

Tradeshow Vendor Kit
GSAE Annual Meeting, May 27 – 29, 2020
Hyatt Regency Savannah, Savannah GA



A/V Requests

- Due by **May 15, 2020**
- Send all A/V requirements (power, wired internet, etc.) to Devin Russell devinr@jsav.com

Provided for Exhibitors in Harborside Ballroom

- 6ft. x 2.5 ft. rectangle table; draped – black linen
- If you need electricity or other AV, please send those requests to Devin Russell devinr@jsav.com by May 15
- Exhibitor set-up in Harborside Ballroom
 - Thursday morning exhibitors: set-up Wed. 2:00-5:00 pm OR Thurs. 6:30-7:15 am
 - Thursday afternoon exhibitors: set-up Thur. between 10:45-11:45 am
 - Friday morning exhibitors: set-up Thur. 4:00–5:00 pm OR Fri. 6:30-7:15 am

Provided for Annual Meeting Sponsors in Registration (does not apply to breakout sponsors)

- 2.5 ft. high boy tables; draped – white linen
- If you need electricity or other AV, please send those requests to Devin Russell devinr@jsav.com by May 15
- Sponsor set-up in River Lounge – Wednesday, 12:00 –5:00 pm
- Sponsor break-down in River Lounge – Friday, noon

***Interactive [Rock Star Map](#) instructions will be sent separately**

Shipping Information

*GSAE recommends a minimalist approach to your Exhibitor Tabletop set-up

- Packages will be accepted by the hotel beginning May 22, 2020
- Please include the shipping label information for all tradeshow supplies being sent directly to the hotel

From: Company Name Address City, State Zip Exhibiting Company: Exhibit Date and Time:	TO: Hyatt Regency Savannah Attn: Exhibitor Name / Company Name / GSAE May 27-29 2 West Bay Street Savannah, GA 31401
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Once you arrive, please contact Guest Services by dialing Ext. 52 from any house phone and they will retrieve your shipment. You may also go to the Front Desk or Bell Stand directly. Incoming freight handling charges are \$7.50 per box and \$100.00 per pallet. You may charge those fees to your room or use a major credit card.

For outgoing freight, please bring your pre-completed labels and place on your outgoing items. Please leave the boxes at your booth and the Hyatt Regency Savannah’s S&H Department will take all freight to our outgoing package area at the end of the show. **Please be advised if shipping through FedEx Ground or UPS, you must schedule a pickup at the hotel.**

EXHIBIT ORDER FORM

Devin Russell | Director of Event Technology | 912-721-4585

EQUIPMENT RENTAL	Qty	Day Rate	Days	Total
VIDEO				
21" Display Monitor	0	\$150.00	1	\$0.00
32" Display Monitor	0	\$250.00	1	\$0.00
50" Display Monitor	0	\$350.00	1	\$0.00
75" Display Monitor	0	\$550.00	1	\$0.00
5,000 Lumen LCD Projector	0	\$500.00	1	\$0.00
10,000 Lumen Laser Projector	0	\$975.00	1	\$0.00
6'- 8' Tripod Screen w/Skirt	0	\$100.00	1	\$0.00
6'x10' Fastfold Screen w/Skirt	0	\$350.00	1	\$0.00
7'x12' Fastfold Screen w/ Skirt	0	\$400.00	1	\$0.00
LIGHTING				
Source 4 Leko	0	\$50.00	1	\$0.00
6 Channel Dimmer Pack	0	\$75.00	1	\$0.00
LED Color Par Uplight	0	\$75.00	1	\$0.00
Lighting Control Board	0	\$75.00	1	\$0.00
AUDIO				
Wired Microphone w/ Stand	0	\$85.00	1	\$0.00
UHF Wireless Microphone	0	\$210.00	1	\$0.00
4/6 Channel Mixer	0	\$75.00	1	\$0.00
12 Channel Mixer	0	\$150.00	1	\$0.00
Tower Speaker w/Subwoofer	0	\$150.00	1	\$0.00
QSC Loudspeaker	0	\$125.00	1	\$0.00
QSC Subwoofer	0	\$125.00	1	\$0.00
Computer Audio Interface	0	\$50.00	1	\$0.00
COMPUTER				
PC Laptop Computer	0	\$240.00	1	\$0.00
Macbook Pro Laptop Computer	0	\$270.00	1	\$0.00
Computer Video Adapters	0	\$50.00	1	\$0.00
Computer Presentation Advancer	0	\$50.00	1	\$0.00
ACCESSORIES				
Flip Chart w/ Pad & Markers	0	\$70.00	1	\$0.00
Flip Chart w/ Adhesive Pad & Markers	0	\$90.00	1	\$0.00
Whiteboard w/ Markers & Eraser	0	\$95.00	1	\$0.00
AV Cart w/ Skirt	0	\$30.00	1	\$0.00
EXHIBIT POWER				
25' Extension Cord and Power Strip	0	\$25.00	1	\$0.00
25' Extension Cord and Power Cube w/USB	0	\$35.00	1	\$0.00
				\$0.00
INTERNET ACCESS				
Wireless Internet Connection	0	\$15.00	1	\$0.00
				\$0.00
TOTALS				
Equipment Total				\$0.00
Service Charge (Labor/Delivery/Setup/Pickup)	25%			\$0.00
Sub Total				\$0.00
(On-Site Orders) Late Order Premium	0		20%	\$0.00
Tax			7.00%	\$0.00
TOTAL				\$0.00

Please Print Clearly & Fill Out Completely		
EXHIBITOR CONTACT INFORMATION		
Company:		
Order Contact:		
Address :		
City:		
State:		
Zip Code:		
Tel:		
EXHIBITOR DELIVERY INFORMATION		
Room/Booth #:		
Site Contact:		
Cell Phone:		
Delivery Date:		
Delivery Time:		
Received By:	X:	
Pick-Up Date:		
Pick-Up Time:		
Delivered By:	X:	
PAYMENT INFORMATION		
Payment Type:	Credit Card <input type="checkbox"/> Company Check <input type="checkbox"/>	
	(Payable to: JSAV)	
Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX	
Card Number:		
Card Exp Date:		
3-digit #:		
Name on Card:		
Billing Address:		
Are you the Card Holder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this a Corporate Card?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date Signed:		
Signature:		

-Exhibitors are responsible for any/all lost or damaged equipment.
 -A 25% fee will apply for all orders cancelled less than 72 hours prior to delivery.
 -Cancellations after delivery is set up will be charged at 100%.
-ALL EXHIBITORS NEED TO BE PRESENT AT THE TIME REQUESTED FOR DELIVERY.
ALL EQUIPMENT WILL STILL BE CHARGED AT 100%.
 -IF YOU NEED ASSISTANCE COMPLETING YOUR ORDER, PLEASE CALL (912) 721-4585.

HYATT REGENCY SAVANNAH