

SPONSOR & EXHIBITOR PROSPECTUS



GASP Annual Meeting & Expo *Updates in Sleep Medicine: Clinical, Technical and Facility*

March 13 - 14, 2010
The Westin Buckhead
3391 Peachtree Road, NE
Atlanta, Georgia 30326

About GASP

The Georgia Association of Sleep Professionals is the leader in Georgia for setting standards and promoting excellence in sleep, medicine care, education, research, and public health by promoting awareness and advocating for sleep professionals across the state.

Purpose

The Georgia Association of Sleep Professionals serves its members and advances the field of sleep medicine care by: establishing an authoritative body to represent the concerns of Sleep Medicine professionals regarding statewide legislative actions and/or business practices that conflict with AASM/AAST standards. Also, GASP sets the standards of practice for our nationally recognized medical specialty in the state of Georgia, in addition to providing a forum for Sleep medicine professionals to foster relationships with one another in order to benefit continued learning and professional development. Ultimately, GASP provides a comprehensive forum of communication exchange for Sleep Medicine professionals in Georgia, while also providing marketing opportunities for Sleep Medicine professionals in Georgia.

Meeting Description

The Annual Meeting of GASP is a two day program designed for sleep professionals, physicians, and other health care providers. We strive to create a program that is educational and informative using both nationally renowned speakers as well as our own members.

Organizations that have expressed interest in exhibiting at the GASP Annual Meeting:

- Manufacturers of sleep related products and equipment
- Pharmaceutical suppliers
- Managed care providers
- Academic medical centers
- Management information system vendors

WHY SUPPORT GASP?

- GASP promotes its activities to all sleep professionals and physicians in the southeast, including over 300 active sleep professionals in Georgia alone
- Interact with attendees face-to-face in an intimate meeting space
- Promote your company's new products and services and receive immediate feedback
- Develop relationships with leaders in influential business and medical communities of the southeast to generate sales leads
- Overcome objections and accelerate the buying process
- Network with fellow exhibitors and colleagues; gain an insight to your competitors' developments
- Create new relationships with leaders in influential business and medical communities of the southeast

Meet Your Goals

- Promote company capabilities
- Introduce new products
- Generate sales leads from new prospects
- Sales leads from present customers
- Enter new markets
- Generate immediate sales orders
- Develop competitive insight
- Demo products
- Increase visibility and branding
- Improve name recognition
- Test-market your products
- Distribute samples
- Identify trends in the industry
- Gain target market insight

Benefits

- Get in touch with the decision makers
- Interact with physicians face-to-face in an intimate meeting space
- Promote your company's new products and services and receive immediate feedback
- Develop relationships with physicians in influential business and medical communities of the southeast to generate sales leads
- Overcome objections and accelerate the buying process
- Network with fellow exhibitors and colleagues; gain an insight to your competitors' developments
- GASP activities are promoted to all dermatologists, dermatopathologists and dermatologic surgeons in the greater Atlanta area and the entire state of Georgia.

Annual Sponsor Levels

TRIPLE DIAMOND SPONSOR - \$20,000 per year

- Sponsor's logo on GASP's homepage, in upper right content area, with link to sponsor's website.
- Recognition as a Triple Diamond Sponsor in all GASP event promotions, in print or on website.
- Banner ad on the GASP website sponsor page
- Sponsor's logo on GASP website sponsor page with link to sponsor's website.
- Opportunity to have news or announcements posted on the GASP website in the Sponsor section.
- Access to GASP mailing list.
- Opportunity to host three (3) GASP activities. Sponsor will provide speaker and costs of location and refreshments appropriate for time of day. Topic must directly correspond to GASP member's needs. Activity will be open to GASP members at no cost. GASP will provide audience via multiple emails, 1 mailing and website promotion.
- All Emerald Exhibitor Benefits
- Two (2) additional complimentary registrations for company representatives (6 total)
- One additional 6' exhibit table (2 total)

