

**SOFOR GIS 2004**  
**4th Southern Forestry GIS Conference**  
**December 16-17, 2004**  
**The University of Georgia**  
**Athens, Georgia**

**Invitation to  
Exhibitors  
and  
Sponsors**



**SOFOR GIS 2004**, December 16-17, follows a very successful and well-received conference in 2000. Our site will be at the Georgia Center for Continuing Education at the University of Georgia in Athens, GA. We are expecting 300+ professionals in forestry and related natural resources fields. These include experienced GIS professionals who are seeking to extend their knowledge and utilization of GIS, as well as those who recognize the possible uses of GIS, but who are seeking information, demonstration and guidance in selecting software, hardware, data and training.

**SOFOR GIS 2004** offers you access to the key leaders of companies, agencies and universities. Many attendees will base their future GIS-related purchases on the contacts they make at this conference. Exhibit times and space have been set aside to maximize your opportunity to discuss and demonstrate your products and services. Exhibit space is limited.

**SOFOR GIS 2004** also offers opportunities to call attention to your organization and products by purchasing advertising space in the conference program and/or becoming a sponsor. Please see page 5 for a description of the sponsorship levels and benefits.

If you have any questions, please contact Pam McNair, the Georgia Center Display & Exhibit Administrator.

**SOFOR GIS 2004** will be *the* place to be for GIS and natural resource professionals! Don't miss this chance to participate as an exhibitor, advertiser and/or sponsor. We look forward to seeing you Athens, GA in December, 2004.

**Conference Contacts**

**Display & Exhibit Administrator**

Pam McNair  
Georgia Center for Continuing Education, Room 289  
The University of Georgia  
Athens, GA 30602  
706.542.1740  
[pam.mcnair@gactr.uga.edu](mailto:pam.mcnair@gactr.uga.edu)  
[www.georgiacenter.org](http://www.georgiacenter.org)

**Conference Planning**

Ben Jackson  
Georgia Center for Continuing Education, Room 298  
The University of Georgia  
Athens, GA 30602  
706.542.2194  
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[www.georgiacenter.org](http://www.georgiacenter.org)

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**Department of Meeting Services**  
**Office of Pam McNair**  
**University of Georgia Center for Continuing Education**

February, 2004

Dear Exhibitor:

You are invited to exhibit at **SOFOR GIS 2004** to be held at the Georgia Center for Continuing Education, December 16-17, 2004. A registration form, list of prices and a set of exhibitor guidelines are included for your use.

To guarantee your space for this program, please send your **application and full payment** to the address listed on the registration form **no later than *Monday, November 1, 2004***. **Space will not be held without prepayment.** We will send you a confirmation of your registration along with directions to the Georgia Center.

**You may set up your exhibit on Wednesday, December 15, 2004 from Noon – 6:00 p.m. Exhibitors may pick up their name tag(s) at the Conference Registration Desk between the hours of 5:00 p.m. – 7:00 p.m. Please plan to dismantle your booth between the hours of 1:00 p.m. – 6:00 p.m. on Friday, December 17, 2004.**

We hope you will join us for this event. For more information, please feel free to call me at 706-542-1740.

Cordially,

Pam McNair  
Resource and Display Administrator  
Phone: 706.542.1740  
FAX: 706.542.3452  
E-mail: *Pam.Mcnair@gactr.uga.edu*  
Enclosures (3): Guidelines, Registration Forms, Rate Sheets

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**Guidelines for Exhibits and Displays at the Georgia Center for Continuing Education**

**Introduction**

Exhibits and displays are used to enhance the learning experiences at the Georgia Center for Continuing Education (the Center).

**Statement**

The Center provides exhibit space at designated locations and for posted rates, on a first-come, first-served basis. The need for exhibit space is identified and negotiated during the early planning stages of an event. The Georgia Center Resources and Display Administrator (Display Administrator), Meeting Services, (706) 542-1740, not only provides the necessary planning details but can also handle all other aspects of Exhibit/Display invitations, registrations, confirmations, floor layout and booth or table set-up.

All exhibits and displays must be directly related to and in support of an educational event. The Center reserves the right to refuse space to those organizations, activities or groups deemed not appropriate to the educational or informational nature of the "host" activity.

Any activity involving an open flame or heat is prohibited.

Exhibit booth sizes and dimensions must all be uniform for any one event and must adhere to Georgia Center space availability and design, facilitate the effortless flow of pedestrian traffic and abide by all Fire Codes.

Vendors may advertise and sell products or services in the exhibit area, but only to participants attending the educational program with which the exhibits are associated. No advertising or selling is permitted to the general public.

