
Tabletop Exhibitor Information

Thank you for supporting the 2025 GCSA Conference as a tabletop exhibitor. Please read below for helpful information and tips to prepare for the upcoming event.

GCSA is proud to host this conference at the Atlanta Marriott Northwest at Galleria. All events will take place on the 1st floor of the meeting space.

Phone: (770) 952-7900

Address: 200 Interstate N Pkwy E SE, Atlanta, GA 30339

Tabletop Exhibit includes:

- 1 Six-foot table (tablecloth provided), 2 chairs. The space allocated is 6 ft wide.
- 1 Complimentary registration to the conference (instructions will be communicated in a separate set of instructions)
- Access to breakout sessions
- Access to the cocktail reception (held in the exhibit hall and conference hub)
- Access to conference app to connect with attendees

Tabletop Exhibit does NOT include:

- IT services/Electrical/Shipping and Handling – handled via the hotel (see below for more info)
- Drayage/Storage of boxes, crates, cartons, etc.
- Installation and dismantle labor
- Lead retrieval system

Location of Tabletop Exhibits:

All tabletop exhibits will be in Grand Salon 4-5-6

Schedule Notes:

All tabletop exhibits must be set up by 8:00 am on 3/11 prior to breakfast and registration, and cannot break down until after the awards luncheon on 3/12.

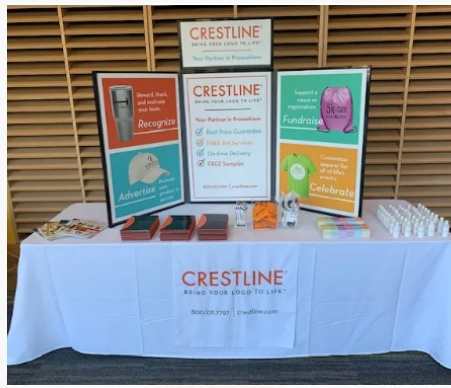
Preferred Time to Set-Up: Monday, March 10th from 1:00 pm - 5:00 pm

We realize it will be a long day on Tuesday, 3/11 and you should not feel you have to have your table manned at all times during the day. If you need a break we suggest doing so during panel sessions as we will try to encourage attendees to visit the tabletops during breaks by having refreshments and food stations in Grand Salon 4-5-6. ***We also recommend attending the general sessions and breakouts.***

Conference Registration:

Instructions will be communicated via email, including a promo code link, making the 1 complimentary registration cost zero. If you registered as an exhibitor via WHOVA the attendee registration is complete and confirmed.

Table Top Exhibit Examples:



Recommended:

- marketing materials & business cards
- candy
- giveaways
- pop-up banners
- company tablecloth
- monitor to play promo video
- raffle a prize

Not recommended:

- backdrops larger than 6 ft
- a booth layout

Tabletop Assignments:

Table Selection will provide your location. Use the Table Number/Name of Organization to complete forms

Shipping information:

All freight and shipping needs are handled by the Atlanta Marriott Northwest at Galleria. Hotel staff will deliver packages to your table. The hotel charges a handling fee. Please complete the order form included in the kit and send to Danyel Martin - danyel.martin@atlantamarriottnw.com

Address All Packages in the following way:

- Guest Name
- Date of Arrival
- Event Name
- Hotel Event Manager: Danyel Martin
- Company Name
- Box # ____ of ____ boxes

Please ship to the following address:

Atlanta Marriott Northwest
200 Interstate North Pkwy Atlanta, GA 30339

Electrical, IT, and Internet Connectivity:

Complete the order form included in the kit and send to Danyel Martin - Danyel.Martin@atlantamarriottnw.com Please use company name and table number. GCSA will provide basic wifi, if additional data is needed please complete the order form.

Tips for a Quality Conference Experience:

- Outreach to attendees prior to the conference
- Follow-up with attendees after the conference
- Engagement through the conference app
- Participate in the Passport game with the conference app
- Invite attendees to dinner/drinks
- Best practice to have at least 2 staff registered for the conference - 1 person present at the table and 1 person networking with attendees or attending the breakout sessions



Insurance/Security:

GCSA, the hotel/venue provider, and their respective owners and agents do not maintain insurance covering property brought onto the venue premises by sponsors and exhibitors. It is the sole responsibility of the sponsor and/or exhibitor to obtain insurance covering such property loss that may arise while at the event or traveling to/from the event.