DOUBLE DIAMOND SPONSOR - \$15,000 per year

- Sponsor's logo on GASP's homepage with link to sponsor's website.
- Recognition as a Double Diamond Sponsor in all GASP event promotions, in print or on website.
- Banner ad on the GASP website sponsor page
- Sponsor's logo on GASP website sponsor page with link to sponsor's website.
- Opportunity to have news or announcements posted on the GASP website in the Sponsor section.
- Access to GASP mailing list.
- Opportunity to host three (3) GASP activities. Sponsor will provide speaker and costs of location and refreshments appropriate for time of day. Topic must directly correspond to GASP member's needs. Activity will be open to GASP members at no cost. GASP will provide audience via multiple emails, 1 mailing and website promotion.
- All Emerald Exhibitor Benefits
- Two (2) additional complimentary registrations for company representatives (6 total)
- One additional 6' exhibit table (2 total)

DIAMOND SPONSOR - \$10,000 per year

- Sponsor's logo on GASP's homepage with link to sponsor's website.
- Recognition as a Diamond Sponsor in all GASP event promotions, in print or on website.
- Sponsor's logo on GASP website sponsor page with link to sponsor's website.
- Opportunity to have news or announcements posted on the GASP website in the Sponsor section.
- Access to GASP mailing list.
- Opportunity to host three (3) GASP activities. Sponsor will provide speaker and costs of location and refreshments appropriate for time of day. Topic must directly correspond to GASP member's needs. Activity will be open to GASP members at no cost. GASP will provide audience via multiple emails, 1 mailing and website promotion.
- All Ruby Exhibitor Benefits
- One additional complimentary registrations for company representatives (5 total)
- One additional 6' exhibit table (2 total)

PLATINUM SPONSOR - \$7,500 per year

- Sponsor's company name on GASP's home page (no link).
- Recognition as a Platinum Sponsor in all GASP event promotions, in print or on website.
- Sponsor's logo on GASP website sponsor page with link to sponsor's website.
- Opportunity to have news or announcements posted on the GASP website in the Sponsor section.
- Access to GASP mailing list.
- Opportunity to host two (2) GASP activities. Sponsor will provide speaker and costs of location and refreshments appropriate for time of day. Topic must directly correspond to GASP member's needs. Activity will be open to GASP members at no cost. GASP will provide audience via multiple emails, 1 mailing and website promotion.
- All Ruby Exhibitor Benefits
- One additional 6' exhibit table (2 total)

GOLD SPONSOR - \$5,000 per year

- Recognition as a Gold Sponsor in all GASP event promotions, in print or on website.
- Sponsor's logo on GASP website sponsor page with link to sponsor's website.
- Opportunity to have news or announcements posted on the GASP website in the Sponsor section.
- Access to GASP mailing list.
- Opportunity to host one (1) GASP activity. Sponsor will provide speaker and costs of location and refreshments appropriate for time of day. Topic must directly correspond to GASP member's needs. Activity will be open to GASP members at no cost. GASP will provide audience via multiple emails, 1 mailing and website promotion.

SILVER SPONSOR - \$2,500 per year

- Recognition as a Silver Sponsor in all GASP event promotions, in print or on website.
- Sponsor's logo on GASP website sponsor page with link to sponsor's website.
- Opportunity to have news or announcements posted on the GASP website in the Sponsor section.
- Access to GASP mailing list.

BRONZE SPONSOR - \$1,250 per year

- Recognition as a Bronze Sponsor in all GASP event promotions, in print or on website.
- Sponsor's logo on GASP website sponsor page (no link)

SPONSOR - \$500 per year

- Sponsor's logo on GASP website sponsor page (no link)

Exhibit Levels and Add On Support Options

ANNUAL MEETING EXHIBIT LEVELS

EMERALD EXHIBITOR - \$2800

- Featured 'Company of the Month' online spotlight including your company's logo, clickable link to your company's website and a short 75-words or less "About Us" (Maximum: 1 month) on GASP website
- 50-words or less company description in activity program
- Company logo on GASP website noted as an Emerald Exhibitor with clickable link to your website
- Company logo on patron signage throughout the activity
- Company logo in activity program noted as a Emerald Exhibitor
- One full-page color advertisement in activity program (Only 4 available)
- Complimentary registration for four (4) company representatives
- One minute company introduction at beginning of activity
- Exclusive top-placement in exhibit hall
- Emerald level ribbons on name badges
- One 6' exhibit table
- Pre-registration and final attendee registration lists

RUBY EXHIBITOR - \$2100

- Company logo on GASP website noted as a Ruby Exhibitor with clickable link to your website
- Company logo on patron signage throughout the activity
- Company logo in activity program noted as a Ruby Exhibitor
- One half-page black & white advertisement in activity program (Only 4 available)
- 50-words or less company description in activity program
- Complimentary registration for four (4) company representatives
- Priority placement in exhibit hall
- Ruby level ribbons on name badges
- One 6' exhibit table
- Pre-registration and final attendee registration lists

