

GEORGIA STATE BOARD OF WORKERS' COMPENSATION



2017

ANNUAL EDUCATIONAL CONFERENCE EXHIBIT/SPONSORSHIP INFORMATION PACKET

(All registrations exhibit/sponsorships must be completed on-line at www.sbwc.georgia.gov)

- The location of the SBWC Annual Educational Conference is the Hyatt Regency Atlanta Hotel.
- For those who exhibited the prior year (2017) – you will receive priority in registering! You will be given **THREE DAYS** to register and afterwards, the remaining workers' compensation community will be allowed to register.
- The location of the food and beverages will be determined by the Hyatt staff based on additional events that will take place in the exhibit hall.
- The cost to exhibit is \$1,300.00 and \$1,500.00 for prime locations (see exhibit layout).
- The link will be emailed to the email addresses you provided. All exhibit registrations **MUST** be done online – even if you are paying with a check.
- This year's theme is OUTER SPACE (Astronaut, astronomy, celestial, galaxy)
- Booth placement is still based on a **first come – first serve basis**. During the registration process you will have the opportunity to select **ten** booths that you are interested in. If neither of the booths is available at the time I receive your online registration – I will call you so that another booth can be selected. The booths are assigned according to the time that I receive your online registration. For instance – if I receive "Company A's" email registration confirmation at 10:35 a.m. and "Company B's" registration at 10:37 a.m. – I will first select the booth for Company A and then Company B.
- Booths **will not** be held or reserved under any circumstances. You are guaranteed a booth once you go online, register, select check or credit card and click on the submit button on both screens. If you select "check" as a form a payment – the check **must** be received in our office within 14 business days – if not – then your booth will be released back into the pool. **Your booth is not guaranteed until payment is received.**
- Before registering, please make sure that you have the correct billing address for your credit card. You may want to first contact the bank to ensure you have the correct information. 99% of the time a registration does not go through because an incorrect address has been entered.
- **Please know that assigning booths is a very time consuming process. Each company representative is contacted directly in order to confirm their booth number before moving to the next company. For the past couple of years – the Board has sold at least 80% of the booths in the first two days. Therefore, it may be a week before you receive information regarding your booth assignment. Once the booths sell out – the registration website will shut down. At that point a waiting list will begin. Again, if you plan to pay with a check – select "Check" as the payment option.**

Exhibit Alert! Exhibit Alert! Exhibit Alert!

ATTENTION EXHIBITORS

THE GEORGIA STATE BOARD OF WORKERS' COMPENSATION ANNOUNCES YOUR EXHIBIT OPPORTUNITY

AT OUR

~ 2017 ANNUAL EDUCATIONAL CONFERENCE ~

MONDAY, AUGUST 28, 2017 – WEDNESDAY, AUGUST 30, 2017

HYATT REGENCY ATLANTA HOTEL

265 PEACHTREE STREET

ATLANTA, GEORGIA 30303

For Hotel Reservations Use the link below:

<https://aws.passkey.com/e/14394271>

If you have any questions concerning your reservation you can call 800.421.1442. If you have any questions concerning the hotel you can call 404-577-1234.

Special Conference Rate - \$150.00/night + taxes

Cut-off date for reserving rooms is Friday, August 4, 2017

In order to maximize your networking opportunities, the Exhibitor give-away drawings will be **Wednesday** morning and will be posted during the 10:00 a.m. coffee break. Also, the breaks have been extended to 30 minutes to give attendees more time to visit.

PLEASE NOTE:

- ◆ ONLY 161 EXHIBIT BOOTHS WILL BE SOLD (SEE LAYOUT).**
- ◆ NEW PRIME LOCATIONS HAVE BEEN ADDED (SEE BOOTHS WITH THE LETTER P).**
- ◆ PLANS ARE TO COMPLETE THE SELL AND ASSIGNMENT OF ALL EXHIBIT BOOTHS ALL EXHIBIT BOOTHS AND SPONSORSHIPS BY FRIDAY, MAY 19, 2017.**

YOU **MUST** REGISTER ONLINE VIA THE BOARD'S WEBSITE - **WWW.SBWC.GEORGIA.GOV** WITH A VISA, MASTERCARD OR AMERICAN EXPRESS. IF YOU SELECT "CHECK" AS A FORM OF PAYMENT – THE CHECK MUST BE IN OUR OFFICE WITHIN 14 DAYS OF REGISTERING OR YOUR BOOTH WILL BE RELEASED.

