

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
www.georgiacenter.org

Conference Planning

Ben Jackson
Georgia Center for Continuing Education, Room 298
The University of Georgia
Athens, GA 30602
706.542.2194
ben.jackson@gactr.uga.edu
www.georgiacenter.org

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Athens, Georgia

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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February, 2004

Dear Sponsor:

You are invited to be a Sponsor of **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 sponsorship categories/guidelines are included for your use.

To guarantee your sponsorship of this program, please send your **application and full payment** to the address listed on the registration form **no later than *Monday, October 18, 2004***. We will send you a confirmation of your registration along with directions to the Georgia Center. In that letter we will ask you to provide copy of the graphics, logos and other materials you would like included in your organization's sponsorship recognition.

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
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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.

1. When your organization is a Global Sponsor you receive the following benefits:

- One complete exhibit, plus one complimentary 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 Global Sponsor contribution is \$2,500.00.

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

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

(note: Satellite 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
- Satellite Sponsors of the luncheons will be recognized during the lunch event

Thursday luncheon (one exclusive sponsorship available)	\$2,000.00
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Friday luncheon (one exclusive sponsorship available)	2,000.00
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Wednesday evening reception (one exclusive sponsorship available)	1,200.00
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Thursday continental breakfast (one exclusive sponsorship available)	1,000.00
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Morning and afternoon breaks (each – 4 available)	500.00
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3. 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

4. A General Support Sponsor

Your organization will be recognized in the conference program. \$100.00 minimum

5. 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 <u>5'D x 10'W</u> spaces	_____	x	<u>\$450.00</u>	=	\$ _____
Number of Additional <u>5'D x 10'W</u> spaces	_____	x	<u>\$250.00</u>	=	\$ _____
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** = \$ _____

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Program Advertising

Full Page	_____	x \$125.00	=	\$ _____
One-half	_____	x \$90.00	=	\$ _____
One-fourth	_____	x \$50.00	=	\$ _____

Sponsorships:

Global Sponsor	_____	x \$2,500.00	=	\$ _____
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Satellite Sponsor

Thursday Luncheon	_____	x \$2,000.00	=	\$ _____
Friday Luncheon	_____	x \$2,000.00	=	\$ _____
Wednesday Evening Reception	_____	x \$1,200.00	=	\$ _____
Thursday Continental Breakfast	_____	x \$1,000.00	=	\$ _____
Refreshment Breaks (each)	_____	x \$500.00	=	\$ _____

Thursday ___ am ___ pm Friday ___ am ___ pm

Conference Proceedings Sponsor	_____	x \$2000.00	=	\$ _____
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General Support Sponsor (minimum \$100)	_____	_____	=	\$ _____
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Donation of items for drawings Item: _____

Please send donated item(s) to: Attn: Pam McNair

Total Fees Due: \$ _____

Method of Payment to reserve your exhibit space and/or sponsorship:

Check (payable to The University of Georgia)

MasterCard Visa American Express Discover

Card # _____ Expires ___/___

Name on Card _____

Signature _____

The Georgia Center's FEI number is 58-6001998

All fees must be paid by 5:00 p.m. Monday, November 1, 2004. For overall planning purposes only, Exhibit Spaces are tentatively assigned in the order in which this registration form is received. PLEASE NOTE, however, **valid exhibitor registration or eligibility for any Georgia Center services is not possible until your credit card number or actual check has been received.** Unless otherwise noted, the fees listed above do not include registration for the conference. *If you require housing*, please call 706.542.6364 or 1.800.774.2760 to make a reservation at the Georgia Center hotel. If rooms are not available at the Georgia Center, the reservationists can give you phone numbers for local hotels.