIVERSITY OF GEORGIA

Georgia GMIS Fall 2021 Premier Technical Training Partner

BYTEWORKS

Georgia GMIS Fall 2021 Conference

October 17-21, 2021

Hyatt Regency Savannah

Sponsor Registration

A Note from our President

The Georgia GMIS Board of Directors is excited to announce that we will meet in person for the 2021 Fall Conference at the Hyatt Regency in Savannah, Georgia. The sponsor dates are October 18 – 20, 2021 and our theme is "Georgia GMIS Rising from COVID".

As technology professionals we are tasked with laying out the road map to meet our organization's goals. Whether it is garnering a new paradigm shift in the manner of which we communicate or the latest software to improve business processes, we need products capable of supporting the demanding infrastructure needs.

We will have several dynamic guest speakers each day of the conference for the CGCIO and LGCIO programs to include Team Dynamics, Grant Writing, and Cybersecurity. The favorite Good, Bad and Ugly will return and will have plenty of insights from the last year. Geek Trak will run parallel to these sessions and will focus on Penetration Testing Techniques.

We appreciate the continued support of our sponsors and will have numerous networking opportunities with these IT leaders and peers. 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!

Steven Sikes, CGCIO
President, GA GMIS

IMPORTANT INFORMATION

The event location is Hyatt Regency Savannah, located at 2 West Bay Street, Savannah. There are a limited number of exhibit hall spaces available. In order to participate, the registration form and fee must be received by October 1, 2021. We do take credit cards through PayPal only. Please contact Karen Knight at knightk@douglasvillega.gov if additional information is needed. NOTE: Do not register through the UGA/CVIOG link on the website. It is for participants only. Sponsorship registration is by this brochure. There is no online registration.

SPACE AND PARTICIPATION IS LIMITED TO THE FIRST 30 PAID SPONSORS

Sponsor setup will be held on Monday, October 18.

- Geek Trak, Entertainment and Networking Sponsors: your setup will begin at 11:00 am
- Exhibitors: your setup will begin at 1:30 pm
- Setups should be completed by 4:00 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 Regency 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

The Good, Bad and Ugly session will be held on Monday afternoon. This is always popular with everyone, and you are invited to listen in. It will begin at 4:15 pm and go until 5:45. 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 Hyatt Regency, please provide the group code GACG and that you are with the Georgia Government Management Information Sciences (Georgia GMIS) conference to get the special rate of $208 (plus $1 local occupancy fee, $5 state hotel/motel fee and applicable taxes) per night.

Reservations can also be made online at: https://www.hyatt.com/en-US/group-booking/SAVRS/G-GACG
A block of rooms will be held until September 24, 2021, or until all rooms have been reserved, whichever comes first. After this date, the hotel will make reservations at the prevailing room rate based on availability.

Parking
Hyatt Regency Savannah offers valet parking only. Please see the attached Hyatt Regency Exhibitor Guidelines Packet for additional information.

Shipping
Please see the attached Hyatt Regency Exhibitor Guidelines Packet for information. You are responsible for all your shipping/returns and any expenses.

Electricity and Internet Access
Please see the attached Hyatt Regency Exhibitor Guidelines Packet and Order Form for information. Please send all information directly to the contacts on the Order Form as you are responsible for these charges.

Exhibitor's Do & Don't List
Please see the Hyatt Regency Exhibitor Guidelines Packet for information. Please pay attention to their rules and regulations.

Logos
Please email a high-resolution copy of logo to Karen Knight so that we may use it on our website.

Extra Attendees
Please note at this time sponsor attendees are limited to the number on your sponsorship level. The board will evaluate the situation and I will let you know if something changes closer to the event. ALL ATTENDEES MUST HAVE AN OFFICIAL GA GMIS NAME BADGE FOR ACCESS TO ALL AREAS/EVENTS.

GENERAL NOTE
If you need to make dinner reservations while in town, please do so in advance as most do not have "same day" reservations.