EXHIBIT BOOTHS ARE ASSIGNED ON A **FIRST-COME FIRST-SERVE** BASIS!

This statewide annual event featuring an exhibit area in the Hyatt Regency Atlanta Hotel will provide maximum exposure for showcasing your products and services to those involved in administering workers' compensation and those who provide services and benefits to injured workers.

CONTRACT FOR EXHIBIT SPACE
2017 SBWC ANNUAL EDUCATIONAL CONFERENCE – HYATT REGENCY ATLANTA

RULES AND REGULATIONS

SCHEDULE – Installation of exhibits must begin on Sunday, August 27, 2017 at 1:00 p.m. and must be completed by 6:00 p.m. on Sunday, August 27, 2017. Take down will begin at 11:30 a.m. on Wednesday, August 30, 2017 and must be completed by 1:00 p.m. **ALL EXHIBIT BOOTHS SHOULD REMAIN OPEN UNTIL 11:30 A.M. ON WEDNESDAY, AUGUST 30, 2017. PLEASE DO NOT PLAN TO BREAK DOWN BEFORE THIS TIME AS A RESULT OF DISMANTLING BEFORE 11:30 WILL RESULT IN FORFEITURE OF BOOTH LOCATION AT FUTURE CONFERENCES.**

CONTRACT FOR SPACE – Space offered on a first-come, first-served basis. The application for space and formal notice of acceptance constitute a contract for the right to use the space assigned. In the event of fire, strikes, or other uncontrollable circumstances, this contract will not be binding. In the event that, for any reason, the conference is not held as proposed, the exhibitor shall receive a refund of any amounts paid on exhibit space, less reasonable deductions for overhead expenses incurred. The State Board of Workers' Compensation reserves the right to cancel any contract with any exhibitor at any time prior to or during the conference, and refund any amounts paid less the amount the space was occupied by such exhibitor.

RESTRICTIONS ON USE OF SPACE – All demonstrations, interviews, or other activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet, or share the whole or any part of the space allotted. Aisles must be kept clear. No noise making devices or public address system shall be allowed. Only one company name per sign is allowed. **Your display cannot block the view of connecting exhibit booths or the aisles of the exhibit areas.** Booths must be staffed at all times during exhibit hours.

CARE OF SPACE – Exhibitors shall care for and keep in good order the space occupied by them and surrender such space at the close of the conference in the same condition as it was in when taken over. If the space occupied shall be damaged by the exhibitor or its patrons, the exhibitor shall pay such claims as are necessary to restore the space to its original condition.

INSURANCE – Exhibitors shall furnish their own public liability insurance. Exhibitors wishing to insure their goods must do so at their own expense.

CANCELLATION – Written notice of cancellation must be received at least 30 business days (July 17, 2017) before the conference date (August 28, 2017) for a 50% refund of exhibit fee.

LIABILITY – The State Board of Workers' Compensation reserves the right to restrict exhibits, which, because of noise, method of operation, or for any other reason become objectionable. This reservation includes persons, things, conduct, printed matter, or anything of a character that may be objectionable to the exhibit as a whole. In the event of such restrictions or eviction, the State Board of Workers' Compensation is not liable for any refunds or rentals or other exhibition expenses.

BUILDING RULES AND CITY ORDINANCES – The exhibitor agrees to obey all rules of the Hyatt Regency Atlanta Hotel which may be in existence or which hereafter may be made, and to abide by the rules and regulations of the City of Atlanta Fire Marshall and such other departments whose duties embrace regulations of exhibits, etc. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

FOOD/BEVERAGE ITEMS – The Hyatt Regency Atlanta does not allow food/beverage items from outside vendors although they will be more than happy to assist you in providing any items you may need. Please contact the Hyatt Regency Atlanta at 404-460-6494 for any questions.

MISCELLANEOUS – The State Board of Workers' Compensation reserves the right for final placement of booths. Circulars or advertising matter of any description may be distributed only within the booth assigned to the exhibitor presenting such material, and not placed in the conference seats or tables. The decision of the State Board of Workers' Compensation must be accepted as final in any dispute between exhibitors or any situation not covered by these rules and regulations.

