



17

in-service  
conference

## EXHIBITOR INFORMATION

We will be able to change identification badges for you on site if you have a change of personnel; however, it would be to your advantage to request these changes in advance. We can accept requests for badge changes until **January 10<sup>th</sup>**. After that time we will have already printed badges and put them into registration packets and you will need to request the change on site. It will be necessary for you to return the original badge in order to have it replaced with another on-site. Please remember that we rely on member registration fees to help fund the conference and strongly request that you not loan identification badges to non-exhibitors for their use in attending the conference. Personnel listed on the booth application will receive exhibitor badges. Any personnel who are GMEA members and wish to attend sessions must register for the conference as an attendee. Please log into your OPUS account to pre-register or you may register on-site.

Please familiarize yourself with all rules and regulations governing the show, especially those items regarding restrictions on booth set up which would restrict the sight line to the adjoining booths, dismantling the booth before the close of the show, and subletting of space. These restrictions will be strictly adhered to.

You will find a list of Athens hotels at which we have blocks of rooms reserved during the conference posted on our website (<http://gmea.org/>). Please identify yourself as attending the GMEA In Service Conference in order to receive our group rates.

An exhibitor's packet from the conference decorator, **MC<sup>2</sup>**, will be available on the GMEA website after November 1, 2016. This kit will contain information relating to your electrical needs, extra furniture needs, and other pertinent information. All questions concerning these matters should be directed to **MC<sup>2</sup>** Customer Service. The telephone number is 678.398.2650. Please be sure to give us your email address on the exhibitor application so that we can give it to **MC<sup>2</sup>** in order for them to be able to contact you.

### SHOW SCHEDULE

**Set-up and Registration:**

Wednesday, January 25	1:00 PM – 5:00 PM
Thursday, January 26	7:00 AM - 12:00 PM
Thursday, January 26	2:00 PM – 5:30 PM
Friday, January 27	8:30 AM – 5:30 PM
Saturday, January 28	8:30 AM – 11:30 AM
Saturday, January 28	11:30 AM - 3:00 PM

**Show hours:**

**Move Out:**