SAPPHIRE EXHIBITOR- \$1700

- Company name on GASP website noted as a Sapphire Exhibitor
- Company name on patron signage throughout the activity
- Company name in activity program noted as a Sapphire Exhibitor
- 50-words or less company description in activity program
- Complimentary registration for three (3) company representatives
- Sapphire level ribbons on name badges
- One 6' exhibit table
- Pre-registration and final attendee registration lists

AMETHYST EXHIBITOR- \$1250

- Company name on GASP website noted as an Amethyst Exhibitor
- Company name on patron signage throughout the activity
- Company name in activity program noted as an Amethyst Exhibitor
- Complimentary registration for two (2) company representatives
- Amethyst level ribbons on name badges
- One 6' exhibit table
- Pre-registration and final attendee registration lists

EXHIBIT ONLY

- 2 days, one 6' exhibit table, two exhibitor name badges - **\$800**
- 1 day, one 6' exhibit table, two exhibitor name badges - **\$500**

EXHIBIT ADD ONS - Specific commercial support opportunities that may be added to your selected exhibit level

Opportunity	Grant Requested	Recognition
Food & Beverage Stations Stand out in the crowd with your own food & beverage station. Your exhibit booth will be strategically placed next to your selected food or beverage station. This is a great opportunity to ensure that your sales representatives will interact with the attendees.	Coffee/Tea \$1,000 (1 avail/day) Soft Drinks/Water \$600 (1 avail/day) Pastries/Bagels \$500 (1 avail/day) Fruit \$750 (1 avail/day) Hors d'oeuvre \$500 (4 avail Sat) Mid-morn Snacks \$500 (1 avail/day) Cocktail Reception \$2500 (2 avail Sat)	<ul style="list-style-type: none"> • "Host" ribbons will be provided for the sponsoring company representatives • Acknowledgement in the Annual Meeting Program and on signage
Board and Keynote Speaker Dinner The co-sponsors of this gala dinner event will have the opportunity to share an evening with the GASP Board Members and Keynote Speakers	\$5,000 Two available to co-sponsor	<ul style="list-style-type: none"> • "Host" ribbons will be provided for the sponsoring company representatives • Company name and logo printed on invitation and menu • Verbal introduction and recognition at the dinner • Company name on room sign
Audio Visual/ Technical Support When you support audio & visual, electronic signage will be on display for all attendees to see noting your support.	\$1,000 Four available	<ul style="list-style-type: none"> • Company name and/or logo displayed on meeting room screen during all non-CME periods on a continuous loop. (except during the Friday evening cocktail party, when the screen will be used for the Children's Movie.) • Company listing in Annual Meeting Program
Additional Exhibit Representative	\$150 per rep over number included with selected exhibit Level	
Additional Exhibit Table	\$500 per table over number included with selected exhibit Level	

Annual Meeting Info

Friday, March 12, 2010

7:00 - 10:00 p.m. Exhibitor Setup - Buckhead Ballroom 2

Saturday, March 13, 2010

7:00 am - 12:15 pm Registration/Check-In - Buckhead Ballroom Prefunction

7:00 - 8:00 am Continental Breakfast in Exhibit Hall - Buckhead Ballroom 2

8:00 - 8:15 am Welcome and Announcements - Buckhead Ballroom 1

8:15 - 8:45 am *Law of the Land and Sleep Medicine*
- Daniel Brown, JD

8:45 - 9:15 am *A National Perspective from the National Sleep Foundation*

9:15 - 9:45 am *A Prospectus of Sleep Medicine in Georgia*
- Jeff Durmer, MD, PhD

9:45 - 10:15 am Coffee Break and Exhibit Viewing

10:15 - 10:45 am *Complex Apnea – the causes and effects*
- Shirine Allam MD

10:45 - 11:15 am *Does sleep induce seizures?*

11:15 - 11:45 am *How do arrhythmias arise in sleep?*
- Jeff Michaelson, MD

11:45 am - 12:15 pm *When Does a Movement Become a Sleep Disorder?*
- David Rye, MD, PhD

12:15 - 1:30 pm Lunch (on own)