GA GMIS FALL 2021
SPONSORSHIP LEVELS

Geek Trak (Sold Out) $5,000.00

- Title sponsor of Geek Trak
- Your Company Name and Logo on all registration materials for the conference
- Signage in Geek Trak
- Name and Logo on GA GMIS Website
- Premium Booth in Exhibit Hall
- **Four Attendees from your company**
- **Sponsor meals for four**
- **Tuesday night Banquet/Entertainment Tickets for four**
- Attendance List before and after the conference
- Recognition at Conference

Entertainment (Sold Out) $5,000.00

- Title sponsor of Entertainment
- Signage at Entertainment Location
- Premium Booth in Exhibit Hall
- Name and Logo on GA GMIS Website
- **Four Attendees from your company**
- **Sponsor meals for four**
- **Tuesday night Banquet/Entertainment Tickets for four**
- Attendance List before and after the conference
- Recognition at Conference

Networking Suite (Sold Out) $4,000.00

- Title sponsor of Networking Suite
- Signage in Networking Suite
- Name and Logo on GA GMIS website
- Exhibitor Booth in Exhibit Hall
- **Two Attendees from your company**
- **Sponsor meals for Two**
- **Tuesday night Banquet/Entertainment Tickets for two**
- Attendance List before and after the conference
- Recognition at Conference

Exhibitor $3,000.00

- 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/Entertainment Tickets for Two**
- Attendance List before and after the conference

GEORGIA GMIS
FALL CONFERENCE 2021
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		$3,000.00	
GRAND TOTAL			

CANCELLATION & REFUND POLICY:
Cancellation of registration must be made by October 1, 2021. 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 1, 2021,*** mail your registration form and check (payable to Georgia Chapter of GMIS International) to:

GA-GMIS
P. O. Box 219
Douglasville, GA 30133-0219
A**TTN: Karen Knight**

If sending by overnight mail, please use the following:
Karen Knight, GA GMIS
6695 Church Street
Douglasville, GA 30134

Credit Cards
Credit cards can be accepted through PayPal with a processing fee. If you wish to use a credit card, please let me know so I can send an invoice through PayPal. Please do not send any credit card information.

Exhibitor Guidelines

Dear Exhibitor:

The Hyatt Regency Savannah is pleased to be the host facility for your exhibition. We take great pride in our facility and will work with event management to make this a great success! We also take great pride in our facility partners to maintain high service standard levels to each exhibitor. Please take a minute to review all pertinent information regarding the hotel and its policies. This information is provided to assist with planning, on-site needs, and the conclusion of the event. We do need strict adherence to ensure that you are receiving the service that is required.

Audiovisual
JSAV (Audio Visual) is our service contractor in the function area. In addition to audiovisual equipment JSAV is responsible for Internet connections. Please contact Dan Baer at danb@jsav.com . The order form will need to be completed and faxed back to JSAV one week prior to arrival.

Receiving/Shipping
All packages being sent directly to the hotel need to be addressed to:

Hyatt Regency Savannah
2 West Bay St.
Savannah, GA 31401

All packages should include a label with the following information:

- Company name
- Event name / Registered Guest Name (This is the name that will be charged for packages)
- Tradeshow date(s)
- Function room
- Convention Services Manager

Any deliveries to the hotel address prior to **3 days before the event** will be refused due to limited storage available. All vendors will be responsible for their own shipping/receiving charges as follows in addition to charges incurred through shipping provider (i.e. FedEx, UPS, etc.):

~A handling fee of $7.50 per box
~A $100 handling fee for each pallet the hotel ships and/or receives.
~Box handling fees will be charged to your individual guest room.
~Storage of both boxes and pallets is complimentary for up to 3 days prior to the start date and following the event end date.

Shipping Companies
FedEx (800)GO-FEDEX http://www.fedex.com/us
UPS (800)PICK-UPS http://www.ups.com/us

Deliveries are Monday-Saturday throughout the day.
Scheduled pickups are Monday-Friday until 12 noon.
Note: Outgoing packages must by in receiving by 11:00am in order to be processed and shipped out in time.