EXHIBIT HOURS :

Monday, August 28, 2017 – 8:00 a.m. – 6:00 p.m. (5:00 p.m.–6:00 p.m. – Meet the Exhibitors Reception)

Tuesday, August 29, 2017 – 8:00 a.m. – 6:00 p.m. (4:30 p.m.–6:00 p.m. – Kids' Chance Silent Auction & Chairman's Reception)

Wednesday, August 30, 2017 – 8:00 a.m. – 11:30 a.m. **(please do not break down before this time)**

It is agreed that all rules and regulations are a part of this contract, and no agreement other than those contained herein shall be binding upon the parties unless in writing, signed by a representative of the State Board of Workers' Compensation.

Authorized Signature: _____ Title: _____ Date: _____

Company Name: _____ Email: _____

Please sign and return to:

SBWC – Hilary Williams, 270 Peachtree Street, N.W., Atlanta, GA 30303-1299 – williamsh@sbwc.ga.gov / (404) 657-1767 (f)

CALLING ALL VENDORS!

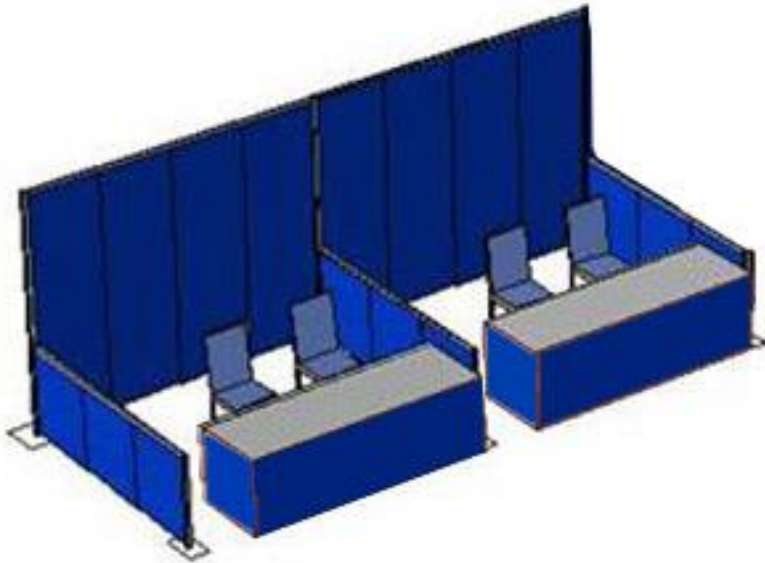
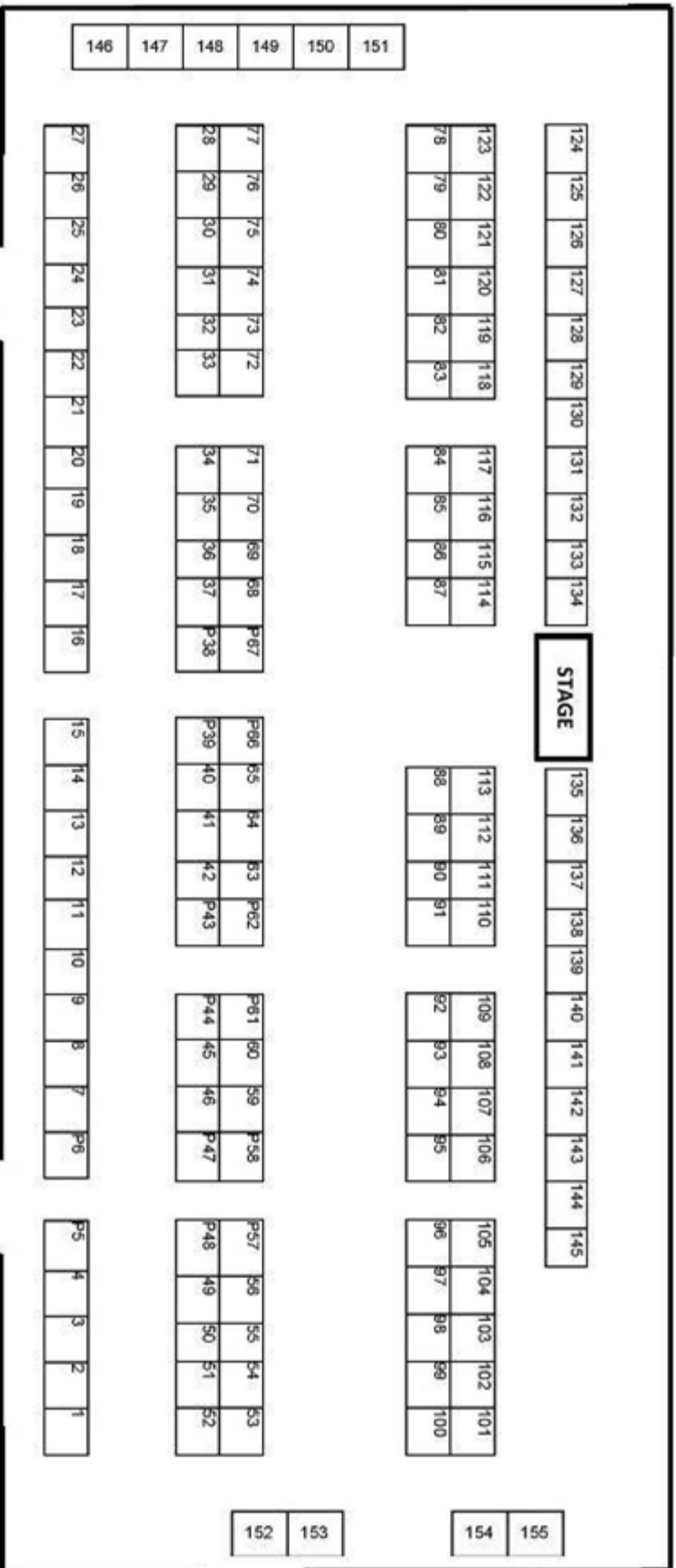