1:30 - 5:00 pm Breakout Sessions

Clinical Breakout - Buckhead Ballroom 2

Technical Breakout - Buckhead Ballroom 1

1:30 - 2:00 pm *New Practice Paradigms*
- Cecile Jones, NPc

1:30 - 2:00 pm *ASV titration*
- Beth Richey RRT and Susan Yenney RPSGT

2:00 - 2:30 pm *Occupational Sleep Medicine*
- Andre McShan, MD

2:00 - 2:20 pm *Seizure detection*
- Debbie Barreto, RPSGT

2:30 - 3:00 pm *Behavioral Treatments for Insomnia*
- Anne Bartolucci PhD

2:20 - 2:40 pm *Arrhythmia detection*
- Wendy Smith RPSGT

2:40 - 3:00 pm *Meaningful movements*
- Terry Malloy RPSGT

3:00 - 3:30 pm Coffee Break and Exhibit Viewing

3:00 - 3:30 pm Coffee Break and Exhibit Viewing

3:30 - 4:00 pm *Therapy for Hypersomnolence*
- Lynn Marie Trotti, MD

3:30 - 3:50 pm *Dealing with the Difficult Patient*
- Joe Granato RPSGT

4:00 - 4:30 pm *RLS/PLMD Therapy*
- David Rye, MD, PhD

3:50 - 4:10 pm *The pediatric patient*
- Joel Porquez RPSGT

4:30 - 5:00pm *Oral Appliance Therapy*
- Sherri Katz, DDS

4:10 - 4:30 pm *Emergency protocols & documentation*
- Towanda Lomax, RPSGT

4:30 - 5:00 pm *Multiple Paths to becoming a Technologist and CPSGT Credential*
- Marietta Bellemy, RPSGT

5:15 - 7:00 pm GASP Cocktail Reception - Buckhead Ballroom 2

Sunday, March 14, 2010

7:00 - 9:00 am Registration/Check-In

7:00 - 8:00 am Continental Breakfast in Exhibit Hall

8:00 - 8:30 am GASP Annual Business Meeting

8:30 - 9:10 am *Pediatric apnea – the evolving diagnosis and new treatments*

9:10 - 9:50 am *Insomnia in children – approaches to diagnosis and therapy*
- Gary L. Montgomery, MD

9:50 - 10:30 am *Scared and scary – parasomnias and seizures*
- Jeff Durmer, MD, PhD

10:30 - 11:00 am Coffee Break and Exhibit Viewing

11:00 am- 12:30 pm *The Top 9 for 2009 - The Very Best from the Sleep Literature*

11:00 - 11:30 am *3 Pulmonology & Cardiology papers*
- David Schulman, MD

11:30 am - 12:00 pm *3 Neurology & Psychiatry papers*
- Heidi Riney, MD

12:00 - 12:30 pm *3 Surgery & Dentistry papers*

12:30 p.m. Concluding Remarks & Adjournment

Exhibitor Information

You are invited to participate at the 2010 GASP Annual Meeting & Expo! If you market to sleep professionals or sleep-related physicians or surgeons practicing in the Southeast, you cannot afford to miss this exhibit and networking opportunity.

Exhibit Set-Up

- Friday, March 12, 2010
- 7:00 p.m.- 10:00 p.m. (Exhibit Hall will be locked overnight Friday and Saturday)
- Exhibit Hall location - Buckhead Ballroom 2
- One table = One 6 'x 30" table with a tablecloth and 2 chairs.
- Number of tables per exhibitor is dictated by Exhibit level selected
- Exhibitor packets may be picked up during the designated registration times.

Exhibit Breakdown

- Sunday, March 14, 2010
- 11:30 a.m.

Exhibit Hours

Please see the agenda for the actual exhibit times. Note that the exhibit times are subject to change. A final agenda will be emailed to registered exhibitors the week before the meeting. The continental breakfasts and all refreshment breaks will take place in the exhibition hall.

Shipping

If you wish, you may ship your exhibit directly to the resort. Ship materials to:

**Westin Buckhead
3391 Peachtree Road NE
Atlanta, Georgia 30326-1083**

Somewhere on the packages, put:

- Group Name/Contact: **GASP/Maryann McGrail**
- Your Company/Contact: *i.e. ABC Pharmaceuticals/Jane Smith*
- Meeting Date(s): **March 13 - 14, 2010**
- Number of Box : *i.e. "#1 of 3", "#2 of 3", #3 of 3*

The hotel will accept packages M-F, up to 5 days prior to meeting start date. For shipments over 100 pounds, please contact the hotel for further instructions.