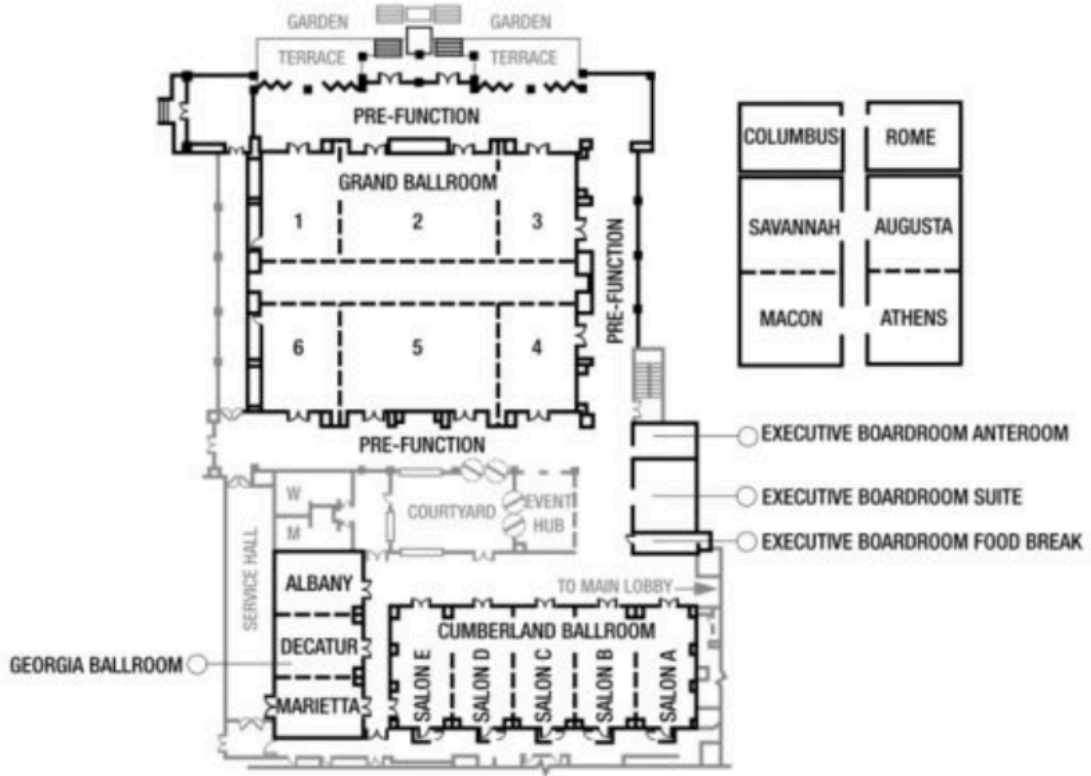
Conference Management Contact Information:

Director of Membership and Events, Alicia Turlington – 470.784.0017– aturlington@gacharters.org

Conference Website: <https://georgiacharterconference.org/>

Atlanta Marriott NW

LOBBY LEVEL



Atlanta Marriott NW Exhibit Area



ELECTRICAL SERVICE ORDER FORM



Event Name:				Event Date:		
Exhibitor:				Booth Number & Company Name:		
Address:						
City:			State:			Zip Code:
Contact:			Phone:			Fax:

Quantity	Services Available	Advance Rate	Floor Rate
	Monday - Friday 8am to 4pm (except holidays)	\$45.00	\$65.00
	Monday - Friday 4pm to 8am	\$55.00	\$75.00
	Saturday, Sunday, & Holidays	\$65.00	\$85.00

ELECTRICAL SERVICES			
	Power Strips	\$250.00	\$500.00
	Extension Cords	\$25.00	\$45.00
	100 Amp Box / 20 - 20 amp circuits / three phase	\$25.00	\$45.00
		\$675.00	\$725.00

ADDITIONAL SERVICES			
	Hang Banners (in/out)	\$100.00	\$150.00
	Ladders (Hotel Engineer to Use Only)	\$150.00	\$300.00
	Vertical Man Lift	\$1,000.00	\$3,000.00
	Wireless Internet Access (per connection)	\$16.00	\$20.00
	Analog Phone Line (Equipment at Additional	\$200.00	\$300.00

REQUEST OTHER SERVICES NOT LISTED HERE (HOTEL TO CONFIRM AVAILABILITY)			

IMPORTANT CONDITIONS AND REGULATIONS

- Advance orders must be received a minimum of three (3) weeks prior to scheduled exhibitor arrival for move in.
- Payment in full must be rendered prior to close of show; No Exceptions Please!
- Credit will not be given for electrical service installed and not used.
- Damage to building is responsibility of exhibitor
- All material and equipment furnished by Hotel for this service order shall remain the Hotel property and shall be removed ONLY by the Hotel Electrician at the close of the show.
- Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and does not include connecting equipment or special wiring.
- Walls, columns and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
- All equipment regardless of source of power must comply with all federal, state and local safety codes.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
- Claims will not be considered unless filed by the exhibitor prior to close of exposition.
- Under no circumstances shall anyone other than "house electrician" make electrical connections. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed with "house electrician", however, all service connections and overload protection to such equipment must be made by "house electricians" only. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily.
- All exhibitor's cords must be of 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded. Requests for special voltage must be received by Hotel 30 days prior to scheduled exhibitor arrival and move-in. All production companies are to provide pig tails and cables to destination in Ballrooms and 'Exhibition Hall'. Prices based upon current wage rates and are subject to change without notice.



Drayage

To assist you with shipping, handling and delivery or pick-up, please use the following instructions. Should you have any questions, please call 770-989-4576 or email Danyel Martin at danyel.martin@atlantamarriottnw.com.

Please sign and return a copy for our records indicating your acceptance of these terms. We require a signature prior to receiving any deliveries.

Event/Group/Conference Name:					
Your Name:		Company Name:			
Email Address:					
Office Number:		Cell Number:			
Scheduled Date of Delivery:		Scheduled Date of Pickup (at Hotel):		Estimated Time of Arrival:	
Bill Charges to (please circle):	Guestroom:	Name of Guest:	Credit Card*:	Check**:	
If Charging to a Guestroom, Name of Guest:					

* Please send email for Sertifi Link

** If paying by check, please note checks must be received by the Hotel no less than 14 business days prior to arrival.

Label packages with the following information:

Address to:

Guest Name
Date of Arrival
Event Name
Hotel Event Mgr: Danyel Martin
Company Name

Atlanta Marriott Northwest
200 Interstate North Pkwy
Atlanta, GA 30339

Receiving/Handling:

- Packages under 40 pounds will be charged \$10.00 each
- Packages over 40 pounds will be charged \$25.00 each
- Pallets/crates will be charged at \$75.00 each
- Charges will be applied to both inbound and outbound shipments
- Charges for shipments requiring special handling will be assessed accordingly

Storage:

Shipments arriving more than 3 days prior to an event or guest arrival will be charged (minimum) additional \$10.00 per package per day, and additional \$50.00 for pallets/crates per day

Printed Name

Signature

Date