EXHIBIT AT THE BOARD'S ANNUAL EDUCATIONAL CONFERENCE!
\$1300.00 / \$1500 Exhibit Registration Fee Includes:

- One complimentary registration to conference
- Two complimentary booth attendant passes
- One 8' (deep) x10' (wide) booth
- One 6-foot skirted table
- Two side chairs
- One wastebasket
- One 7" x 44" identification sign
- Pre and Post Conference Attendee List
- Priority Registration for 2018

WORKERS' COMPENSATION CONFERENCE
AUGUST 27 - 30, 2017
HYATT REGENCY ATLANTA
EXHIBITION LEVEL - GRAND HALL
ATLANTA, GEORGIA



- **NEW INFORMATION - 2017!*****
1. Any box with the letter P in front of the booth number is considered a prime location. See registration website for cost.
 2. Each row of booths is facing the opposite side - for example - booth 1 is facing booth 52...25 is facing 30...64 is facing 89 and 121 is facing 126.
 3. All booths are the same size... 8' deep (from front to back) and 10' wide (from left to right)
 4. The Board and the Hyatt have the right to change the location of the F & B areas due to last minute issues/concerns.

EXCLUSIVE CHAIRMAN'S RECEPTION SPONSORSHIP



As part of the 2016 Annual Chairman's Reception, we offer an open bar cocktail reception on the second day of the conference. All attendees are invited to attend this popular event and participate in the Kids' Chance of Georgia silent auction. This sponsorship is a high profile package with offers a vast amount of networking benefits created in a room filled with attendees who are ready to bid!

The Board will supply all food and beverage for the reception. In addition, the Board will provide Reception Sponsor signage throughout the Exhibit Hall.

\$6,000.00

FIRST COME, FIRST SERVE – ONLY ONE AVAILABLE

BENEFITS:

- ❖ **6 complimentary registrations to conference**
- ❖ **Special announcement from the stage during this event**
- ❖ **Full page (black & white) ad placed in conference program**
- ❖ **Logo on cocktail and food napkins**
- ❖ **Recognition on monitors outside of exhibit hall**
- ❖ **Sponsor name on table tents in exhibit hall**
- ❖ **Recognition on monitors in exhibit hall during reception**
- ❖ **Pre and Post-Conference attendee mailing list**
- ❖ **Large sponsor sign at the entrances of exhibit hall during reception**

Deadline – Friday, July 7, 2017

You must register online with a check or credit card at www.sbwc.georgia.gov.

