

Tradeshow Vendor Kit  
GSAE Annual Meeting, August 26 – 28, 2020  
Hyatt Regency Savannah, Savannah GA



**A/V Requests**

- Due by **August 14, 2020**
- Send all A/V requirements (power, wired internet, etc.) to Dan Baer [danb@jsav.com](mailto:danb@jsav.com)

**Provided for Exhibitors in Regency Ballroom**

- 6 ft. x 2.5 ft. rectangle table; draped – black linen
- If you need electricity or other AV, please send those requests to Dan Baer [danb@jsav.com](mailto:danb@jsav.com) by August 14
- Exhibitor set-up in Regency Ballroom
  - Thursday morning exhibitors: set-up Wed. 4:00-5:00 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 Dan Baer [danb@jsav.com](mailto:danb@jsav.com) by August 14
- 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 August 21, 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:	<b>TO: Hyatt Regency Savannah Attn: Exhibitor Name / Company Name / GSAE August 26-28 2 West Bay Street Savannah, GA 31401</b>
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Once you arrive, please contact the Front Office by dialing Ext. 50 from any house phone and they will retrieve your shipment. You may also go to the Front Desk 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

EQUIPMENT RENTAL	Qty	Day Rate	Days	Total	<i>Please Print Clearly &amp; Fill Out Completely</i>		
<b>VIDEO</b>					<b>EXHIBITOR CONTACT INFORMATION</b>		
21" Display Monitor	0	\$150.00	1	\$0.00	<b>Company:</b>		
32" Display Monitor	0	\$250.00	1	\$0.00	<b>Order Contact:</b>		
50" Display Monitor w/ Rolling Stand	0	\$350.00	1	\$0.00	<b>Address:</b>		
75" Display Monitor w/ Rolling Stand	0	\$550.00	1	\$0.00	<b>City:</b>		
5,000 Lumen LCD Projector	0	\$500.00	1	\$0.00	<b>State:</b>		
Tripod Screen w/ Skirt	0	\$100.00	1	\$0.00	<b>Zip Code:</b>		
	0		1	\$0.00	<b>Tel:</b>		
	0		1	\$0.00	<b>EXHIBITOR DELIVERY INFORMATION</b>		
	0		1	\$0.00	<b>Room/Booth #:</b>		
<b>LIGHTING</b>					<b>Site Contact:</b>		
ETC Source 4	0	\$50.00	1	\$0.00	<b>Cell Phone:</b>		
LED Uplights	0	\$75.00	1	\$0.00	<b>Delivery Date:</b>		
6 Channel Dimmer Pack	0	\$75.00	1	\$0.00	<b>Delivery Time:</b>		
	0		1	\$0.00	<b>Received By: X:</b>		
	0		1	\$0.00	<b>Pick-Up Date:</b>		
	0		1	\$0.00	<b>Pick-Up Time:</b>		
	0		1	\$0.00	<b>Delivered By: X:</b>		
<b>AUDIO</b>					<b>PAYMENT INFORMATION</b>		
Wireless Microphone (Hand or Lav)	0	\$210.00	1	\$0.00	<b>Payment Type:</b> <input type="checkbox"/> Credit Card <input type="checkbox"/> Company Check <input type="checkbox"/>		
Bluetooth Tower Speaker w/ Subwoofer	0	\$125.00	1	\$0.00	(Payable to: JSAV)		
6 Channel Mixer	0	\$70.00	1	\$0.00	<b>Card Type:</b> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX		
Laptop Audio Connection	0	\$50.00	1	\$0.00	<b>Card Number:</b>		
	0		1	\$0.00	<b>Card Exp Date:</b>		
	0		1	\$0.00	<b>3-digit #:</b>		
<b>COMPUTER</b>					<b>Name on Card:</b>		
Laptop (PC)	0	\$240.00	1	\$0.00	<b>Billing Address:</b>		
Laptop (Mac)	0	\$265.00	1	\$0.00			
VGA or Mac Adaptor/Misc. Computer Cables	0	\$50.00	1	\$0.00			
	0		1	\$0.00	<b>Are you the Card Holder?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>MISCELLANEOUS</b>					<b>Is this a Corporate Card?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Computer Presentation Remote	0	\$50.00	1	\$0.00			
Flip Chart w/ Pad & Markers	0	\$70.00	1	\$0.00			
Whiteboard w/ Markers & Eraser	0	\$95.00	1	\$0.00			
	0		1	\$0.00			
<b>EXHIBIT POWER</b>					<b>Date Signed:</b>		
25' Extension Cord and Power Strip	0	\$25.00	1	\$0.00	<b>Signature:</b>		
	0		1	\$0.00			
	0		1	\$0.00			
<b>INTERNET</b>							
Wireless Internet Connection	0	\$15.00	1	\$0.00			
	0		1	\$0.00			
	0		1	\$0.00			
	0		1	\$0.00			
	0		1	\$0.00			
<b>TOTALS</b>							
<b>Equipment Total</b>				\$0.00			
<b>Service Charge (Labor/Delivery/Setup/Pickup)</b>				25%	\$0.00		
				<b>Sub Total</b>	<b>\$0.00</b>		
<b>Tax</b>				7.00%	\$0.00		
				<b>TOTAL</b>	<b>\$0.00</b>		

-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.



**Dear GSAE Conference Exhibitor,**

**Here is some helpful information for your upcoming stay at Hyatt Regency Savannah.**

**To make your boxes easy to locate due to the large number of incoming boxes, please label as follows:**

**Hyatt Regency Savannah  
Attn: Exhibitor Name / Company Name / GSAE August 26-28  
2 West Bay Street  
Savannah, GA 31401  
912-238-1234**

**Once you arrive and are ready for your boxes, please contact the Front Office by dialing Ext. 50 from any house phone and they will retrieve your shipment. You may also go to the Front Desk directly for assistance.**

**Incoming freight handling charges are \$7.50 per box and \$100.00 per pallet. You may charge those fees to your room or with a major CC.**

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

**Once again, thank you for choosing Hyatt Regency Savannah and we look forward to serving you again in the future.**

**Sincerely,**

**Ian Slaughter  
Associate Director of Events**