



To: WinterGreen 2018 Exhibitors

From: Jennifer Addington, Director of Administration

Enclosed you will find the [link to GGIA's Exhibitor Kit](#) for WinterGreen 2018 on January 24-26, 2018 in Duluth, Georgia. Once you review the kit, if you have questions, please call.

We are thrilled to bring back popular amenities like the **exhibitor's lounge and complimentary lunches**. We are also working to get more buyers and industry pros to the show. Last year's attendance was up over 20% and we're pushing for more in 2018.

Your friendly GGIA move in crew will once again be there along with carts, forklifts and students to make your move in and setup a snap. **Please plan to have your booth completely set up by 4:00 pm on Wednesday** so that the decorator can get in to lay carpet and clean the hall.

**Included in the kit:**

1. The Form To Order Your Exhibitor Name Badges is included in this mailing. These badges are for your staff that will be working the show. Please complete these forms and return them to GGIA at your earliest convenience so that your staff can head right into the show instead of waiting in line for badges. Additional badges will be available via online for educational registration beginning December 1<sup>st</sup>. You can also mail in for additional badges using the form in the Wintergreen Attendee Brochure mailed in November.
2. There is such a thing as a free lunch. To get it, all you have to do is sign up. See the bottom of the name badge form.
3. Exhibitor Spotlight Signup- We will feature you in the GGIA e-newsletter that is sent to thousands of Industry Pros. Please email your logo and information about your business to Ashley Prater at [ashley@ggia.org](mailto:ashley@ggia.org).
4. Attendee Registration Forms- you can buy discounted tickets to the show for your customers. Want to see more customers? Invite more.
5. Exhibitor Confirmation Letter- Please double check to make sure we have your company information listed correctly for our Tradeshow Directory. Unless we hear back from you, we will print as is. **Deadline for corrections is 11/15/17.**
6. Table & Chair Form: Please make sure you fill out page 4 in your service kit to receive your complimentary 6' draped table and 2 chairs at no charge. Your table and chair will be in your booth when you arrive at the show. All forms must be turned into the decorator, Cherry Convention Services no later than January 16, 2018.

Should you have any questions about the show, please call us at 706-632-0100 or e-mail me at [jennifer@ggia.org](mailto:jennifer@ggia.org). We look forward to seeing you at the show in January.

Thanks,

Jennifer Addington

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Chris Butts- Executive Director

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