You are advised to have a tracking number for your package(s) when you arrive for setup.

Handling Fee

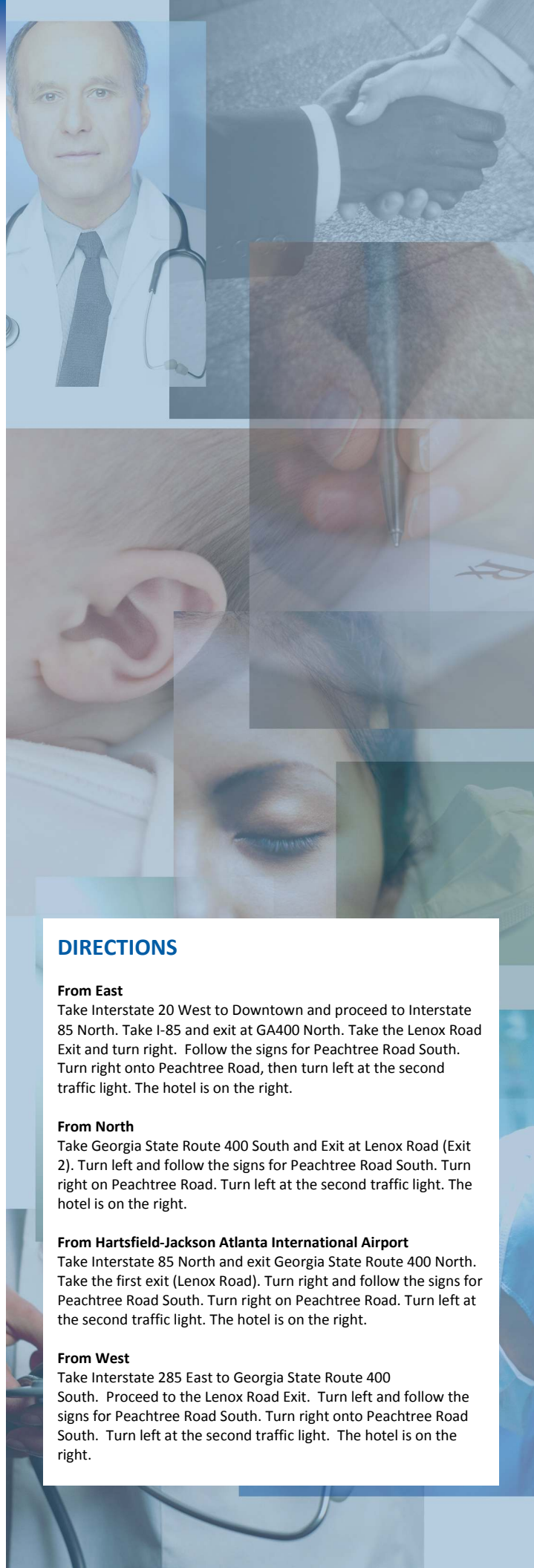
ALL shipments will be subject to a per-box handling fee that must be paid by the exhibitor prior to receiving packages during setup.

- ⇒ Boxes up to 50 Lbs \$10 each
- ⇒ Boxes over 50 lbs \$15 each

A credit card provided onsite will suffice. If you would like for this charge to be pre-paid by your company, complete and return the attached credit authorization form [SHIPMENT HANDLING FEE / ELECTRICAL OUTLET FEE FORM].

Electrical Outlets

If you need an electrical outlet or other AV equipment, please complete and return the attached credit card authorization form or bring it with you during the setup period. **Electrical outlet rental is \$15 per day.** [SHIPMENT HANDLING FEE / ELECTRICAL OUTLET FEE FORM]



DIRECTIONS

From East

Take Interstate 20 West to Downtown and proceed to Interstate 85 North. Take I-85 and exit at GA400 North. Take the Lenox Road Exit and turn right. Follow the signs for Peachtree Road South. Turn right onto Peachtree Road, then turn left at the second traffic light. The hotel is on the right.

From North

Take Georgia State Route 400 South and Exit at Lenox Road (Exit 2). Turn left and follow the signs for Peachtree Road South. Turn right on Peachtree Road. Turn left at the second traffic light. The hotel is on the right.