Please call Hilary Williams to confirm availability before submitting payment.

Check should be written out to SBWC – Training Account

270 Peachtree Street, NW, Atlanta, GA 30303-1299

404-656-5656 / williamsh@sbwc.ga.gov



EXCLUSIVE

REGISTRATION BAG SPONSORSHIP



\$3,000.00

(FIRST COME – FIRST SERVE – ONLY ONE AVAILABLE)

As the exclusive bag sponsor, you will capture the attention of approximately 1,000 participants including attendees, speakers, sponsors and vendors, as the conference bag will have the your company logo on it and will contain important information about the program. The bag can also include an insert. An insert can be a flyer, keychain or other item you would like the conference attendees to have. You will need to provide the Board with the bag and the insert to be placed in all bags. Attendees will carry the bag during the conference and throughout the year while advertising your company!

BENEFITS:

- ❖ **2 complimentary registrations to conference**
- ❖ **Full page (black & white) ad placed in conference program**
- ❖ **Pre-Conference and Post-Conference attendee mailing list**
- ❖ **Recognition during general session via PowerPoint presentation**
- ❖ **Company is responsible for ordering and purchasing tote bags**

Deadline – Friday, July 7, 201

You must register online with a check or credit card at www.sbcw.georgia.gov.

Please call Hilary Williams to confirm availability before submitting payment.

Please call to confirm availability before submitting payment.

Check should be written out to SBWC – Training Account

270 Peachtree Street, NW, Atlanta, GA 30303-1299

404-656-5656 / williamsh@sbwc.ga.gov

GENERAL PROGRAM SPONSORSHIP



BENEFITS:

- ❖ **1 Complimentary registration to conference**
- ❖ **1 Complimentary ticket Chairman's Reception**
- ❖ **Sponsorship badge and ribbon**
- ❖ **Pre-Conference and Post-Conference attendee mailing list**
- ❖ **Sign posted at the breaks with company names**
- ❖ **Sponsor Sign in All Conference Rooms**
- ❖ **Acknowledgement included in conference program**
- ❖ **Large sign placed in all meeting rooms**
- ❖ **Company's Power Point presentation shown throughout the day**

\$800.00!

Deadline – Friday, July 7, 2017

Please send one PowerPoint slide about company by Friday, July 7, 2017

You must register online with a check or credit card at www.sbwc.georgia.gov

Check should be written out to SBWC – Training Account
270 Peachtree Street, NW, Atlanta, GA 30303-1299
404-656-5656 / williamsh@sbwc.ga.gov

DAILY BREAK SPONSORSHIP



Display your marketing items inside of the exhibit hall on a table near the break set-up (inside the exhibit hall) during the time slot(s) below....

BENEFITS:

- ❖ Two (2) Complimentary Registrations to Conference
- ❖ Sign Acknowledging Sponsorship
- ❖ Marketing Table near Coffee Break Display
- ❖ Full-Page Ad Space (black & white) in Conference Program

Monday, August 28, 2017 (Full Day – One Company) - \$3,000.00

8:00 a.m. – 3:30 p.m.

Tuesday, August 29, 2017 (Full Day – One Company) - \$3,000.00

8:00 a.m. – 3:30 p.m.

Wednesday, August 30, 2017 (Half Day – One Company) - \$1,500.00

7:30 a.m. – 11:30 a.m.

Deadline – Friday, July 7, 2017

You must register online with a check or credit card at www.sbwc.georgia.gov.

Please call Hilary Williams to confirm availability before submitting payment.

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404-656-5656 / williamsh@sbwc.ga.gov

CHECK IN WITH YOUR COMPAY LOGO! HOTEL ROOM KEY SPONSORSHIP



EXCLUSIVE SPONSORSHIP FEE IS \$3,000.00

BENEFITS:

- *Designed with your company logo!
- *Distributed to an estimated 600 Hyatt Regency Atlanta conference guests!
- *A full-color company logo will be placed on the front side of the key!
- *Every time an attendee enters his hotel room he will be reminded of your company!

**~ONLY ONE AVAILABLE~
FIRST COME – FIRST SERVE!**

DEADLINE – FRIDAY, JULY 7, 2017

You must register online with a check or credit card at www.sbwc.georgia.gov.