Shipping/Receiving Tips for Success

- Staff will deliver the package to your exhibit booth or table top. Packages will be charge to the
- Bring Tracking Numbers with you! These are critical to locating a package or determining if they are in transit.
- Come prepared with all pertinent shipping information (carrier, company, name on package, quantity, basic description, etc.). This will aid in the location of your packages in a timely manner.
- At the conclusion of the event all package(s) must be:
    - Fully sealed.
    - Clearly labeled including account information for payment.
- After you have packaged your boxes and labeled them you may leave them at your booth/table and we will relocate them to the loading dock to be shipped out. ONLY packages which are clearly labeled with payment information will be shipped.
- All arrangements with private carriers are the responsibility of the individual exhibitor. Please ensure you have made the appropriate arrangements including a pick-up time on the last day of the event. Your package(s) must
- be relocated to the loading dock and will need to be picked up the morning after your event if arrangements cannot be made day of due to the carrier or show hours.
- **Note**: The only shipping materials available on-site are FedEx bills of lading. The hotel does not have shrink wrap, packing tape, packing foam, etc. available for exhibitor use. Further, the hotel does not have a fork lift, pallet jack, or carts reserved for exhibitors therefore we recommend you provide your own equipment.

Loading Information

Hours of operation:
Monday-Friday 8:00am to 4:00pm

Equipment:

- The hotel does not own a fork lift or lend any equipment (pallet jacks, hand carts, flatbed carts).
- The hotel does have a dock leveler that can be used.
- The hotel has a freight elevators and passenger elevators.
- The delivery vehicle must have a lift gate.

Note: All deliveries must be made through the loading dock. No deliveries are permitted via the front drive.

Parking Information

Hyatt Regency Savannah offers valet parking only. Overnight guests of the GA-GMIS 2021 Fall Conference will enjoy a 20% discount on the standard valet parking rate (currently $38.00/car, $21 for 4-8 hours and $15 for 0-4 hours). Valet parking is based on availability. Self-parking is not available. There is also unlimited street parking around the hotel and several city garages within walking distance.

Exhibitor's Do & Don't List

Hyatt Regency Savannah's display rules and regulations are based on a philosophy that all Exhibitors should be given an equal opportunity to present their product to their audience in an effective manner.

The Following apply to all Exhibits:

Adhesives - No pins, tacks or adhesives of any kind are permitted on any wall, door or column.

Signs/Banners - All hanging signs must be professionally made and conform to show management rules, regulations and ceiling limitations.

Non-Flammable Materials - All materials used in the Ballrooms or any other part of the Hotel must be non-flammable in order to conform to the fire regulations of the City of Savannah.

Compressed Gases - Compressed gases are not allowed inside the Hotel. Heavier than air gases like propane, butane or liquefied petroleum gas (LPG) are also not allowed.

Liability - The Hotel is not responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor's Agent, employees or property, or to any other person's property, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage not caused by the willful negligence of an employee of the Hotel. Each Exhibitor hereby expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against all claims for such injury, loss or damage.

Insurance - Exhibitors who desire to carry insurance on their own exhibits must do so at their own expense.

Shipping - The Hotel has the right to refuse any delivery addressed to Hotel for an exhibition show.

Storage - The Hotel has limited storage available for packages and no facilities for the storage of exhibits.

Food and Beverage - Any food or beverage dispensed or given away at a booth must be approved by the Hotel. Exhibitors who distribute food and/or beverage will be responsible for providing their own liability insurance and signing a food preparation waiver.

Tape – Approval must be granted prior to using tape on any surface in the hotel and may be prohibited depending on the location and type of tape being used. Exhibitors are responsible for the removal of all tape and residue marks.

Smoking – We are a no smoking facility.

Right to Inspect - The Hotel's Security personnel reserves the right to inspect any carton, container, briefcase, luggage or package brought in to or taken out of the Ballrooms.

Exhibitor Equipment - All equipment, decorations, freight, etc. must be removed from the premises at the expiration of the Show. Items left behind will be treated as abandoned equipment.

Access for Deliveries - All articles, exhibits, fixtures, displays and property of any kind shall be brought in to and out of the Ballrooms only at and through such approved loading area as the Hotel may designate.

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: FedEx or UPS etc.)

(Place Name of Company)
GA-GMIS 2021 Fall / (Place Registered Guest Name)
10/17-21/21
Regency Ballroom
Ian Slaughter

(Place Name of Company)
GA-GMIS 2021 Fall / (Place Registered Guest Name)
10/17-21/21
Regency Ballroom
Ian Slaughter

(Place Name of Company)
GA-GMIS 2021 Fall / (Place Registered Guest Name)
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