From Hartsfield-Jackson Atlanta International Airport

Take Interstate 85 North and exit Georgia State Route 400 North. Take the first exit (Lenox Road). Turn right and follow the signs for Peachtree Road South. Turn right on Peachtree Road. Turn left at the second traffic light. The hotel is on the right.

From West

Take Interstate 285 East to Georgia State Route 400 South. Proceed to the Lenox Road Exit. Turn left and follow the signs for Peachtree Road South. Turn right onto Peachtree Road South. Turn left at the second traffic light. The hotel is on the right.

Additional Support & Advertising Opportunities

The following are available to commercial entities regardless of exhibition at any of the GASP meetings

ONLINE MARKETING

Buyers Guide

GASP Buyers Guide has been created specifically for serious buyers of your product or service. Purchasing a listing in the directory ensures that your company's brand and message are delivered directly to those that matter most to your business. The GASP is recognized as a leader in the industry. And sleep medicine professionals turn to the association as the informational source in the industry.

Your complete listing in the GASP Buyers Guide will feature your company logo and description, contact information and company Web site and e-mail link. The listing will be grouped into categories of your choice to enable efficient searching.

Complete Web-enabled listing	\$200/year
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Includes your full-color company logo, a corporate description, links to your web site and e-mail address, and placement in up to 10 headings. Your listing is also searchable using our powerful search technology.

Premium Placement

This additional fee allows your completed listing to appear within the heading of your choice at

- the top position	\$750/year
- the second position	\$600/year
- the third position	\$450/year
- on the first page	\$250/year

Product Showcase Ad	\$250/year
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This additional fee allows you to spotlight your product or service with an ad in the Product Showcase. The ad may be changed throughout the year to highlight special offers. A link to your Product Showcase items is placed in your enhanced listing. Additional Product Showcase ads are \$200.

Basic Listing (<i>address and telephone</i>)	\$50/year
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Banner Advertising

(7.5" x 1") **NEW!** Need to be the center of attention? Increase your online presence with an online banner! Your advertisement will be featured at top of our website. Includes a clickable link to your website. **Limited availability*

Main Page Banner (7.5" x 1")	\$750/year
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Physicians' Buyers Guide Banner (7.5" x 1")	\$500/year
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Single Page Banner (7.5" x 1")	\$400 /year
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Column Advertising

(2" x 1.5") **NEW!** Featured on our website, your advertisement will be shuffled at random on our sidebar. Includes a clickable link to your website.

Main Page Column (2" x 1.5")	\$300/year
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Single Page Column (2" x 1.5")	\$200/year
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PRINT MARKETING

Annual Meeting Program

Full Page* (5.5" x 8.5")	\$200/ea.
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Half-Page* (4.25" x 5.5")	\$125/ea.
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Quarter-Page* (4.25" x 2.75")	\$75 /ea.
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*Additional \$125 for color (Limited availability)

Electronic Mail Campaigns

Full Page (8.5" x 11")	\$400/ea.
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Half-Page (5.5" x 8.5")	\$250/ea.
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Quarter-Page (4.25" x 5.5")	\$125/ea.
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Eighth-Page (4.25" x 2.75")	\$75/ea.
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Newsletters

Pricing and distribution dates vary. Call 770-613-0932 for more information.

PROVIDE A DOOR PRIZE

Door prizes can be given out at each meeting via drawings.

Vendors may donate a door prize of their choosing.

Door prizes should be shipped to the GASP office 1 week before the activity date.

Donations will receive acknowledgement in membership email updates and on the activity program agenda.

EDUCATIONAL GRANT FUNDING AND CONTRIBUTIONS

Would you like to support the meeting but you are unable to exhibit?

The Georgia Association of Sleep Professionals is a 501(c)3 nonprofit organization that accepts general educational grants to help defray the costs of its meetings and events.

Minimum contribution: \$500

Contributions will receive acknowledgement in membership email updates and on the activity program agenda.