The Center will retain/collect only the minimum exhibit/display fee and resource rentals for each space that is set up regardless of the actual fee charged by the Group to Exhibitors. Full refunds will be issued for all exhibitors who cancel their exhibit registrations by 4:00 p.m. five business days before the event begins. *No refunds will be issued thereafter.*

**Exhibit rates, space assignments & payment:** Credit Card payments (preferred) will expedite the official registration process and reserve your space and resource needs sooner than payments by Check. If you pay by Check, we cannot accept your registration and reservation for these services until the actual Check *is received*.

**Deadlines:** The Georgia Center requires a final list of all Exhibitors and their needs *three weeks prior to the event*. Other deadlines such as dates for invitations and other milestones may be negotiated as needed.

**Receiving, storage & shipping:** The Georgia Center does not have reserved space for storing exhibits. Exhibitors should bring all displays and materials with them. However, in the event it is necessary to ship items to the Center, please ship at such a date that exhibit items arrive no earlier than one day prior to the event. *If Return Shipping is necessary*, Exhibitors must sufficiently arrange these details on their own so that items can be picked up from the Center as soon as feasible upon conclusion of the event. Shipments must arrive in the mailroom by 3:00 p.m. on weekdays in order to guarantee shipment on that same date. *The Georgia Center assumes no liability for exhibit materials that are lost or damaged while at the Center.*



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#### Sponsor Information

Sponsors at SOFOR GIS 2004 will benefit from enhanced visibility as well as be seen as a leader in GIS and related technologies by participants. There are two sponsorship levels, plus advertising and other conference support options.

#### When your organization is a Satellite Sponsor you receive the following benefits:

- One complete exhibit, plus one additional conference registration
- A ½-page ad with your organization's name and/or logo in a special insert in the conference participant packet
- Inclusion of your organization's name and/or logo on the SOFOR GIS 2004 conference website
- Inclusion of your organization's name and/or logo in conference publications (electronic and traditional)
- A poster board sign with your organization's name and/or logo in the registration area, the exhibit hall and in the banquet area.
- Recognition at the opening session of the conference and on the conference program agenda
- Minimum Satellite Sponsor contribution is \$2,500.00.

#### When your organization is a Global Sponsor:

Global Sponsors may choose from the following events and receive the following benefits:

(note: Global Sponsors will be accepted on a first request basis. Payment must be made to secure event sponsorship)

- Inclusion of your organization's name in the conference program agenda
- 3 signs with your organization's name and/or logo at the event you are sponsoring
- Recognition on the "Thanks to our Sponsors!" insert included in the conference participant packet
- Global Sponsors of the luncheons will be recognized during the lunch event

Thursday luncheon (one exclusive sponsorship available)	\$2,000.00
Friday luncheon (one exclusive sponsorship available)	2,000.00
Wednesday evening reception (one exclusive sponsorship available)	1,200.00
Thursday continental breakfast (one exclusive sponsorship available)	1,000.00
Morning and afternoon breaks (each)	500.00

#### When your Organization is a Conference Proceedings Sponsor

Whether the Proceedings are on paper and/or a CD, your organization will have the name and logo on the front cover of the book/CD, as well as special recognition at the opening session. Minimum Conference Proceedings Sponsorship is \$2,000.00

A General Support Sponsor	\$\$you decide! Your organization will be recognized in the conference program.
Door prize Sponsor	You decide!

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#### Exhibitor Registration Form (Please return both pages)

**Please return to: SOFOR GIS 2004 (#53678)**

Exhibitor Registration  
 Georgia Center for Continuing Education  
 1197 S. Lumpkin Street  
 Athens GA 30602-3603  
 Fax: 706.542.6596 or 1-800-884-1419

name of attending representative	position	SS #
preferred name for name badge		
organization (to be listed on exhibit sign)		
business mailing address (check here if home address)		
city	state	zip
county, if Georgia		
work phone	fax	e-mail address
web url		

**Exhibit Fees:**

Number of <b><u>5'D x 10'W</u></b> spaces	_____	x	<b><u>\$450.00</u></b>	=	\$ _____
Number of Additional <b><u>5'D x 10'W</u></b> spaces	_____	x	<b><u>\$250.00</u></b>	=	\$ _____
110V/60Hz Electricity	_____	days	x \$20.00/day	=	\$ _____
Other requirements (see rate schedule; please list items, number requested & prices):					
_____	x \$ _____	each	x _____	quantity =	\$ _____
_____	x \$ _____	each	x _____	quantity =	\$ _____

List additional representatives, if any, who will attend (limit of two additional reps per booth space without extra charge):

\_\_\_\_\_

Any additional representatives after 2 are \$25.00 each.

\_\_\_\_\_ x \$25.00 each x \_\_\_\_\_ quantity = \$ \_\_\_\_\_

\_\_\_\_\_

Number of Additional **registrations** \_\_\_\_\_ x **\$250.00** = \$ \_\_\_\_\_

