



January, 2012

Dear Potential Exhibitor,

The Georgia Preschool Association is a non-profit organization actively committed to promoting quality care and education for children from birth to eight years of age. Members of our association include teachers, administrators, college students, childcare providers, related professionals, and parents. The Board members of this group are all volunteers who work in early childhood facilities. Our organization serves the needs of young children in a variety of ways, including an Annual Educational Conference each year that provides opportunities for continuing education in the latest and best knowledge in early childhood education as well as promoting high standards of teacher competency. Typically 1,000 to 1,200 early childhood educators from all over Georgia and surrounding states attend our conference.

One of the highlights of our conference is the Exhibit Hall, which holds 50 exhibitors. We invite companies to participate that sell items that are helpful to the conference attendees. We would like to invite you to join us at our 2012 Conference to be held on March 2 & 3 at the Cobb Galleria Convention Center, 2 Galleria Parkway SE, Atlanta, GA 30339. Booth spaces are available to exhibitors on a first come, first serve basis. Highlights for this year's exhibit hall includes:

- An exhibit hall area that can accommodate up to 50 vendors with easy access for the participants.
- We will continue to have more workshops offered in nearby rooms on Friday and Saturday and we will again have extra time between workshops and for lunch so that there will be more time for the participants to shop.
- We will have signs in the hallways, both near the exhibit hall and by the workshops, to direct people to the exhibit hall.
- We will give out "Exhibit Hall Bingo" cards to all the participants with prizes awarded during each shopping time for people who have filled their card with stamps or stickers from you, the vendors.
- We will have a Silent Auction in the exhibit hall to add interest and draw people in to shop.
- We will have concessions outside the exhibit hall on Friday and Saturday

The Exhibit Hall will be open to the conference participants on Friday from 8:00AM until 5:00PM and on Saturday from 8:00AM until 3:00PM. Attached is a flyer on other ways you can promote your company at our conference.

Each company that exhibits receives a conference book which contains valuable workshop information. You can also send two people to the workshops of your choice throughout the day. You can join Georgia Preschool Association and receive our current directory of members. Thank you for supporting our teachers, children, and organization through your wonderful educational products and services. We look forward to hearing from you very soon and to having you join us at our 2012 Winter Conference. If you have any questions, please contact me at kcoffeen@duewest.org or 770-590-0982. Also, if you know of another company that would like to participate, please have them contact me.

Karen Coffeen
Exhibit Chairperson

Georgia Preschool Association
Annual Conference **March 2 & 3, 2012**
Cobb Galleria Centre
2 Galleria Parkway SE, Atlanta, GA 30339

Part A

Exhibitor Registration Form

To reserve exhibitor space, send the original signed and completed form (2 pages) with a check for the full amount listed below.

Information for Exhibitor Directory:

Company/organization Name _____

Street Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Website Address _____

Products and services to be displayed and sold: _____

Contact person to receive information regarding exhibit space:

Contact person _____

Contact person's email _____

Individuals who will be staffing the exhibit space (Write names as they should appear on their name tags.) _____

_____ I will donate _____ 1 or _____ 2 items for the Silent Auction.

_____ I will donate _____ 1 or _____ 2 items for a Bingo give away throughout the day.
(One of the above two options is required, but all donations are appreciated!)

We would prefer NOT to be located next to/near the following competitors:

Licenses, Insurance and Liability

GPA will assume no liability for loss or damage of goods or materials owned or leased by the Exhibitor. The exhibitor is required to provide insurance and/or policy riders to cover all booth contents. GPA reserves the right to restrict exhibits because of noise, method of operation or for any other reason that might detract from the character of the convention as a whole. It will be the sole responsibility of the Exhibitor to pay any and all licensing fees for any music or motion picture equipment used in the booth.

Your exhibit fee entitles you to:

- * One draped table (6' for table only or 8' for a booth) and 2 chairs
- * Listing in the exhibitor directory
- * Access to all workshops for two exhibit staff
- * Listing in the conference book
- * Listing on the GPA website

Deadlines are as follows (this assumes full payment and registration information received):

For conference book advertising January 30, 2012
 For final registration and payment February 15, 2012

There will be no refunds for any reason after January 15, 2012

Exhibit Requests:

- A. 6' table (table top displays).....\$150 x ____ = _____
- B. Nonprofit 6' table (table top displays) \$100 x ____ = _____
- C. End tableadd \$25 = _____
- D. 6' deep x 10' wide booth\$250 x ____ = _____
- E. 8' deep x 10' wide booth\$300 x ____ = _____
- F. End booth add \$50 = _____
- G. Extra 6' table to add to a booth \$50 x ____ = _____
- H. Become a member of Georgia Preschool.....\$15 x ____ = _____
 (This entitles you to a GPA Member Directory.)

Advertising options for conference book:

- A. Back cover \$750 x ____ = _____
- B. Inside booklet full page \$400 x ____ = _____
- C. Inside booklet half page \$250 x ____ = _____

Total enclosed \$ _____

Check below to receive the electricity and/or internet forms. They will be emailed to you and you'll return the form and payment to The Galleria.

____ Electricity form ____ Internet form

Authorizing Signature _____

Print name here: _____

Make checks payable to **GPA** and mail to:

GPA Conference, Karen Coffeen, 3956 Due West Road, Marietta, GA 30064.

Contact Karen at kcoffeen@duewest.org or 770-590-0982 for any questions regarding the Exhibit Hall.

GPA use only: Date Received _____ Check # _____ Amount _____