**Check should be written out to SBWC – Training Account
270 Peachtree Street, NW, Atlanta, GA 30303-1299
404-656-5656 / williamsh@sbwc.ga.gov**

PLEASE CALL TO CONFIRM AVAILABILITY BEFORE SUBMITTING PAYMENT!

*****the measurements of the design space are 2.125" x 3.375***
logo to be submitted by Friday, July 7, 2017**

PURCHASE A PROGRAM ADVERTISEMENT!



Program Ad Sponsorship Fees:

\$1,500.00 – Inside Front Cover of Program – Full Page– Full Color (1 available)

\$1,500.00 – Inside Back Cover of Program – Full Page – Full Color (1 available)

\$600.00 – Full Page inside Program – Black & White 8 ½ x 11 (+.125 bleed)

\$300.00 – Half Page inside Program – Black & White 5 x 7.5 (horizontal only)

Ad Specification Requirements:

- (1)**Adobe Illustrator EPS** (embed all images/outline all fonts),
- (2)**Photoshop** (all layers flattened in grayscale), OR
- (3)**PDF** (vector based)

300 dpi resolution or higher Compress any file over 2 Megs using WinZip or Stuffit

Deadline to Submit Ads – Friday, July 7, 2017

Please send ads via email to williamsh@sbwc.ga.gov

You must register online with a check or credit card at www.sbwc.georgia.gov.

Please call Hilary Williams to confirm availability before submitting payment.

Check should be written out to SBWC – Training Account

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404-656-5656 / williamsh@sbwc.ga.gov



(similar product)

EXCLUSIVE CYBER CAFÉ SPONSORSHIP

We are bringing back the popular CYBER CAFÉ for attendees to check their email and surf the internet during the conference! Located outside of the Exhibit Hall in the Grand Hall foyer.

BENEFITS:

- ❖ Two complimentary registrations to conference
- ❖ Company logo on each laptop (submit by 7/7/17)
- ❖ Company representatives may distribute marketing items
- ❖ Signage at kiosk
- ❖ Start page of the company's website
- ❖ Full page black & white ad

SPONSORSHIP FEE IS \$4,500.00

ONLY ONE AVAILABLE – FIRST COME – FIRST SERVE!

Deadline – Friday, July 7, 2017

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CHARGING STATION SPONSORSHIP

Keep the conference attendees “Charged Up” with the use of a charging station! The stations will be located throughout the Exhibit Hall for charging their phones, tablets & laptops during the conference.

BENEFITS:

- ❖ Two complimentary registrations to conference
- ❖ Signage (company logo) at each station
- ❖ 1/2 page black & white ad

Sponsorship Fee is \$3,000.00 per station for the duration of the conference.

Deadline – Friday, July 7, 2017

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Check should be written out to SBWC – Training Account
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404-656-5656 / williamsh@sbwc.ga.gov



EXCLUSIVE SPONSORSHIP! LANYARD WITH COMPANY LOGO



Sponsor the conference lanyards and allow the attendees to do the advertising for you! SBWC will produce 1,000 lanyards with your company logo that attendees will use to hold their name badges.

SPONSORSHIP FEE IS \$3,000.00 – SOLD!

Deadline – Friday, July 7, 2017

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2017
STATE BOARD OF WORKERS'
COMPENSATION
KIDS' CHANCE SILENT
AUCTION



ADVERTISEMENT IN KIDS' CHANCE SILENT AUCTION GUIDE

Space is limited

Your advertisement will be printed in the Kids' Chance Silent Auction Guide which will be placed inside of approximately 1,000 attendee packets. This booklet/guide will include information about Kids' Chance of Georgia in addition to the items that will be auctioned off during the Board's annual conference.

Ad & Pricing Information

Ads are in full color

Full-page ad is \$400.00 (no bleed 5"x8" – full bleed 5.625" x 8.75")

Half-page ad is \$200.00 (horizontal only – 4"x5")

Business card-size ad is \$100.00 (2.54"x4")

Deadline – Friday, July 7, 2017

You must register online with a check or credit card at www.sbwc.georgia.gov

Please call to confirm availability before submitting payment.

Check should be written out to SBWC – Training Account

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404-656-5656 / williamsh@sbwc.ga.gov

If you are interested in donating an item for the silent auction please email Candence Lowe @ lcandence@kidschancega.org.