GASP Exhibit | Sponsorship Registration Form

1 Registrant Information

Company Name (as you want it to appear in the program)

Office Contact Name

Mailing Address City State Zip

Email (req.) Phone Fax

2 Choose an Annual Sponsor Level

- TRIPLE DIAMOND SPONSOR \$20,000
- DOUBLE DIAMOND SPONSOR \$15,000
- DIAMOND SPONSOR \$10,000
- PLATINUM SPONSOR \$7,500
- GOLD SPONSOR \$5,000
- SILVER SPONSOR \$2,500
- BRONZE SPONSOR \$1,250
- SPONSOR \$500

3 Choose a Meeting Exhibit Level

Early Registration Prices | Add \$100 per level after March 1, 2010

- EMERALD EXHIBITOR \$2,800
- RUBY EXHIBITOR \$2,100
- SAPPHIRE EXHIBITOR \$1,700
- AMETHYST EXHIBITOR \$1,250
- EXHIBIT ONLY - 2 days \$800
- EXHIBIT ONLY - 1 day \$500
- Add'l Exhibit Representative ___ x \$150
- Add'l Exhibit Table* ___ x \$500

4 Select Add'l Support Opportunities

- | | |
|--------------------------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Board and Keynote Speaker Dinner, \$5,000 | <input type="checkbox"/> Coffee/Tea \$1,000 |
| <input type="checkbox"/> Audio Visual/Technical Support, \$1,000 | <input type="checkbox"/> Soft Drinks/Water \$600 |
| <input type="checkbox"/> Door prize Donation (Must be valued at \$250 or more) | <input type="checkbox"/> Pastries/Bagels \$500 |
| <input type="checkbox"/> Print Marketing Amount: \$ _____ | <input type="checkbox"/> Fruit \$750 |
| Description _____ | <input type="checkbox"/> Hors d'oeuvre \$500 |
| <input type="checkbox"/> Online Marketing Amount: \$ _____ | <input type="checkbox"/> Mid-morn Snacks \$500 |
| Description _____ | <input type="checkbox"/> Cocktail Reception \$2500 |
| <input type="checkbox"/> Contributor (No Exhibit) \$500 | |

8 Payment Information

- Check Please make payable to GASP.
- American Express MC
- Visa Discover

Card Number Expiration Date CID#

Name as it appears on the card

Billing Address

City State Zip

5 Name Badges

Main Onsite Contact | Name Badge 1

Email (req.)

Add'l Badge Name

Add'l Badge Name *

Add'l Badge Name *

*see # allowed by exhibit level selected

6 Company Description (when applicable)

7 Registration Total

#2 Total-Sponsor Level \$ _____
#3 Total-Exhibit Level \$ _____
#4 Total-Add'l Support \$ _____
TOTAL \$ _____

9 Submit Completed Forms & Payment

Fax: (305) 422-3327

or

Mail: GASP

6134 Poplar Bluff Cir., Ste 101
Norcross, GA 30092

Submission Checklist

- Registration Form
- Shipping/Electrical Form
- Contract
- Payment

Online Registration is also available at
www.gasleep.org

Shipment Handling Fee/Electrical Outlet Form

ALL exhibitor shipments to the hotel will be subject to a per-box handling fee that must be paid by the exhibitor prior to receiving packages during setup. The fees may be charged to a room account or a credit card provided onsite will suffice. If you would like for this charge to be pre-paid by your company, complete this form. This form should also be used if you need an electrical outlet for your display. There is a nominal daily fee for this.

This form has been created in order to allow you to have expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission.

Approved Charges

- Shipment Handling Fees associated with GASP exhibitors**
 - ⇒ Boxes up to 50 Lbs \$10 each
 - ⇒ Boxes over 50 lbs \$15 each

- Power Outlet for exhibit, _____ (#) of days, \$15 per day**

Cardholder Information

Name as it appears on the credit card

Card type: American Express MC
 Visa Discover

Account type: Individual (personal credit card?)
 Corporate | Company Name: _____

Card Number	Expiration Date	CID#
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Billing Address

City	State	Zip
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Phone number	Fax or Alt Phone
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I certify that all information is complete and accurate. I hereby authorize Westin Buckhead | Atlanta to collect payment for all charges as indicated in the Approved Charges section of this form by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

Cardholder name (printed)

Cardholder signature	Date
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Submit Completed and Form to Maryann McGrail, GASP Executive Director
Fax: (305) 422-3327 | GASP, 6134 Poplar Bluff Cir., Ste 101, Norcross, GA 30092
Questions? Email mbmcgrail@gasleep.org or call 404-310-5866

Contract

EXHIBITOR/SPONSOR SUPPORT AGREEMENT RULES & REGULATIONS

1. If purchased, each exhibitor at the 2010 Annual Meeting held at Westin Buckhead will have an exhibit table.
2. Exhibitors are required to have a representative at their booth at all times during exhibit hours.
3. Exhibitor set-up is 5:00- 9:00 p.m. on Friday, March 12, 2010 and break-down is 1:45 - 3:00 p.m. on Sunday, March 14, 2010
4. All sound equipment must be regulated so that it does not disturb neighboring exhibits. GASP reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Due to regulations by the music industry regarding music at public meetings, conventions and shows, exhibitors may not play music during the trade show, either live or recorded.
5. Exhibitors will not be permitted to assign, sublet or share with others any part of the space allotted to them.
6. GASP authorizes exhibitors to make retail sales of tangible personal property or service subject to sales tax. The exhibitor shall be solely responsible for any local, state or federal tax liability resulting from this contract or other tax implication arising from activities while exhibiting at the meeting.
7. Exhibit area must be kept clean. The floor and display areas must be clear of debris. Exhibitors will be liable for any extra clean-up costs incurred due to displays, food machines and other means.
8. Use of electrical current is confined to lighting or the operation of such equipment that is harmless, noiseless and does not release undesirable odors.
9. Objectionable practices by exhibitors or official suppliers should be reported immediately to GASP management and not after the show is completed.
10. No children under 16 years of age will be allowed in the exhibit area at any time, unless accompanied by an adult.
11. It is agreed that GASP and the host facility shall not be liable for any damage to, or destruction of, any exhibit from any cause or for the theft or disappearance of any exhibit or any property contained in or about the exhibit booth area.
12. The exhibitor agrees to indemnify and hold harmless GASP and the host facility or their employees or their representatives against any and all liabilities for damage, injury or loss to all persons and any and all claims arising out of acts or omissions of exhibitors, their employees or their representatives.
13. GASP will only refund exhibitors who are pre-registered the cost of exhibit space and will not be held responsible or liable for charges or damages for any failure of performance due to acts of nature, labor disputes, and shortage of materials, governmental authority, or other circumstances beyond reasonable control of either party.
14. Neither GASP nor the host facility maintains insurance covering property brought onto or stored on the facility's premises by exhibitors and it is the

responsibility of the exhibitor to obtain or maintain such coverage at their own expense.

15. Exhibitors will not offer educational/training programs within the show facility simultaneous to the GASP Annual Meeting related programs.
16. This agreement includes a one-time list of pre-activity and post-activity attendees.
17. The interpretation of all rules and regulations is the responsibility of the GASP Executive Committee or their designated representative. All decisions of said group or representatives are final.

EXHIBIT SETUP

18. All electrical work and electrical wiring must be approved and installed in accordance with regulations established by the officials of the Fire Marshal's Office.
19. No construction will be allowed at the sides or above the table that may obscure the view of any adjacent booths.
20. All materials used for decorating must be flameproof.
21. Construction and signs that are above 8 feet in height must be approved by the GASP.
22. All applicable cities, county and state codes and ordinances must be complied with as well as those of the host facility.
23. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.
24. In order to meet the set-up deadline, the GASP management reserves the right to order labor to set-up any exhibit that is not in the process of being erected by 9:00 p.m., Friday, March 12, 2010. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 3:00PM, Sunday, March 14, 2010.
25. The interpretation of all rules and regulations is the responsibility of the GASP Executive Committees or their designated representative. All decisions of said group or representatives are final.

REFUND POLICY

26. Cancellation for all registered exhibitors 30+ days prior to the first day of the activity date are eligible for 50% refund.
27. Cancellation 29 days or less before the first day of the activity date are not eligible for a refund.

Signature: _____

Date: _____

By signing this document, I agree and adhere to all policies and regulations. I guarantee payment in full due to the amount indicated on the exhibitor registration form. If for any reason, a GASP activity must be cancelled, management is not liable for any costs other than entry space fees that are already pre-paid. If the date or location must be changed for any reasons beyond management's control, it is agreed that the booth fee is non-refundable as a date or location change will be provided. Should an exhibitor decide to cancel this agreement and not exhibit at the event, a 50% refund will be issued if cancelled 30+ days prior to Friday, March 13, 2010. Cancellations 30 days or less before Friday, March 13, 2010 are not eligible for a refund. Must allow 6-8 weeks for refund processing.

For More Information

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